



## HAYWARDS HEATH TOWN COUNCIL

The Town Hall  
40 Boltro Road  
Haywards Heath  
West Sussex  
RH16 1BA

Tel: 01444 455694  
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Town Clerk: Steven Trice

### GUIDELINES FOR APPLICATIONS FOR GRANTS

A GRANT IS ANY PAYMENT MADE BY THE COUNCIL TO BE USED BY AN ORGANISATION FOR A SPECIFIC PURPOSE IN THE FURTHERANCE OF THE WELL-BEING OF THE LOCAL COMMUNITY, WHICH IS NOT DIRECTLY CONTROLLED OR ADMINISTERED BY THE COUNCIL.

#### BACKGROUND

The contribution made by the numerous organisations to the well-being of the local community in Haywards Heath is highly valued. In support of such voluntary efforts the Town Council allocates a modest annual budget to award small grants to voluntary and community groups, subject to available resources. The purpose of such grants is to support voluntary and community initiatives in the local area and to help create opportunities for the residents of Haywards Heath that are not, as a matter of course, funded by the Council.

Funding is available, subject to any budgetary constraints, throughout the year in line with the Council's specified application deadline dates (overleaf). Organisations looking to apply for a grant from the Town Council are strongly advised to read the following grant criteria and to ensure they are eligible to apply for a grant; it is also advisable for applicants to contact the Town Council to discuss their project prior to applying for a grant.

#### GRANT CRITERIA

1. Applications will not be considered from individuals or private sector organisations. All applicants must be able to submit a copy of the group's constitution / set of rules with their application which includes the aims and objectives for the group.
2. In order to help ensure a fair distribution of funds only one application per organisation may be submitted to the Town Council per financial year. Applicants may apply for any item of expenditure in line with the levels of funding as outlined under point four.
3. Any grants awarded must be paid into the group's bank account, which must be in the same name as outlined on the group's constitution. The group's bank account must have at least two authorised representatives required to sign each cheque. Any monies awarded shall be the responsibility of the recipient organisation.
4. Applicants may apply for start-up funding, running costs, and / or the purchase one off pieces of equipment or capital projects. A clear budget breakdown must be provided with each application. Please refer to the following table for the maximum levels of funding that can be awarded for different types of expenditure:

cont/...

|  | Up to a maximum of: |
|--|---------------------|
| Start-up grant (for newly established groups, defined as those in existence for less than 12 calendar months), can include applications for running costs and equipment) | £1000               |
| Running costs  | £500                |
| One off costs (eg purchase of equipment)   | £750                |
| Capital costs (eg costs associated with building projects or alterations to premises)  | £1000               |

5. Organisations must be able to submit a copy of their previous year's accounts. In the case of new organisations, a full budget for the proposal must be submitted.
6. Applicants must provide an answer to all the questions on the application form, advice can be sought from Council Officers on this.
7. Applicants must be able to demonstrate how a grant would be of benefit to the community of Haywards Heath.
8. Account will be taken of the extent to which funding has been sought or secured from other sources, including the group's own fundraising activities.
9. On-going commitments to award grants in future years will not be made by the Council.
10. The Council may make the award of any grant subject to such additional conditions and requirements as it considers appropriate. In addition, the Council may decide to defer the application to a future meeting whilst further information is sought from the group.
11. Successful applicants will be expected to acknowledge any grant from the Town Council in their annual report, website and any other literature as appropriate. We sometimes ask if the Mayor or another Councillor can visit the organisation to see what the grant has been sent on.
12. The Town Council will request a written account as to how the grant has been used and an end of project balance/receipt from the organisation. This will be requested 12 calendar months after the grant was awarded.
13. In the event, for whatever reason, of the grant not being used in part or in full, the group must notify the Council with a full explanation. If the grant is not used for the purpose intended, the Council reserves the right to request its return.
14. Please note: The Town Council will acknowledge receipt of all applications submitted. Applicants can expect to be contacted approximately 4 weeks after each deadline date with the outcome of the Council's Policy and Finance Committee decision.

| <b><u>SUBMIT YOUR COMPLETED APPLICATION AND SUPPORTING DOCUMENTS TO:</u></b>  | <b><u>APPLICATION DEADLINE DATES:</u></b>   |
|---|---|
| <b>Email:</b> victoria.morris-birrell@haywardsheath.gov.uk<br><b>Post:</b> <b>Victoria Morris-Birrell</b><br>Haywards Heath Town Council<br>Town Hall<br>40 Boltro Road<br>Haywards Heath<br>RH16 1BA<br><b>Telephone:</b> 01444 455694 | <u>Monday 3<sup>rd</sup> June 2024</u><br><u>Monday 26<sup>th</sup> August 2024</u><br><u>Monday 28<sup>th</sup> October 2024</u><br><u>Monday 30<sup>th</sup> December 2024</u><br><u>Monday 3<sup>RD</sup> March 2025</u> |

# APPLICATION FOR A GRANT

Before completing this form, please read the **guidelines** for applications for a grant carefully.

