
BROADSTONE TOWN COUNCIL

Grant Award Policy and Form

APPENDIX A – SMALL GRANT APPLICATION FORM

N.B.

1. *Personal data will be redacted before this form is published.*
2. *This form is for grants up to £500; for awards over this amount please use the Large Grant Form.*
3. *To avoid delays in processing your application, please take time to read the Grant Awarding Policy before submitting your form and make sure to attach all additional information that we have requested.*
4. *Please ensure your application is submitted in plenty of time: we cannot pay for project costs that you have already incurred*

Contact Details

Applicant Name	[REDACTED]
Applicant Address	[REDACTED]
Organisation Name	Broadstone Business Community
Organisation Address (if different to above)	c/o Broadstone Golf Club Off Wentworth Dr, Station Approach, Broadstone, BH18 8DQ
Organisation Type	Business Support Community (solely Broadstone centric for Broadstone and close environs businesses)
Contact Telephone Number	[REDACTED]
Contact Email Address	business@broadstonecommunity.co.uk

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About your Project

Project Name	A Programme of Monthly Support and Network Meetings
What specific purpose are you seeking funding for?	The Community exists to bring Broadstone and nearby businesses together to provide a supportive environment where they can help others, and be helped, to sustain and grow their businesses. In that way we actively seek to be different from some other networking groups. To date we have offered a wide variety of events/topics including :- • AI • Social Media • Adapting to changing markets • Adding value to your customers • Good IT in business • Fraud prevention • Building Partnerships • How people can benefit from a sharing group like ours The funding would enable us to continue offering these events free of charge, ensuring there are no financial barriers to participation, particularly for smaller businesses that may not have the resources to pay attendance fees. By keeping the events accessible, we can encourage a diverse range of local businesses to engage, collaborate and benefit from the network. Additional funding would also allow us to secure expert speakers who can provide valuable insight, practical knowledge and educational content. This will enhance the quality of each event, equipping local businesses with the skills, ideas and connections needed to grow and, in turn, contribute to the continued success, relevance and usefulness of Broadstone's business community. We are also keen to expand the reach of the network whilst remaining Broadstone centric. We recognise that effective marketing is essential to achieving this. At present, all promotional activity is undertaken by volunteers who generously give their time. Whilst this has enabled the group to establish itself, professional marketing support would allow us to reach a much wider audience, increase engagement with local businesses, attract new members and ensure the long-term sustainability and impact of the network.

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Why do you want to carry out this project?	Many of the businesses based in and around Broadstone are small, owner-operated or home-based enterprises, although our network also includes a number of larger organisations. Our group provides a welcoming and supportive environment where local business owners can build meaningful connections, share experiences, seek advice and support one another. By helping local businesses to thrive, we also contribute to the economic strength and wellbeing of the wider Broadstone community. For many small business owners, running a business can be an isolated experience. They often have no colleagues to turn to, no trusted network to seek advice from, and few opportunities to discuss the challenges they face. Our monthly meetings provide that vital support network, creating a space where members can learn from one another, develop new opportunities and gain the confidence to grow their businesses. The impact of the group is already evident. At a recent meeting, one of our long-standing members shared how the connections and relationships formed through the network had directly benefited both him and his business in at least six different ways, demonstrating the tangible value that the group delivers to local entrepreneurs. Your contribution would enable us to continue offering free entry to our monthly events, ensuring that cost is never a barrier to participation. This allows businesses of all sizes, particularly start-ups and small enterprises, to access the support, knowledge and connections they need, helping to create a stronger, more resilient local business community.
How do you know it is needed?	It is hard to believe that the Broadstone Business Community has now been in operating for more than 3 years now. It exists to help Broadstone businesses grow, thrive and be successful and in this way support the variety and vibrancy of Broadstone and its viability as a place to run a business. We have grown from a handful of people in addition to our organising team to a regular attendance of c 20/25 businesses and a database of almost 130 local people/businesses who receive our e mails/event invitations. We expect the membership to continue to grow. Each month we have a few new businesses join as we expand our reach which, from a quite modest ability to promote our group is success and shows a growing need.

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Who will benefit and what difference will it make?	With your support, together with other local sponsors, we will be able to provide around 200 - 300 places a year across our monthly networking events – mostly at Broadstone Golf Club – to various businesses in Broadstone and close environs. We have a Facebook group and a LinkedIn presence to facilitate communication and information for our members. We also send event invitation e mails promoting our events to current and past attendees. We think there is also an important opportunity for the Town Council to be seen as one of the core sponsors of the Broadstone Business Community. In that way the Town Council's relevance and reputation will be enhanced. It will also allow the TC to show it is supporting the business aspect of Broadstone. If you are able to offer sponsorship this will be recognised at the beginning of each event - your branding will appear on our banner displayed at each event - and also on our event e mails.
Proposed timing of the project / spending of the money. (Start / End date)	We are requesting sponsorship in June, annually, with no end date. Currently we are requesting £300. Ideally this support would continue annually while we are still in operation and align with current sponsorship payments to give us the ongoing confidence to grow.

