



Portishead Town Council

COL Fund Application Form

Portishead Town Council has created a Cost-of-Living (COL) support fund which will be distributed through local referral and support groups so that the money goes to those most in need during the current economic challenges.

This is a Portishead Town Council fund solely to support Portishead residents who are struggling due to the current cost-of-living crisis. Organisations can be given e-vouchers to help support throughout Portishead, funding to help in the provision of food, clothing, energy bank vouchers and other relevant cost-of-living support to Portishead Residents who are unable to meet short-term, emergency needs in a crisis, or where they need support to maintain their independence in the community.

Please read through the **Portishead Town Council COL Fund Guidance Notes** BEFORE completing this application form. [Click here to download the COL Fund 2023 Guidance Notes.](#)

Please download this form to your computer and either:

- Complete it electronically, save a copy and email it back as an attachment, **OR**;
- Print it and clearly write in the text boxes, scan or photograph your completed copy and:
 - Email it back as an attachment, **OR**;
 - Post it (or drop it off) to the Folk Hall: **Attn: COL Fund.**

Help and Information

If you require any assistance in completing this form or if you have any queries, please contact us at:

Portishead Town Council

Attn: COL Fund

The Folk Hall, 95 High Street, Portishead, BS20 6PR

Telephone: 01275 406 001

E-mail: wellbeing@portishead.gov.uk

Key dates

The fund is open from 1 April 2023 – 15 March 2024, all monies must be spent by 30 June 2024.

- Emergency support request (<£500 e-voucher) will be decided within 5 working days;
- Small funding requests (<£3k) will be decided within 7 working days;
- Medium funding requests (£3,001-£10k) will be decided at the monthly Community Matters

Committee meeting;

- Large funding requests (>£10k) will be reviewed at the monthly Community Matters Committee meeting and decided at the bi-monthly Town Council meeting.

Correspondence

All applicants will be notified of the Town Council's COL Fund decision by wellbeing@portishead.gov.uk

NB - this may be a deferment decision if further information is required.

Summary of Portishead Town Council 2023 COL Fund bands

Emergency Support	- Requests for up to a £500 e-vouchers;
Small Fund	- Requests for under £3,000;
Medium Fund	- Requests for between £3,001 to £10,000 funding;
Large Fund	- Requests over £10,000 funding.

All grants awarded in 2023 MUST be spent by 30 June 2024 (or returned)

APPLICATION FORM FOR PORTISHEAD TOWN COUNCIL COL FUND 2023

Please refer to the COL Fund 2023 Guidance Notes for details about each of the following sections

1. CONTACT AND ADMINISTRATIVE DETAILS

For Office use only

Ref:

Name of group / organisation	
Contact Name	
Contact (postal) address	
Position / role in group / organisation	
Contact telephone number	
Contact e-mail address	
Group / organisation social media account / website details <i>(if applicable)</i>	
How long has your group been operating?	
Briefly detail the general aims, objectives and / or activities of your organisation <i>(up to 150 words or attach your mission statement)</i>	
<p>If successful, your grant will be paid by BACS payment and confirmation of bank details (or appropriate payment method) will be confirmed at a later point.</p>	

2. PROJECT/ ACTIVITY/ EVENT INFORMATION

What is the amount of grant requested from PTC	£
What is the name / title of the project / activity / event?	
Why are you applying for this funding? <i>(up to 300 words or attach your outline project brief)</i>	

How would a PTC COL Fund make a difference to your group / organisation and its members? (up to 150 words)	
How will the people and communities of Portishead benefit from this project / activity / event? (up to 300 words)	Please provide details of the types of beneficiaries this funding will benefit e.g. gender; age group; socio-economic background; specific geographical areas; support of specific groups and networks etc.
What is the timing of this project / activity / event?	Please provide details of when it is planned to start and finish (NB - all grants awarded in 2023 must be SPENT by 30 th June 2024)

If you are applying for an EMERGENCY SUPPORT FUND (up to a £500 e-voucher) please now skip to Section 6 – Declaration

If you are applying for a Small Fund up to £3,000, please complete the next section.