Please, if possible, attach the following additional information which will support your application.

- Revenue Project - annual report, published accounts or independently examined, constitution/set of rules. In addition, for capital projects – proof of ownership or tenure of the site, planning permission and two quotes for the work.
- An overall budget for the activity or organisation for which the application is being made must be submitted with this form.
- In addition, for organisations that have been active for more than one year from the date of application, accounts would normally be expected to be produced for the last financial year.

## APPLICATION FORM

### Section A

**NAME OF ORGANISATION** \_\_\_\_\_

**DETAILS OF APPLICANT** (to whom all correspondence should be sent):

**Name** \_\_\_\_\_

**Position within organisation** \_\_\_\_\_

**Address** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Postcode** \_\_\_\_\_

**Telephone No.** \_\_\_\_\_

**E-mail** \_\_\_\_\_

**Website** \_\_\_\_\_

### Section B

#### INFORMATION ABOUT YOUR ORGANISATION

1. What is the nature of your organisation?

\_\_\_\_\_

\_\_\_\_\_

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2. When was your organisation formed? \_\_\_\_\_

3. How many members does your organisation have? This includes people who are involved in the activity.

**Adult** \_\_\_\_\_

**Junior (under 16)** \_\_\_\_\_

What % of your membership lives in Haywards Heath: \_\_\_\_\_

4. Is your organisation a registered charity? Yes  No

If yes, please provide the registered charity number: \_\_\_\_\_

**Section C**

**YOUR REASON FOR THIS APPLICATION**

1. Please give a brief description of the purpose for which you are seeking grant assistance:

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2. How will/does your project or activity benefit the residents of Haywards Heath?

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3. Is / will the project be open to everyone?

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4. If this application is to undertake a new project, how have you assessed the need for it? Please include any appropriate evidence.

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**Section D**

**ABOUT YOUR FINANCES**

1. What is the amount of Grant you are seeking from Haywards Heath Town Council?

£ \_\_\_\_\_

2. Please indicate in which category you feel your request for funding falls into:

| Please tick the relevant box  |       |  |
|---|-------|--|
| Start-up grant (for new groups, can include running costs and equipment)              | £1000 |  |
| Revenue (running costs)   | £500  |  |
| One off costs (eg purchase of equipment)  | £750  |  |
| Capital costs (eg costs associated with building projects or alterations to premises) | £1000 |  |

3. What is the total cost of the project or activity?

£ \_\_\_\_\_

4. Please itemise expected expenditure,

e.g. *Equipment costs*      £   25    
*Hiring fees*                £   120  

|  |  |         |
|--|--|---------|
|  |  | £ _____ |
|  |  | £ _____ |
|  |  | £ _____ |
|  |  | £ _____ |
|  |  | £ _____ |
|  |  | £ _____ |

**(Please use additional paper as necessary)**

5. Please indicate how you have arrived at the costs detailed in 3. A quotation for revenue is required. In the case of a capital project two quotes are required.

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6. If the total cost of the activity for which you require a grant for is more than the donation requested, do you have the remaining balance available?

**YES/NO**  
*(please delete as applicable)*

Have you applied for financial assistance elsewhere? **YES/NO**

If YES: Please indicate details of organisations/individuals approached and amounts requested and whether the contribution is secured or still pending consideration.

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7. Please give details of your own fund raising efforts:

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**Section E**

I confirm that the details set out in this application are, to the best of my knowledge, correct and I will notify the Council of any changes to the information provided.

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

**Position in Organisation** \_\_\_\_\_

**Please provide bank details for the organisation**

**Bank** .....

Name.....

Account Number.....

Sort Code.....

**APPLICATION CHECKLIST**

**PLEASE TICK OR WRITE COMMENT**

|  |  |
|--|--|
| Have you completed every section of this application?  |  |
| Have you included a copy of your group's constitution, governing document or set of rules?   |  |
| If you are applying for capital expenditure have you included copies of two quotations?  |  |
| If you are applying for building works, have you included proof of ownership or tenure of the site and two quotations for the work?    |  |
| If your group has been active for more than one year, have you included a copy of your group's accounts from your last financial year? |  |
| Have you provided a clear budget breakdown of the project?   |  |
| Have you included your groups safeguarding policy/procedure?   |  |