



Portishead Town Council

COL Fund Guidance Notes

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.

These Guidance Notes support the **Portishead Town Council (PTC) COL Fund application form**.

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)

How to Apply

Before you apply

If you wish to apply to the COL Fund from Portishead Town Council, please read the Guidance Notes below and contact wellbeing@portishead.gov.uk to discuss your project before submitting a form.

Wellbeing will be happy to help with any additional questions about the application process.

Submitting your Form

[Click here to download the COL Fund 2023 application form](#)

Please submit your completed Community Fund application form and any supporting documentation to:

Email: wellbeing@portishead.gov.uk

Post: **Portishead Town Council, Attn: COL Fund, Folk Hall, 95 High Street, Portishead, Bristol, BS20 6PR**

Please note that applications will only be accepted on Portishead Town Council's official application form.

Guidance Notes

Eligibility

Portishead Town Council are keen to receive requests for the COL Fund from the following applicants:

- A community group, organisation or charity that is Portishead-based **OR** delivers direct benefit to ease the cost-of-living challenges for Portishead residents;
- An organised group requesting community funding for a project, activity or event, which will ease the cost-of-living challenges for Portishead residents;
- A Portishead-based club, association or organisation easing cost-of-living challenges to a specific section of the community **OR** the Portishead community as a whole.

Please note - Portishead Town Council does **not** fund the following:

- Groups / organisations that do not service the Portishead community;
- General appeals;

- Statutory organisations or the direct replacement of statutory funding;
- Any party-political activity;
- Religious activity (however, applications from faith-based groups and organisations that demonstrate clear community benefit are gratefully received);
- Individual persons

Applicants will need to explain how their project / activity / event will directly ease the cost-of-living challenges for the residents of Portishead by demonstrating the:

- **Demand** for the project, activity and / or event – does the fund application clearly show what the **demand** for the item(s) requiring funding is from the residents of Portishead?
- **Direct** and **commensurate benefit** to Portishead residents – does the fund application clearly explain the direct benefit to all or some of the residents of Portishead? And is the size of fund requested **appropriate / proportional** to the benefit(s) to be delivered?
- **Value for money** from the funding – does the application clearly show how the item requiring funding will maximise the **impact** of any funding received to achieve the intended beneficial **outcomes** to the current cost-of-living crisis for residents?

Criteria

In relation to how a funding application will be assessed, Portishead Town Council will give priority to projects / activities / events which directly ease the current **cost-of-living challenges** for residents.

Applicants will be required to state the:

- Total cost of the project / activity / event to be funded;
- Amount of funding / contribution sought from the Council;
- The sources of other funding including details of other grants or awards applied for, or gained, in relation to stated project / activity / event (if applicable).

Submission

Applications for emergency support and small fund requests will be considered by the Portishead Town Council COL working party and determined within 5-7 working days respectively.

For medium fund requests of between £3,001 - £10,000 the COL working party will review the application in the first instance and forward their recommendation to the next Community Matters Committee, which meets monthly, for the final decision.

Large fund application requests of more than £10,001 will be reviewed by the COL working party in the first instance, forwarded to the next Community Matters Committee, which meets monthly, for recommendation and then put before the next full Town Council meeting, which meets every other month, for the final decision.

[You can view the application process diagram here](#)

- Step 1. Portishead Town Council COL Fund open for applications on 1 April 2023;
- Step 2. Completed applications will be submitted to Portishead Town Council COL working party for review and preparation;
- Step 3. Emergency support funding requests will be considered immediately, and applicants will be

- notified in 5 working days, with an e-voucher provided if successful;
- Step 4a. Small funding requests will be considered immediately, and applicants will be notified in 7 working days;
- Step 4b. Medium funding requests will be submitted to next available Community Matters Committee and applicants will be notified within 1 calendar month;
- Step 4c. Large funding requests will be reviewed by the Community Matters Committee and decided at a bi-monthly Town Council meeting – applicants will be notified within 3 calendar months (depending on meeting schedules);
- Step 5. The funding application will be either approved, deferred, or declined;
- Step 6. The applicants will be notified of Portishead Town Council's decision within the timelines outlined above.

Applications for Portishead Town Council COL Fund close on 15th March 2024. Funds awarded must be completed and spent by June 2024, or returned to the Town Council.

Successful grant applications

Please note these conditions if a Portishead Town Council COL Fund is awarded:

- Emergency support awards will be provided to community groups, organisations or registered charities via a third-party e-voucher provider for a specified amount to redeem at a specified, relevant retail outlet in Portishead;
- Payment terms of the COL Fund for small, medium and large funding requests will be agreed once the COL Fund has been formally approved and will ordinarily be made via BACS transfer;
- Payments for tangible products or services will normally only be made against a formal receipt or invoice;
- Staged payments may be put in place for larger projects or these requests will be recommended to the PTC Grants party;
- The Council may, where it appears to be a more cost effective or efficient use of resources, prefer to act in partnership with another organisation, or provide support 'in kind', rather than provide community funding;
- Any funding awarded must only be used for the approved purpose.

Please note: COL funding from public funds is **discretionary**. No organisation or event is entitled to receive funds, and applications which do not meet the grant criteria will not be funded.

Portishead Town Council looks forward to receiving your application.

Last updated: 06/03/2023