



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,
Bognor Regis, West Sussex, PO21 1LD
Telephone: 01243 867744
E-mail: bognortc@bognorregis.gov.uk

Dear Sir/Madam

GRANT AID APRIL 2020

Thank you for expressing an interest in applying for Grant Aid funding from Bognor Regis Town Council. I would particularly draw your attention to the guidelines for completion of the application forms. The onus is upon you to ensure that all requirements are met by the due date. Failure to comply will result in disqualification.

I am also required to inform you that all applications must be made on the forms provided by this Council and provided in hard copy, along with supporting documents. Applications submitted electronically will be rejected and the applicant notified. However, the Town Council are considering the possibility of applications being submitted electronically in the future and would appreciate your thoughts regarding this. Please enclose a short note, with the hard copy of your application for this year, stating whether you would find electronic submission useful in the future.

Copies of the form and relevant documentation for this year are available to download from the Town Council's website at www.bognorregis.gov.uk if required. Please note changes have been made to the Application Guidance/Criteria. Please ensure you read this fully before completing your application.

As you will probably be aware, rules regarding Data Protection have changed and with the implementation of GDPR we are obliged to obtain your consent to retain your details so that we may contact you in future years about the Grant Aid Scheme.

Please note that if the appropriate box on the application form is not ticked, we will be unable to contact you next year and provide an application form.

Please ensure that completed forms, together with all required documentation, are returned in hard copy to this office by no later than 5.00pm on Friday 27th September 2019. All applicants will be advised by post of the outcome of their application and if successful may be requested to send a representative to a Council meeting or alternative Civic event to collect the grant. Funds for all successful grant applications will be awarded during April 2020, the next financial year.

Yours faithfully,

Glenna Frost
Town Clerk