



**BOGNOR REGIS TOWN COUNCIL**

**FLEXIBLE COMMUNITY FUND**  
**APPLICATION FOR YEAR**  
**1<sup>st</sup> APRIL 2018 to 31<sup>st</sup> MARCH 2019**

**IMPORTANT NOTICE** – Please note that before payment of any agreed Grant is made, applicants may be required to submit a **statement of accounts for the last complete year, copies of current bank statements for all bank accounts and a signed copy of the Chairman's or Secretary's report where applicable.** 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 of your organisation

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

Name: Address:  Postcode: Daytime telephone number: 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
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4. Please tick the relevant information and supply the appropriate number

Registered Charity	Charity number
Company Ltd. by Guarantee	Company 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?
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6. Briefly describe the main purpose of your group/organisation. Please continue on additional sheet if necessary

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

8. Are current Bank Statements and Certified Accounts 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 and/or Certified Accounts will not be available, please give an explanation why		

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

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

10. Please confirm the amount requested from the Town Council and enclose an estimated cost of proposals/project (please attach copies of estimates and costs - where the application is for new equipment that is over £100 in value, please supply at least two quotations)

11. Please confirm the amount of unrestricted reserves that your organisation holds

12. Please give an explanation as to why, instead of applying for a grant, the reserves identified in 11 above, cannot be used by your organisation for the proposals/project

13. Purpose of the grant - please show how this will meet the Town Council's strategy and priority headings as listed in the Guidelines/Criteria and Check List. Please continue on additional sheet if necessary

14. Show how costs of proposals/projects are to be met. Please continue on an additional sheet if necessary

15. Details of other grants/funding applied for/to be applied for/obtained

16. 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    £		

17. Have you applied for funding from Bognor Regis Town Council before? - If so please give details of applications below. Please continue on additional sheet if necessary

**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](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..... 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