



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,

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GRANT AID APRIL 2025

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. **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 if required. Please ensure that you read the Town Council's Grant Awarding Policy, in full, before completing your application.

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 consent 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 Thursday 14th November 2024**. All applicants will be advised of the outcome of their application at the end of January 2025. Grant Aid recipients will be requested to send a representative to a Council meeting or alternative Civic event to collect the grant. Cheques awarded to successful applicants **MUST NOT** be banked before 1st April 2025.

Yours faithfully,

Glenna Frost
Town Clerk