



BOGNOR REGIS TOWN COUNCIL

FLEXIBLE COMMUNITY FUND
APPLICATION FOR YEAR
1st APRIL 2019 to 31st MARCH 2020

IMPORTANT NOTICE – Please note that before payment of any agreed funds is made, applicants may be required to submit a **copies of current bank statements for all bank accounts and a signed copy of the Chairman's Report/Statement or Constitution**. Successful applicants will be advised in their notification letter of all requirements to enable payment. However, to speed up the process, applicants may provide these documents in advance and attach to this application. Please supply copies and not the originals, as the Council cannot accept the responsibility for the security of any original documents. We are unable to return documents. Please read questions carefully and provide a full answer.

1. Name and address of your organisation

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2. Name, address, postcode and daytime telephone number of the person applying including position in organisation

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3. Does your Group/Organisation have a constitution or set of rules?
Please enclose a copy if applicable

Please tick	Yes	No
If no, please say why:		

4. Please tick the relevant information and supply the appropriate number

Registered Charity	Charity number
Company Ltd. by Guarantee	Company number
C.I.C	Other (please specify)

10. Is an up-to-date Child Protection/Vulnerable Groups Policy enclosed?

Please tick	Yes	No
If no, please explain why this is not required		

11. Please confirm the amount of unrestricted reserves that your organisation holds and an explanation as to why these cannot be used for the proposals/project

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12. Are there any safety issues related to your project or proposed activity and do you hold a current Public Liability Insurance?

Details of any safety issues		
Public Liability Insurance	Yes	No
Amount held	£	

13. What are your reasons for not applying to the Town Council's Grant Aid Fund for this funding?"

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DECLARATION: I declare that I have read and accept the Guidelines, Criteria and Checklist and that I have answered all the questions fully and truthfully. I also declare that any grant made will be used solely for the purposes outlined in this application. I understand that Bognor Regis Town Council reserves the right to reclaim the full grant in the event of it not being used for the purpose specified.

DATA PROTECTION: By making an application for funding from Bognor Regis Town Council, you agree that your contact details may be held and processed for the purpose of corresponding and assessing your funding application.

You may request access to the information we hold on you by emailing bognortc@bognorregis.gov.uk

You may request to be removed as a contact at any time bognortc@bognorregis.gov.uk

Bognor Regis Town Council's Privacy Notice may be viewed on our website. Alternatively, please email bognortc@bognorregis.gov.uk to request a copy

Name..... Signed.....

Position..... Date.....

Email address..... Organisations website.....
(If applicable)

Please complete this form fully and return to:

Glenna Frost
Town Clerk
BOGNOR REGIS TOWN COUNCIL
Town Hall, Clarence Road, Bognor Regis, PO21 1LD

Checklist

In order to prevent unnecessary delay, please tick and ensure that you have:

- Read the notes for applicants
- Answered all questions. It is not sufficient to simply attached documents in response to questions. Ensure you have entered the actual amount of grant requested
- Enclosed your most up-to-date bank statements all bank accounts or confirmed that these will be provided prior to payment or an explanation as to why not available.
- Provided a copy of your Policy Statement regarding Child Protection, (if applicable) or reason for absence
- Enclosed copy of your Constitution or Set of Rules.
- Included additional supporting material, e.g. cuttings, reviews etc. (optional)
- Enclosed copies of estimates for proposals/project

PLEASE NOTE: Failure to comply with these guidelines by not supplying all of the required documentation will result in consideration not being given to your application.