



Broadstairs & St Peter's Town Council

APPLICATION FORM FOR FUNDING FOR GROUPS AND ORGANISATIONS

PLEASE READ THESE NOTES BEFORE COMPLETING THIS FORM

- a) Please complete the form carefully in readable CAPITALS in black ink, or typed. The application needs to contain ALL the information requested and is required to be completed and returned with all relevant documentation. The grant-making criteria is on the Town Council's website at www.broadstairs.gov.uk.
- b) Please enclose an up-to-date copy of the Constitution/Rules of your organisation.
- c) Please enclose a copy of the latest accounts for your organisation. Please be accurate about your budget and finances. If your funding application is approved we may ask for evidence of quotes to back up your budget statement.
- d) Public sector funds are limited so we are seeking a clear account of how you meet the Council's priorities in putting on your event. Please ensure that you consider your answers carefully as the Panel of Councillors will have a scoring sheet and be assessing your application in accordance with the Grant Criteria as set out on our website.
- e) If appropriate, the Council may require that a member of the organisation attend a meeting of the appropriate Committee to give a presentation about the request.
- f) If appropriate, the Council may require that a Member of the Town Council be appointed to the organisation requesting financial assistance.
- g) Should your organisation be successful in its grant application, the Town Council requires that you acknowledge its financial assistance in ALL publicity, publications and social media posts by using the Town Council crest, with text "Broadstairs & St. Peter's Town Council" under the crest. Please contact the office for a high-resolution copy of this.
- h) Any financial assistance is given on the understanding that your organisation complies with current legislation on Equalities and Diversity and Unlawful Discrimination.

Your Details

Name of Organisation:

Broadstairs Visitor Information Kiosk

Grant amount requested:

£4000

FOR OFFICE USE ONLY

Date form received

Accounts Enclosed Janet Thomas

Copy of Constitution

Grant Approved / Declined

1. Contact Name

2. Position

Secretary/Treasurer

3. Address

4. Telephone

5. email

bandspchamber@aol.com

6. Website

www.broadstairsinfokiosk.co.uk

**7. Name & address
Of TREASURER**

as above

**8. If your organisation has a management committee, how is it appointed?
If not, how is your organisation managed? Does your group/organisation have constitutional rules?**

The management committee is made up of representatives from Broadstairs & St. Peter's Chamber of Commerce, and Visit Thanet Broadstairs Tourism and Leisure Association merged with Chamber in November 2025. Previously we have received a contribution of £1000 pa from BTLA, but this has now ceased so our only income is from a financial contribution from Broadstairs & St. Peter's Chamber of Commerce and Sponsors of the Kiosk.

9. What are the aims / objectives of your organisation?

To provide an information service for both visitors and locals
 To advertise town events on our display boards

10. How does your organisation benefit the local community of Broadstairs & St. Peter's?

The local community benefits from our services – visitors pick up copies of flyers/leaflets provided to us. Busy Broadstairs is hugely popular with the local community. We have whiteboards that are updated daily with tide times/whats on.

11. Approximately how many people benefit from the activities of your organisation?

Members:	Non-members:	Broadstairs & St. Peter's Residents:	Visitors:
Approximate overall TOTAL:10,000 during the period the kiosk is open			

12. Amount of grant being requested
An amount must be stated

£4000

13. For what purpose will the grant be used? *Please be specific.*

Manager's salary for 8 months plus retainer during the winter period as she maintains the website and social media during this time.
 Licence from TDC for use of site
 Website
 Insurance
 Kiosk running expenses – equipment etc
 Volunteer expenses

14. Please explain how the project links to at least one of the Council's 'Cleaner, Safer, Kinder' initiatives:

We provide daily information throughout the year on tide times/weather forecast via social media and our website.

Tide times are also displayed at the Kiosk when open. We advise people about local walks and when they should avoid beach walks due to tidal conditions

We also assist people with a variety of enquiries

We offer the opportunity to local people to volunteer at the Kiosk

**15. Has your organisation previously received a grant from the Town Council? YES / NO
If YES, how much during the past financial year and when ?**

£3000 **Date(s) April 2025**

16. How was this money spent?

Manager's salary
Licence from TDC
Website
Insurance
Equipment and stationery for Kiosk
Volunteer expenses

Please provide a breakdown of your project's costs. Please note that this should be a breakdown of your total project costs	
Expenditure (eg Equipment, Transport etc)	£
Managers Salary	£5850
Insurance	£280
Licence from TDC	£500
Website	£500
Volunteer expenses	£1200
Equipment – Kiosk running costs	£500
Total Project Costs This should match the Total funding required for your project	£8830

Please provide the following details from your most recent annual accounts.	
Total Income	£3000
Less Total Expenditure	£8830
Surplus / Loss	£5830
Savings (Reserves, Cash, Investments)	£3182

You should **also enclose the most recent set of accounts.** (See checklist on front page)

Your Declaration

**Please complete the section below as the final part of your application.
Failure to complete this declaration could result in a delay to your application.**

<p>Have you read and do you agree to comply with the Broadstairs and St. Peter's Town Council Criteria for the Awarding of Grants?</p> <p>Yes: <input style="width: 50px; height: 20px;" type="checkbox"/></p>	
<p>Are you an employee of the Town Council or Thanet District Council? Are you related to an employee or a Councillor at the Town Council or Thanet District Council? No</p>	
<p>I am an Employee: Please record your job title, department and line-manager.</p>	
<p>My relative is: Please provide their name, your relationship to them, and the role/job that they play at the Council.</p>	
<p>I certify that the information given on this form is correct, and understand that the form will provide the basis on which the grant application is considered. I enclose an up to date copy of the constitution or rules of the organisation and the latest accounts.</p>	
<p>SIGNED: <i>Janet D Thomas</i></p>	<p>DATE: 16 March 2026</p>

Please return the completed form – together with all appropriate attachments:

**The Town Clerk
 Broadstairs & St. Peter's Town Council
 Pierremont Hall
 Broadstairs
 CT10 1JX**

town.clerk@broadstairs.gov.uk