



# BOGNOR REGIS TOWN COUNCIL

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June 2020

Dear Sir/Madam

## **GRANT AID APRIL 2021**

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.

**In a change to previous years, as a result of the ongoing COVID-19 restrictions and as there is currently no access to the Town Hall, all applications are to be submitted electronically via email. Covering emails must list the documentation that is being attached so that it can be checked off as having been received.**

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](http://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 via email by no later than **5.00pm on Friday 25<sup>th</sup> September 2020**. All applicants will be advised 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 2021, the next financial year.

Yours faithfully,

Glenna Frost  
Town Clerk