



## **BOGNOR REGIS TOWN COUNCIL**

### **FLEXIBLE COMMUNITY FUND APPLICATION FOR YEAR 1<sup>st</sup> APRIL 2022 to 31<sup>st</sup> MARCH 2023**

**IMPORTANT NOTICE** – Please note that before payment of any agreed funds are made, applicants may be required to submit **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 read questions carefully and provide a full answer.

1. Name and address of your organisation.

Name:

Address:

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

Name:

Address:

Postcode:

Daytime telephone number:

Position in Organisation:

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
C.I.C. number
Other (please specify)

5. Please supply the following information:

When did your group/organisation start? (MM/YY)
How many members do you have?
How many people use this service?
How many are Bognor Regis residents?

6. Amount Applied for £.....

7. Description of what the funds are for (if the application is for new equipment that is over £100 in value, please supply at least two quotations).

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8. Please tell us if you are a branch of, or related to, a larger organisation.

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9. Are current Bank Statements attached?

Please tick	Yes	No
If No, can you confirm that these will be made available should your application be successful?	Yes	No
If the Bank Statements will not be available, please give an explanation why.		

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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14. The Town Council is keen to hear about the impact and benefits arising from the Flexible Community Fund. Therefore, if your application is successful, the Town Council will require a commitment from you to promote the support that you have received from the Town Council by including the logo that will be supplied to you in any promotional material that you produce of which you are required to provide the Town Council with electronic or hard copies. We will also be in touch with you, in due course, to request the following: feedback on the success of the event/initiative; a breakdown of the budget; the provision of photographs showcasing events and initiatives that the Town Council can share on their social media platforms. Please indicate below whether you anticipate that your event/initiative will be completed within 6 or 12 months of the funds being awarded, so that you are contacted at the appropriate time.

The Event/Project will be completed within:	6 mths	12 mths
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15. As part of the feedback process, the Town Council would like to hear whether the success criteria for your event/project were met. Please provide details of how the success of the event/project will be assessed.

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

**Please complete Declaration overleaf**

**DECLARATION:**

I declare that I have read and accepted 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](mailto:bognortc@bognorregis.gov.uk) You may request to be removed as a contact at any time [bognortc@bognorregis.gov.uk](mailto:bognortc@bognorregis.gov.uk) Bognor Regis Town Council’s Privacy Notice may be viewed on our website. Alternatively, please email [bognortc@bognorregis.gov.uk](mailto:bognortc@bognorregis.gov.uk) to request a copy

Name ..... Date.....

Position ..... Email address.....

Organisation’s website (If applicable) .....

Please complete this form fully and return [via email to the Town Clerk at bognortc@bognorregis.gov.uk](mailto:bognortc@bognorregis.gov.uk)

**Checklist**

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 attach documents in response to questions. Ensure you have entered the actual amount of grant requested.

Attached your most up-to-date bank statements for all bank accounts, or confirmed that these will be provided prior to payment, or an explanation as to why these are not available.

Provided a copy of your Policy Statement regarding Child Protection, (if applicable) or reason for absence.

Attached copy of your Constitution or Set of Rules.

Included additional supporting material, e.g. cuttings, reviews etc. (optional).

Attached copies of estimates for your proposals/project.