Payment Details

All grants are paid by BACS. Please give your organisation BACS details below (we cannot make payment into a personal or business account).	
Bank Name	Nat West
Account Number	
Sort Code	
Name as it appears on the bank statement	Broadstone Business

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Finance

What is the total cost of your project and how have you arrived at that cost? (Please attached quotes)

We estimate that in order to provide 11 annual events, with a basic coffee and tea offering, the cost is c £750. We have refrained from other than simple coffee mornings to contain costs but we seek to offer more attractive events and those of different types to seek to widen our cohort.

E.g. Paid for speakers as we are running out of volunteers. We also wish to put on an annual event, a local business showcase, training etc. but we have sought to be careful and have built up an emergency reserve covering around 12 months of events in case of sponsorship drying up.

In addition, there are potential costs for IT support and hosting, banners, payments to the ICO, paid for promotion etc.

We had estimated a total annual costs of £1,500 - £2,000 if we are confident enough to be more ambitious.

How much money are you applying for?

We would be delighted if you would be willing to agree to an annual sponsorship from the Town (Parish) Council for the Broadstone Business Community. At this time, we are asking for a sponsorship of £300 from our other sponsors, and we hope that you would be willing to offer the same.

What other funding opportunities have been identified? (Include details of fundraising, other external grants, details of any in-kind support, such as people giving their professional skills or time for free)

We hope we might be able to obtain c £600 - £900 in other sponsorship. We plan on getting 4 sponsors offering £300 each. We ask for sponsor monies in May/June each year. We have lost our 4th sponsor for this year. We have just received sponsorship from 3 other sponsors which will be spent during the year.

These recent monies, added to our reserves, and hopefully support from the TC will give us the financial confidence to try out some more ambitious events to see if they are valued where a potential lack of success in a marginally higher cost event may have put us at financial risk.

We are holding the reserve funding reserves (which is planned to sustain us without sponsorship for c 12 events/months) to allow for continuity should sponsorship dry up to bridge us to developing a solution rather than having to 'close up shop'.

If you are awarded all grants will there be a shortfall? if so how much?

No

How will any potential shortfall during the project be addressed?

There will not be a shortfall.

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Supporting Information

For Small Grants of up to £500, applicants are required to submit:	Tick if enclosed
A written statement of how the grant is to be used. See above	X
A copy of the organisation's written rules, constitution, or other governing document must be provided with the application. These documents shall be current and properly authorised.	X
A copy of their latest annual accounts/latest bank statement/balance sheet OR (for new groups) an income and expenditure plan for their first year of operation.	X
A copy of the organisation's Public Liability Insurance to the value of at least £1 million. As we meet at the Golf Club in a paid for relationship we rely on their PLI	☐

Declaration

By submitting this funding application, I confirm:	
That I am authorised by the group to apply for grant funding.	X
That this application complies with Council's grant funding criteria.	X
That the group agrees to provide a report after 6 months of any award being made as a condition of funding.	X
The application is accompanied by all supporting documentation listed in Section D. Section D?	☐
That any unspent monies shall be returned to Council. This may not be applicable to this application?	☐
Should this organisation be discontinued, funds up to the value of this grant will be returned to the Town Council. Confirmed as far as they remain unused.	X

Send this completed form with accompanying documents (e.g. quotes) to the Town Clerk via email:
clerk@broadstone-tcl.gov.uk

If you have any queries or require any help completing this form, please contact us in the first instance

Signed.



Print



Date

14 July 2026

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Vision and Goals

Welcome to the Broadstone Business Community. The Broadstone Business Community is a small and friendly group which aims to bring Broadstone based businesses and community groups together.

We have a vision

That we all help each other to be successful and in that way make Broadstone a great place to obtain professional and other service offerings, to shop, visit and stay a while.

The goals of the Broadstone Business Community are to enable :-

1. A network of local businesses and other organisations in Broadstone.
2. Communication with Council and others on decisions that can affect the area and your business.
3. A boost to the exposure & success of businesses, the community & the volunteer groups in the area.
4. Practical contribution to all businesses' success
5. Support for the community and for volunteer organisations
6. Greater success for your business

We aim that this will be an organisation that, with minimum commitment, can enable organisations to communicate, share help and information and lobby the council and others to try and achieve what they want to make their business successful.

These are the rules and mission of the group

1	Purpose of the Group	^
	This is a closed group for owners and employees of businesses and charities operating in Broadstone or considering doing so. The aim of the group is to actively help each other to become more successful. Also for members to actively contribute to the Broadstone community.	
2	Help make the Broadstone Business Community Better	^
	Contribute to conversations – join in and be supportive.	
3	No member advertising or spamming.	
4	Promoting your business	^
	While we do not want advertising you can promote what your business can offer to Broadstone businesses through periodic descriptive posts identifying benefits you are offering to the businesses or people of Broadstone.	
5	Be kind and courteous	^
	Keep posts kind and courteous. Respect each other's ideas. We're all in this together to create a welcoming environment. Let's treat everyone with respect. Healthy debates are natural, but kindness is required.	
6	Respect everyone's privacy	^
	Being part of this group requires mutual trust. Authentic, expressive discussions make groups great, but may also be sensitive and private. What's shared in the group should stay in the group.	