3. FINANCIAL AND ORGANISATIONAL INFORMATION (Part 1)

Does your group / organisation have a voluntary management committee / steering group?	Yes No	If Yes, how many people are on it?
Have you received money from this Council previously?	Yes No	If Yes, for how much and what was it for?
What is the TOTAL cost of the project / activity / event you are requesting funding for?	£	
Have any other organisations been approached for grant funding in relation to this project / activity / event?	Yes No	If Yes, please provide details:
What will happen if you get less funding than you asked for? Will all / part of the project / activity / event go ahead?		Please tell us what could be achieved if you only receive part funding:

If you are applying for a SMALL FUND of up to £3,000 please now skip to Section 6 – Declaration

If you are applying for a Medium Fund award between £3,001 - £10,000 please complete the next section.

4. FINANCIAL AND ORGANISATIONAL INFORMATION (Part 2)

Does your group / organisation have written rules e.g. a formal constitution?	Yes No	<i>If Yes, please attach a copy to your application.</i>
What is your charity number or other community group registration?	<i>(Please insert N/A if not applicable):</i>	

Please provide a FULL breakdown of the project / activity / events costs and how they will be funded, including match funding or other financial / in-kind contribution <i>(Continue on a separate page if required)</i>		
Item / Activity	Description of financial and / or in-kind contribution	Source of funding / contribution
TOTAL COST	£	

If you are applying for a MEDIUM FUND of £3,001 TO £10,000, please now skip to Section 6 – Declaration

If you are applying for a Large Fund award of over £10,000, please complete the next section.

5. FINANCIAL AND ORGANISATIONAL INFORMATION (Part 3)

Does your group / organisation record Committee or Board Minutes?	Yes No	<i>If Yes, please provide the last 12 months of Minutes (Attach copies to your application)</i>
Does your group / organisation have an annual record of accounts or financial reports?	Yes No	<i>If Yes, please provide the last 2 years of annual accounts / financial reports (attach copies to your application)</i>
Please attach a summary of any other grants, match funding or financials contributions received by your group / organisation for any purpose over the last 2 years <i>(Attach copies to your application)</i>.		
Please provide your cash flow forecast for next year with an explanation of the sources of funding / income <i>(Attach copies to your application)</i>		

6. DECLARATION

I confirm that I have read the Portishead Town Council COL Fund 2023 Guidance Notes and that I am aware of the Terms and Conditions attached to applying for and receiving a Portishead Town Council COL Fund

I confirm *(please initial)*:

That the information provided in this application is a fair and accurate description of the group / organisation and the proposed project / activity / event, and that the details I have provided are true and correct to the best of my knowledge.

I am authorised to apply for funding on behalf of the group/ organisation and confirm that they agree to abide by the Terms and Conditions of the Portishead Town Council COL Fund process and any other conditions which Portishead Town Council imposes at the time of awarding the fund.

I confirm *(please initial)*:

Date: Signature:

Print name:

Position in Organisation:

APPLICATION CHECKLIST

Section 1

- Have you provided ALL the required contact details?

Section 2

- Does your application clearly explain how Portishead resident(s) will benefit from any fund awarded?
- Does your project / activity / event fit within the fund spend timeline?
- Have you attached the financial information required for the fund type you are applying for?

Section 4

- Have you attached your organisations formal constitution?

Section 5

- Have you attached your organisations Committee or Board Minutes?
- Have you attached your organisations annual record of accounts or financial reports?
Other grants or contributions
- Have you attached your organisations cash flow forecast?

Section 6

- Have you signed the declaration?

Please submit your completed COL fund 2023 application form and any supporting documentation to: wellbeing@portishead.gov.uk

OR

Post or drop off your application form and any supporting documentation to:

Portishead Town Council

Attn: COL Fund

The Folk Hall,

95 High Street,

Portishead

BS20 6PR

Portishead Town Council looks forward to receiving your application.