



BROMYARD AND WINSLOW TOWN COUNCIL

GRANTS

Policy & Application Form

September 2019

Guidelines for Applicants

1. An applicant may only make one application for a grant in any financial year (April – March).
2. In exceptional circumstances the Town Council may choose to support an applicant for more than one year, subject to current legislation and within the term of the current Administration.
3. The applicant's aim must be non-profit making, e.g. a charity, a CIC (Community Interest Company) or a good cause.
4. The applicant's aim must be one that in some way benefits the local community.
5. The applicant must demonstrate a clear need for financial support.
6. The applicant must, where appropriate, supply evidence and supporting documentation of any other funding streams applied for in regard to this application.
7. Applications from an existing organisation must be accompanied by a trading account and balance sheet for the last financial year, including existing bank/building society accounts.
8. Individuals or organisations just starting up must submit basic financial information.
9. There is no upper or lower figure set for the amount of any grant, but generally they will be restricted to a level of £1000.00.
10. If a grant is awarded, the Town Council will expect to receive recognition of their support.
11. The applicant will receive notice of the outcome of their application within three weeks of the Council decision.
12. The Town Council will request a receipt from the applicant for any donation received.
13. An EOG (End Of Grant) report will be required once the project has finished and should be completed within 12 months of the grant award, together with receipts where requested.
14. Other than in exceptional circumstances, applications for retrospective grants will not be considered.
15. When appropriate the Council may ask the applicant or a representative to be present to answer questions in relation to the application.

If you would like to apply for a grant, please complete the application form and return it to:

The Town Clerk
Bromyard & Winslow Town Council
The Old Vicarage Complex
1 Rowberry St,
Bromyard
Herefordshire
HR7 4DU

BROMYARD AND WINSLOW TOWN COUNCIL

Application Form for Financial Assistance/Grant

1. Contact Details:
Name of applicant (for group/organisation - as written on your Constitution or set of rules)

Bromyard Community Arts

Name of the main contact (to whom correspondence will be sent if different from above)

Title **Mrs** First Name ...**Vicki**... Surname ..**Barker**.....

Position held**Chair**.....

Address for correspondence including full postcode.

████████████████████

████████████████████

████████████████

██████████

Telephone: Daytime ...██████████████████. Evening**same**.... Mobile: ...**same**

e-mail: ...**vicki.bromyardcommunityarts@gmail.com**

Website Address (if applicable)**www.bromyardcommunityarts.co.uk**

Is the correspondence address (tick one box only)

Your Group's Office

Your home address / YES

Other

2. Are you a branch of a larger organisation, or a member of an umbrella body?
If so please tell us which one.

N/A

3. What type of applicant are you (tick one box only)

Registered Charity

Registration Number

Exempt or Excepted Charity
registered with the
Inland Revenue

Registration Number

in England

if applicable

Community Interest Company (CIC) Registration Number

Company Limited by Guarantee Registration Number

Individual

Other (specify)**Voluntary Community Group**

4. When was your group set up **Month 29th April...** Year **2019...**

Please continue on a separate sheet if appropriate

5. What are the main activities of your group or what service do you provide? If you are an individual or a new group tell us about the activities you plan to provide.

"The aims of the Group shall be to facilitate arts events and activities for the benefit of the local community of Bromyard and the surrounding area and to create opportunities for participation, engagement and education." BCA constitution

BCA have now run 4 ARTWALKS, 3 Lantern Processions and 1 Jubilee Art Event. We have worked to promote the town and all its attractions through activities that people can actively participate in, contributing to making a community event.

BCA has 3 events planned for this year

1. A Children's Jubilee Hunt and Town Banner for the celebrations
2. The Bromyard ARTWALK
3. A Lantern Procession for the Bromyard Christmas Light Up

BCA are organising the 5th Bromyard ARTWALK after the success of previous events.

- 25 to 30 shops will exhibit work by local artists for 10 days from Saturday August 27th to Sunday 4th September.
- Exhibitions will be held The Chapel Gallery and the Studio Gallery
- Children's art and craft workshop will take place in the Public Hall (times to be arranged)

6. How many people are involved in running your group? Put numbers in the boxes: (groups and organisations only)

Committee Members Paid full time Staff Paid part time staff Volunteers

How do people join your group? ... **Word of mouth/ Recruitment through events.**

...

Do you make an annual charge/subscription?**No**

How many people will take part in or benefit from a grant?

10 volunteers who put the event together

20 + artists and 20 shops/venues. All the shops benefit from increased footfall in the high street with attention on the shops windows, even those not displaying artwork.

30 + children and young people taking part in creative workshops (TBA)

Members of the public / local residents who use the high street/

Visitors/ Tourists to Bromyard

7. What are the age ranges of the people who will benefit?

All ages Children Teenagers 20-60 60 plus

8 Please give brief details as to what any grant would be used for and how your actions will benefit the residents of Bromyard & Winslow.

The Bromyard ARTWALK 2022

The grant will be used for materials and publicity.

The ARTWALK will benefit –

The town of Bromyard and the surrounding area by bringing in visitors.

The residents- by providing an arts event accessible to all and by showing people how much creative talent is in the town and surrounding area.

The local artists- providing them with the opportunity to show their work and publicise their coming exhibitions. The ARTWALK is an inexpensive way for artists to get their work known.

The shops, venues and galleries that displayed work by artists.

The families by providing creative workshop that all can participate in (TBA)

Wider benefits

The event will strengthen Bromyard Community Arts.

Continue to establish the ARTWALK as an annual event and BCA as the organising group.

