



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

## Applications will only be considered from the following:

- Community groups, activities, or events in the parish of Broughton or
- that are within a 6-mile radius of Broughton Village Hall (refer to map over leaf), which operate for the benefit of Broughton people, and:
- do not have a conflict of interest with existing groups/activities/events already in the Parish of Broughton
- Groups must be voluntary/not-for-profit. (We cannot accept applications from businesses)

## 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.
- Any funds not spent must be reimbursed back to BCSA.
- You must submit a report to BCSA Committee explaining how the money was used and the benefit your organisation gained from the process.

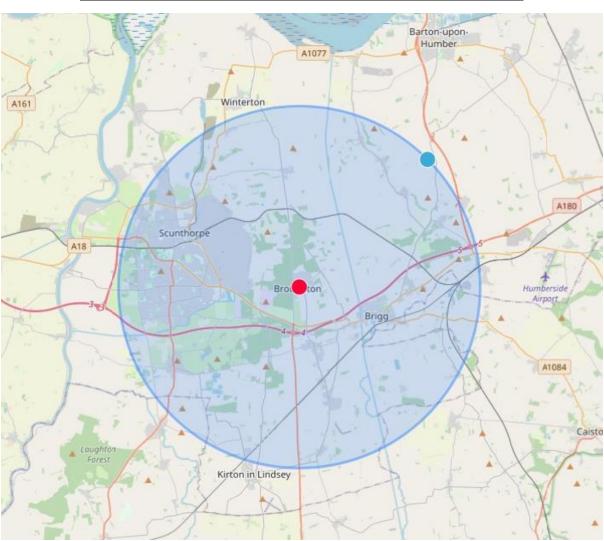
**N.B.** you are permitted to submit one application per window:

- 1. 1<sup>st</sup> September to 31<sup>st</sup> December
- 2. 1<sup>st</sup> January to 30<sup>th</sup> April
- 3. 1<sup>st</sup> May to 31<sup>st</sup> August

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







## Map showing a 6-mile radius from Broughton Village Hall