



# BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,  
Bognor Regis, West Sussex, PO21 1LD  
Telephone: 01243 867744  
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June 2021

Dear Sir/Madam

## **GRANT AID APRIL 2022**

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 24th September 2021**. 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 2022, the next financial year.

Yours faithfully,

Glenna Frost  
Town Clerk



## **APPLICATIONS FOR GRANT AID** **FOR APRIL 2022**

### **GUIDELINES/CRITERIA AND CHECK LIST**

1. The aim of the Town Council's Grants Scheme is to promote a vibrant and active community in Bognor Regis. The scheme recognises and supports the valuable contribution made by the voluntary sector to the well-being of the community. It provides financial support for community organisations working for the benefit of residents, with the intention of improving the range of services and activities in the town. Your project must help to meet the aims of the Town Council grant scheme.
2. The Bognor Regis Town Council Vision is to develop Bognor Regis to become more powerful and enterprising, working with others in partnership to boost the local economy, build civic pride and create a happier Bognor Regis.

In support of this Vision, the Town Council has agreed the following strategy and priority headings for 2019-2024 and organisations are required to show how their application would meet one or more of these: -

- Build on the success of Bognor Regis
- Manage and reduce the environmental impact of Bognor Regis
- Work to enable residents and community groups to live well and enjoy and take pride in our Town
- Promote arts and culture to make Bognor Regis a great place to live, work, study and visit

In taking these priorities into account applicants may have regard to the following supporting actions:

- Supporting local tourism and events
- Improving the Bognor Regis Town Environment
- Supporting alcohol reduction strategies
- Supporting vulnerable people within the community
- Supporting projects which create a safer Bognor Regis
- Town Heritage and Regeneration projects
- Providing services and support for younger people

The Town Council will fund organisations:

- Whose activities and projects are for the benefit of Bognor Regis residents
- That are not providing activities that are of a political or religious nature
- That do not hold reserves in excess of one year's operating expenses, including local branches of national or regional organisations that have reserves that could be used.
- That do not fundraise to support their head office for distribution to other areas

The Town Council will not fund organisations applying for:

- Retrospective funding - for something that has already taken place or been purchased
- Contributions to large capital programmes or generic blanket applications where what is being funded is not specifically stated
- Funding for loan payments or outstanding debt or interest

3. To ensure the safeguarding of public finance any organisation submitting a grant application will be required to demonstrate that it is able to meet all statutory requirements at the time of application, relating to employment of staff, volunteers and participants, use of premises and provision of its service, including public liabilities, insurance etc.

4. For your application to be processed, it is essential that a set of the most up to date, signed audited or certified accounts, copies of current bank statements for all bank accounts, a Chairman's Report or Constitution and a copy of the Policy Statement regarding Child Protection and/or Vulnerable Adults (if applicable) be submitted with the application. **No public funds may be paid over until the accounts and report have been inspected and the Council is satisfied.** The accounts must be audited or certified as described and should also have a signed statement from an independent person, i.e. auditor, accountant etc.
5. Clubs or organisations involved in providing activities for children or youths will need to provide information on their adopted policy statement for Child Protection in relation to the Children's Act 1989 and the Rehabilitation of Offenders Act 1974 regarding the recruitment of staff, paid or voluntary. The information must make clear that procedures have been established to include prevention of abuse and clearly define roles for staff and training in relation to child protection. The Council will look for evidence that groups working with vulnerable members of society (e.g. people with special needs etc.) follow good practice in protecting such people with information provided on their adopted policy statement for Vulnerable Adults.
6. Organisations are required to submit only one application when applying for funding for different activities and projects rather than multiple applications.
7. 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.
8. Applicants may be asked to provide additional information.
9. Where the application is for new equipment that is over £100 in value, please supply at least two quotations.
10. Should your grant application be successful, please note that if your funding is for a capital project, such as purchasing equipment etc, you will be required to produce evidence of this, e.g. invoices/receipts, for our records as soon as possible. It is important to also note that in the event of your organisation closing or if the project/services funded by the Council do not proceed, the grant aid must be returned to the Council.
11. The Town Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified on the application form.
12. **Failure to comply with these guidelines by not supplying all of the required documentation will result in consideration not being given to your application. Therefore, your application will not be considered unless sufficient written explanation is provided as to the reason for absence and confirmation of when such documentation will be available. To avoid extra administrative time, this action will be taken without further redress to the applicant: The onus is on the applicant to ensure all requirements are met by the due date.**
13. Applications for aid must be made on the form provided by this Council and must be emailed to the Town Clerk (in accordance with clause 7 above) to arrive not later than **5.00pm on Friday 24<sup>th</sup> September 2021**. Late applications will not be considered. Funds for all successful grant applications will be awarded during April 2022, the next financial year.

