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PORLOCK



Parish Room

Old School Centre

West End, PORLOCK

Somerset TA24 8NP

Parish Council

GRANT APPLICATION FORM

Thank you for your interest in applying for a grant from Porlock Parish Council. Please read the grant policy and Guidance notes before starting to fill in the form.

If you require any advice or guidance, please contact Porlock Parish Council on 01643 863350 or at clerk@porlockparishcouncil.gov.uk.

Completed forms to be returned by email, or to - Porlock Parish Council, Old School Centre, West End, Porlock, Somerset TA24 8NP.

1. Name/Address of ~~organisation~~ Activity (please replace 'organisation' with 'activity' throughout when considering this Porlock Community Benefit Sponsorship Grant application.

The name of the activity is : Discover Porlock Website

The address of the activity is : www.discoverporlock.co.uk

Contact name: ...[Lesley Thornton](#)... Position in organisation: [Website editor and fundraiser](#).....

Contact telephone number: ...[07988774981](#)..... Contact email: lathornton26@gmail.com.....

2. Briefly describe the aims and objectives of your organisation;
What does your organisation do and how does it generally benefit the residents of Porlock?

The Discover Porlock website adds to the internet presence of Porlock for the benefit of local traders, accommodation providers, businesses whilst also providing information for visitors and residents and supporting local community groups.

Where does your organisation meet and how often:

The hosting package allows for 3 editors, Dave Thornton, Will Rayner and Lesley Thornton who communicate regularly via a WhatsApp group, in person and via Zoom. Occasional meetings include James Pravato as the website designer

Number of members:

3. How much funding are you applying for? £425+VAT.....

NOTE: Council will normally request more detailed information for applications of £500 or more.

4. What is the total cost of your project? £ 745.....

Please give a full breakdown of what the funding will be spent on

(Use a separate sheet if more space needed)

To pay James Pravato to make some designer changes to the Discover Porlock website and manage the integration of a chatbot once developed by the website editors, total cost of £425+VAT payable to James Pravato (website designer), Tomato Creative as a one-off charge (as per quote).

The website editors do not have the expertise or web access which will be provided by James Pravato who will make the changes needed to allow the editors to take the website forward with the addition of AI/chatbot

5. Please give an overview of how your organisation is normally funded:

www.discoverporlock.co.uk as an activity is provided as a free resource for the community of Porlock and had been publicly funded since 2021

Whilst matched 'cash' funding is not available, the 3 volunteer editors give their time and expertise completely free of charge and fund their own training where necessary.

The 3 editors have also agreed to privately cover the cost of the hosting and any add-ons required for the Chatbot, plus the domain name renewal.

6. Briefly describe the project for which you require a grant.

Please be aware that PPC do not normally give grants for running costs. If your application contains an element of running costs, please detail your plans to source alternative funding for this in future years. If your application is for over £500 please give full details of the circumstances related to your request.

To make some Designer changes to the layout and content to improve usability, to add a dedicated Community section with pages available to local community organisations, activities, individuals, etc. for the benefit of the community and visitors, to improve visibility via Google search and to manage the implementation of any custom code created for the Chatbot and integration of the same into the website (requires the Designer tool managed by James Pravato). £425+VAT payable to James Pravato (website designer), Tomato Creative as a one-off charge.

Quote provided.

7. Explain how the project would benefit the community or residents of Porlock.

Please give approximate numbers and any significant demographic impacts

The Discover Porlock website features all High Street traders with a full listing, linking to their website or Facebook pages; other local businesses; local campsites, pubs, hotels; accommodation providers via porlock.co.uk; local community groups; provides visitor information including car parking, toilets, local walks; community group pages and links to community group websites or FB pages.

The introduction of the Chatbot once developed would be a free resource to be used by any community group, etc. who could add a weblink or QR code to their website, SM, etc. to link to the chatbot hosted on Discover Porlock. The Chatbot would be trained to be specific to Porlock and the surrounding area, providing a particularly useful

8. Details of any other funds/~~grants~~ you have received:

- a. Towards the cost of this project:

£230 for hosting and domain name renewal and £90 towards chatbot development tools, total £320 donated by website editors/traders

- b. By your organisation, in the last two years:

Please see accompanying report for details of funding since 2021

9. Outline the fund-raising activities you have undertaken in the last 12 months and what is planned for the next 12 months:

None undertaken in last 12 months and none currently planned, although the editors are looking at whether to offer advertising to generate funds to help towards the ongoing hosting costs.

10. Details of any grants or funding received from Porlock Parish Council in the past three years:

Please provide the dates and amounts

PPC paid James Pravato, Tomato Creative £219.34 to renew the hosting for Aug 2024 - 2025 in Sept/Nov 2024

11. Anticipated income/expenditure for next 12 months: **None**

12. If the funding is for security measures do you have the support of the local police and/or crime reduction officer? ~~Yes/No~~ Not applicable (*delete as necessary*)

If Yes - Name of

contact:

Please give us details of the bank account that the grant should be paid into if approved.

Please provide the following supporting documentation with your application: N/A for an activity

- Your most recent accounts;
- A copy of your constitution;
- Details of your organisation's officers;
- A copy of your safeguarding policy if your group works with vulnerable adults, or children;
- Any other documentation you feel may help in assessing your application.

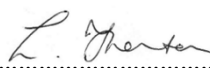
Organisations are expected to have clear written aims & objectives, a written constitution and a separate bank account. However not having these does not automatically mean the application will be refused, especially for grants under £500, subject to suitable evidence of the organisation's structure and its requirements being demonstrated to Council.

Privacy Notice

In accordance with the General Data Protection Regulation (GDPR), I agree that Porlock Parish Council will process and hold personal information about me only in relation to my grant application. I consent to my personal information, including that contained in this form, being stored manually and/or electronically. It will be held securely and treated confidentially for 6 years after an application is made. I understand that it will only be accessed by authorised staff members to manage the grant application process.

I also understand that PPC may pass details onto an official organisation where required to do so by law or contract. I understand that my data will be disposed of securely 6 years after the application and that I have the right to correct the information at any time. I have been made aware of my rights under GDPR.

Declaration: I/~~we~~ declare that the information confirmed in this application is correct and that any grant received will be applied as detailed in the request.

Signed 

Date 27/6/2025