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Chamberlain to the Bridge Trust

The Bridge Trust
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Applying for a Grant from the Bridge Trust

PLEASE NOTE THAT THIS GUIDANCE MAY BE SUBJECT TO CHANGE WITHOUT NOTICE – ALWAYS CHECK THE WEBSITE FOR THE LATEST GUIDANCE AND APPLICATION FORM

Guidance Notes

1. The Bridge Trust

The constitution of the Bridge Trust provides that the grants it makes can only be applied in the following ways:-

- Grants for public purposes for the general benefit of the inhabitants of the whole or any part of the area of benefit, or any class of such inhabitants.
- Provision of amenities for the benefit of the inhabitants as aforesaid not provided out of public funds.
- Gifts of money or articles in kind for the benefit of poor inhabitants of the area of benefit.
- Gifts to charities having for their object the relief of poverty among inhabitants of the area of benefit.
- Grants to charities having for their objects the furtherance of public purposes for the general benefit of the inhabitants of the whole or any part of or the area of benefit.

Applications that do not meet the above criteria will not be considered.

2. Area of Benefit

The area of benefit is defined as lying within a 5 mile radius of the Barnstaple Guildhall. The Bridge Trust can only provide grants for people and organisations in this area or, for national organisations, a clear explanation of how people in the area will benefit and a commitment in writing that the funds will be ring fenced for this purpose.

3. Recurring Grants

The Trust cannot commit to recurring grants and except in an emergency will not consider two grants from the same organisation in any 12 month period.

4. Types of Grant

Grants to Organisations, Charities and Groups

The Bridge Trust receives many applications for funding and normally only awards grants of up to £5000 (however higher sums may be considered in exceptional circumstances) to organisations (charities, youth groups etc.). In deciding whether your group may be eligible for a grant you may find the list of recent recipients on the website of use. If you are not sure as to your eligibility please contact us:

Address: 7 Bridge Chambers The Strand Barnstaple EX31 1HB Telephone: 01271 343995 Email: admin@barumbridgetrust.org	Office Opening Hours Wednesdays 10:00 - 14:00 <i>At other times by appointment</i>
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5. Grants to Individuals

The Trust does make grants to individuals but they are outside the scope of this guidance and individuals [should not use the Grants Application](#) form to apply, please see our website for more information on applications for support from individuals.

6. When to Apply for Grant

The Grants Sub-committee of the Bridge Trust meets three times per year in February, May and November. **Applications must be received by the 25th of the previous month (e.g. 25 January, 25 April and 25 October) at the very latest.** However, we would strongly advise that you submit your application in good time so that we have time to contact you for additional information should this be necessary.

PLEASE NOTE:

1. If additional information is requested, this must be provided before the above deadlines or the application will be deferred to the next meeting of the Grants Sub-committee.
2. Where additional information is requested, and this is not received within six months, the application will lapse and a new application will have to be submitted.

7. Completing the Application Form

To download our application form (and guidance notes) you can either left-click the tile (on the website grants page) in which case the pdf file will open in your browser (and will then need to be saved to your computer) or right-click the tile and choose 'save link as' to save the pdf file to your computer.

Once downloaded the application form can be completed (except for signature) electronically, should you wish, however we are happy to receive applications completed by hand.

Please complete the application form as fully as possible, if the Trust has to request additional information or clarification it MAY DELAY your application until a subsequent meeting i.e. 3 months later.

When complete, the application (together with any supporting information) may be sent to the Trust by post (**please ensure you affix the correct postage – if we have to pay and collect your application it may be returned to you or deferred to a later meeting**) to the address at the beginning of this guidance.

Applications received by post are scanned on receipt, to assist us please print applications on single sides of A4, not double sided and do not staple

Alternatively we welcome submission electronically by email using the email address at the beginning of this guidance. If you choose to submit electronically you should scan the completed **and signed** application form (supporting documents may already be in an electronic form). Forms which are received without a signed declaration may be delayed.

PLEASE DO NOT SIMPLY RETURN THE PDF YOU HAVE COMPLETED ELECTRONICALLY.

Please check all email attachments are correct before submitting.

8. Conditional Awards

- Where a conditional award is made, it is your responsibility to contact us when the conditions have been met providing any evidence asked for.
- If award conditions have not been met within 12 months (unless you have provided us with a good reason for this) the Trust reserve the right to cancel the award.