**Please complete the enclosed Check List and return with your application form**

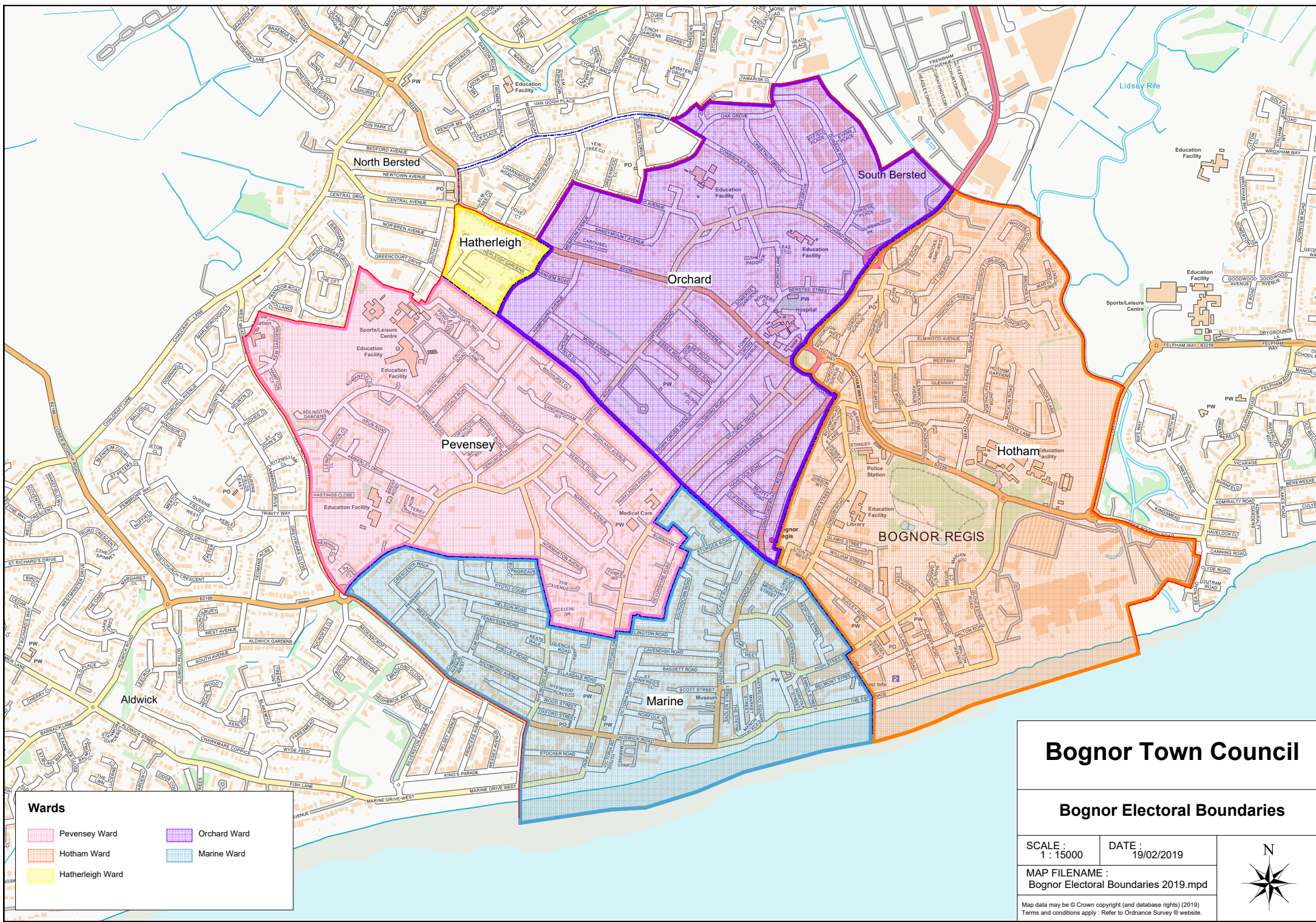
### **Check List**

In order to prevent unnecessary delay, please tick and ensure that you have:




