



BOGNOR REGIS TOWN COUNCIL

FLEXIBLE COMMUNITY FUND **APPLICATION FOR YEAR** **1st APRIL 2020 to 31st MARCH 2021**

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 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

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 be in touch with you to request feedback. Please indicate below whether you anticipate your event/project 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 in	6 mths	12mths
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15. As part of the feedback process, the Town Council would like to hear whether the success criteria of your event/project were met. Please therefore provide details of how the success of the event/project will be assessed.

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Please complete Declaration overleaf

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 Position

Date

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

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

Attached 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

Attached copy of your Constitution or Set of Rules.

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

Attached 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.