**Egdon Community Fund Information/Help Sheet**

Please use this information to help you complete your application form.

**Things you MUST include within your application:**

* Constitution/governing document
* Bank account details
* Budget/costings
* Specific quotes (ideally at least 2 comparable)
* Timeline of the project with a projected completion date

**Below are the conditions of the grant:**

* The grant is to be used only for the items listed in your application (unless otherwise been given written permission from BCSA Committee).
* Evidence of the grant spend (e.g., Receipts, invoices, testimonies, photographs) to be sent to BCSA Committee no later than 1 month after the completion of the project or no later than 12 months from the date of the grant issue whichever is the sooner.
* You must submit a report to BCSA Committee explaining how the money was used and the benefit your organisation gained from the process.

**N.B.** you are permitted to submit one application per window:

1. 1st September to 31st December
2. 1st January to 30th April
3. 1st May to 31st August

If you require any further help or information, then do not hesitate to get in touch with us via email at info@thisisbcsa.co.uk