- ☐ Read the notes for applicants (overleaf).
- ☐ Answered all questions. It is not sufficient simply to attach documents in response to questions. Ensure you have entered the actual amount of grant requested.
- ☐ Attached your most recent audited or certified accounts, appropriately signed. (Chairman/Treasurer/Secretary and an independent signature) followed by the current year's accounts once these become available.
- ☐ **PLEASE NOTE:** audited or certified accounts are to be signed by an independent professional person not associated with your organisation.
- ☐ Provided a copy of your Policy Statement regarding Child Protection and/or Vulnerable Adults, (if applicable) or reason for absence.
- ☐ Attached your latest Chairman's Report (or similar e.g. Constitution or Treasurer's/Secretary's Report).
- ☐ Attached additional supporting material, e.g. cuttings, reviews etc. (optional).
- ☐ Attached copies of estimates for proposals/project.
- ☐ Attached a copy of your most recent bank statements for all bank accounts.


**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.

**PLEASE NOTE:** Organisations in receipt of Grant Aid may be required to have a Town Council appointed non-voting observer as a representative to any of the organisations meetings. This appointment will be at the discretion of the Town Council and will enable them to take part in discussion and debate only and to also give input/feedback in relation to the Town Council's agreed position and policy on issues relating to the discussion. Representatives are there to represent the Town Council and not as individuals. They should not therefore under any circumstances agree anything on the Town Council's behalf that has not been approved previously by the Town Council. Town Council representatives will respect any issues of confidentiality that might arise from the outside organisation.



**Wards**

	Pevensey Ward		Orchard Ward
	Hotham Ward		Marine Ward
	Hatherleigh Ward		

<h1>Bognor Town Council</h1>		
<h2>Bognor Electoral Boundaries</h2>		
SCALE : 1 : 15000	DATE : 19/02/2019	
MAP FILENAME : Bognor Electoral Boundaries 2019.mpd		
Map data may be © Crown copyright (and database rights) (2019) Terms and conditions apply : Refer to Ordnance Survey @ website.		



# **BOGNOR REGIS TOWN COUNCIL**

## **GRANT AID APPLICATION FOR APRIL 2022**

**IMPORTANT NOTICE - ONLY** applications received in **electronic format** by email can be accepted. Please attach a **statement of either audited or certified accounts for the last complete year, copies of current bank statements for all bank accounts, a signed copy of the Chairman's or Secretary's report** and any other supporting documents you may wish to send. Please read questions carefully and provide a full answer.

1. Name of your organisation

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2. If, following cancellation of your event/project in 2021 due to the COVID pandemic, you have Grant Aid 2021 funds for release in 2022 please provide an explanation of the material difference to your event/project that warrants these additional funds.

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

Name:
Address:
Postcode:
Daytime telephone number:
Position in organisation:

4. 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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5. Please tick the relevant information and supply the appropriate number

Registered Charity	Charity number:
Company Ltd. by Guarantee	Company number:
Other (please specify):	

6. Please supply the following information:

Is your organisation's main base located within the five Wards of Bognor Regis (as identified on the enclosed map)?	Yes	No
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 located within the five Wards (as identified on the enclosed map)?		

7. Briefly describe the main purpose of your group/organisation. Please continue on additional sheet if necessary

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

9. Does your organisation come into contact with children, or vulnerable adults?

Please tick:            Yes                                  No

If yes, please provide a copy of Child Protection Policy and/or Vulnerable Adult Policy.

If copy of policy is not available, please explain why:

10. Please confirm the amount of the grant 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 10 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

18. The Town Council is always seeking feedback to improve the service it provides. Therefore, please tell us what you think of this application form and give any suggestions as to how you feel it may be improved

19. The Town Council is keen to hear about the impact and benefits arising from the Grant Aid awards. 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 with 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 months      ☐      12 months      ☐

20. 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.

**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.

Bognor Regis Town Council usually contact previous applicants regarding Grant Aid, regardless of whether the application was successful or not. Please tick here [    ] to confirm you are happy for us to retain your details to enable us to contact you in the future in this regard only.

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.

**PLEASE COMPLETE BELOW TO FINISH YOUR APPLICATION**

Name..... Position.....

Date.....

Email address.....

Organisations website (if applicable).....

Please complete this form and return via email as soon as possible and **no later than 5.00pm on Friday 24<sup>th</sup> September 2021**, with all required documentation as outlined to:

Glenna Frost Town Clerk  
**BOGNOR REGIS TOWN COUNCIL**  
[bognortc@bognorregis.gov.uk](mailto:bognortc@bognorregis.gov.uk)