Increase awareness of The ARTWALK outside of Bromyard. (Community Manager from Shavington-cum-Gresty Parish Council has asked for information to set up their own Lantern Procession after seeing Bromyard's through social media)

9. Please give a detailed breakdown of costs, which will be incurred:
(Attach a spreadsheet if necessary)

BCA are seeking funding toward the publicity costs and towards materials for the arts and craft workshops

Publicity -Leaflets and posters	£100
Signage for by-pass x 2	£150
Art materials for workshops.	£300

Please give details of other sources of income towards the project:

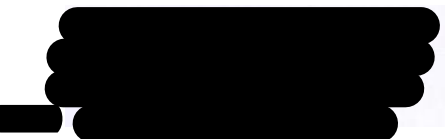
£100 of BCA funds will go towards the ARTWALK

Please give details of any fundraising proposed to help fund the payment:

The group aims to raise further funds from donations at our Jubilee events and other events

Please state the amount you are seeking from the Council £450.....

Please supply a copy of your Constitution/Rules, a copy of your last audited accounts and a copy of your last bank statement, or for individuals or a new organisation, a copy of your expected income & expenditure.

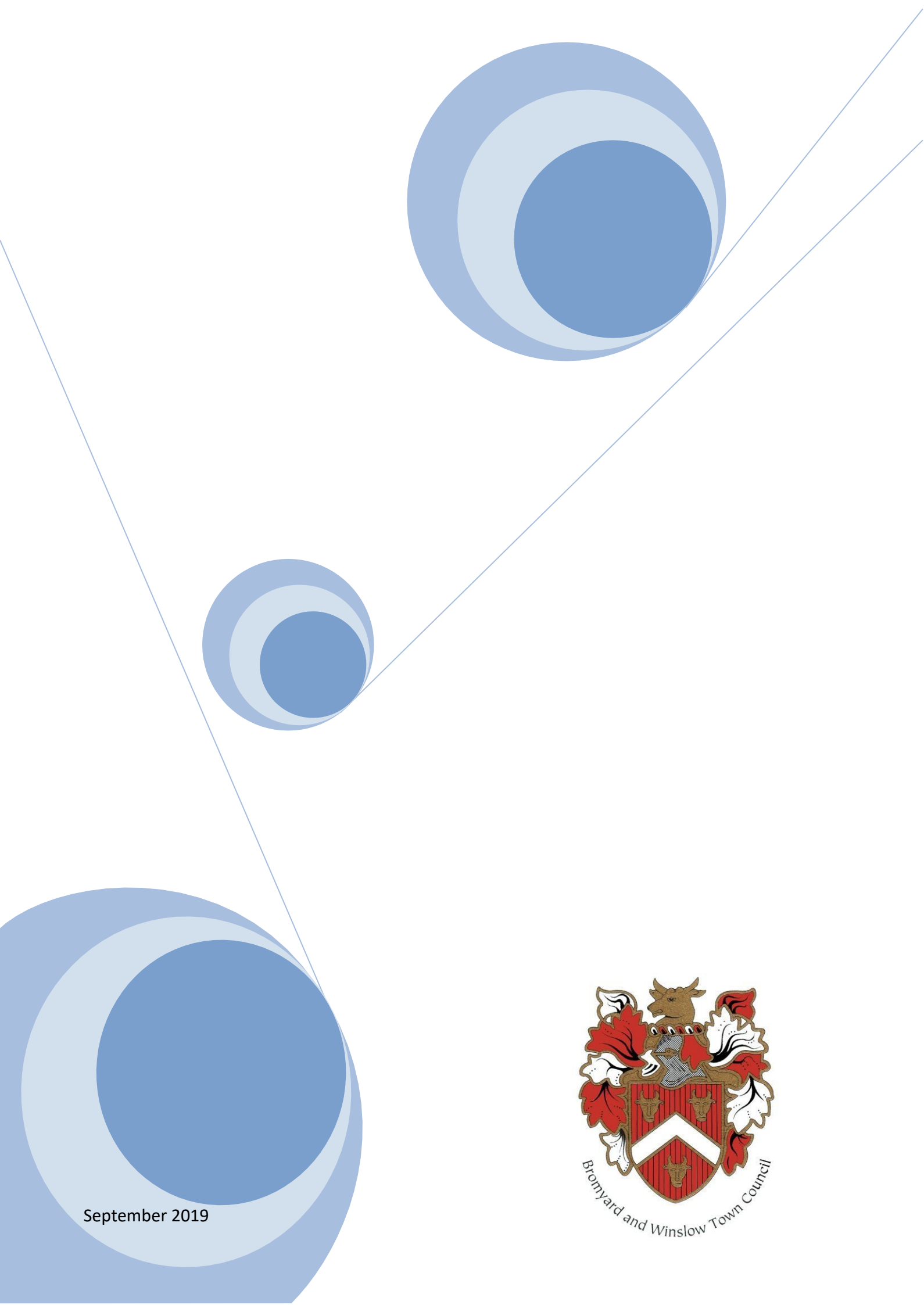
Signed  .. On behalf of [Bromyard Community Arts](#)

Date :

CHECK LIST

Please ensure that you have enclosed all the necessary documentation to support your application.

1. Evidence of having sought financial backing from any other sources
2. Trading Account & Balance Sheet for last financial year including existing bank/building society accounts (groups and organisations only)
3. Or, for individuals or for groups/organisations having just started up, basic financial information
4. Detailed breakdown of costs
5. Details of other sources of income
6. Copy of your Constitution/Rules (groups and organisations only)
7. Separate sheet, if necessary, of additional information



September 2019

