



GRANT APPLICATION POLICY

Thank you for your interest in applying for a grant from Burwash Parish Council. Please read the grant policy below before starting to fill in the form.

If you require any advice or guidance, please contact the Clerk at Burwash Parish Council on 07375 809 660 or at parishclerk@burwashpc.org.uk

Completed forms to be returned by email: parishclerk@burwashpc.org.uk.

BURWASH PARISH COUNCIL GRANTS POLICY

1. Grants will only be made to charities, voluntary organisations or constituted groups for the benefit of the area covered by Burwash Parish Council and that will contribute positively to the life of people living, working and visiting the area. The Parish Council will only consider a grant to fund organisations that are not based in the parish for local residents using that service.
2. Grants will not be made to :
 - Organisations or individuals that discriminate on the grounds of race, religion, age, gender, trans-gender, sexual orientation, marital status, pregnancy or any disability.
 - Private organisations operated as a business to make a profit or surplus.
 - "Upward funders", i.e. local groups whose fund raising is sent to their central HQ for redistribution.
 - Organisations who wish to pass on money to other individuals or groups.
 - Individuals.
 - Organisations whose function is primarily undertaken by the health authority or East Sussex County Council's Social Services.
 - Political organisations or projects.
3. Grants will not normally be made for ongoing running costs. Where an application is for running costs, the applicant should detail the plans to find future running costs from alternative sources. Where grants for running costs are made, no guarantee of future funding is implied.
4. Grants will only consider an application if accompanied by the required financial and organisational information.
5. The Parish Council will only provide one grant per group or organisation in each financial year, unless clear, exceptional circumstances are demonstrated.
6. For applications for funds for security measures, applicants must seek the support of the local police or crime reduction officer.
7. All grants are reviewed and voted on at each Full Council meeting. Full Council meet on a monthly basis (except in August).

8. Evidence of the use of the full grant amount for the agreed purpose must be provided to the Parish Council within six months of the funding being transferred. **Should the evidence not be received the Parish Council may request the return of the funds.**
9. Grants can only be paid into an organisations bank account. No payments can be made to individuals or private bank accounts.

Date Policy Agreed: 12-12-23

Meeting: Full Council Date

For review: Dec 2025

BURWASH PARISH COUNCIL GRANT APPLICATION FORM

Please complete the form below and submit it by email to the Clerk. All grants are considered on a monthly basis at the Parish Councils Full Council meeting. Please ensure you contact the Clerk before submitting your application to ensure it is in time for being published on the agenda. No grants can be considered unless they are published on the meeting agenda.

Name/Address of organization Wealden Works, Tunstall House, Station Road, Heathfield, TN21 8LD

Contact name: Lisa Crozier

Contact telephone number: 07437496651

Position in organisation: Project Manager

1. Aims and objectives of your **organisation**; What does your organisation do and how does it benefit the residents of Burwash?

Our aim is to resolve personal issues, unlock potential and support participants in achieving their goals so they can move forward with their lives into work, training or further education. Wealden Works offers personal tailored courses and sessions that are free to attend over a ten week period. During the programme, participants will receive a mix of both personal and work skills training, gain accredited qualifications and attend work, college and apprenticeship trials, enabling participants to benefit from both business contacts and exposure to the world of work. We provide an aftercare programme to participants so that support and advice continues for at least a year to ensure long term success. Wealden Works is needed to enhance the quality of life of unemployed young people by supporting them into improving their confidence, motivation and self-esteem. Initially their personal, emotional, financial, family and health issues need to be addressed before we can begin on their bespoke work and educational action plan. Since 2017 we have worked with 7 young people from Burwash, 2 of these being in 2025. Out of the 7 72% have moved into employment, volunteering or apprenticeship roles and we are currently still supporting one young person.

2. Where does your organisation meet? Heathfield town
3. How often do you meet? Young people attend 3 mornings a week from 9.30-12.30 over six weeks, and once a week for a further 4 weeks.
4. How many members do you have? We do not have members, we have participants and work with 50 young people a year through our courses, however we offer a one-one service for young people who need help with CVs or networking introductions and support.
5. How many are Burwash residents? 6 % for the year 2025

6. How much funding are you applying for? £600
7. What is the total cost of your project? £124,870
8. Briefly describe the project for which you require a grant. Please be aware that Burwash 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.

Any monies would be used towards support of young people who come from the parish of Burwash, including transport costs, accredited qualification costs, training, and professional speakers at workshops as well as confidence and team building activities.

Please make sure you give us a full breakdown of what the funding will be spent on.

The young people who attend our course from Burwash will gain at least 2 accredited qualifications, all will take part in Level 3 Emergency First Aid training which is a cost of £60 per person, and have option to take customer service, food hygiene training or a qualification that is linked to the career choice which is at a cost of £25 per person. All qualifications are paid by wealden works. We have professional workshops that we provide which we have to pay for. Young people who travel via public transport or drive themselves to us, we reimburse their travel cost. For the 2 young people who attended in the year of 2025, the travel reimbursement was £74.20. We provide food and drink for participants, and will take the group out for breakfast or lunch during their time with us.

9. How will the funding benefit the community or residents of Burwash?
Young people who attend our project will gain many skills and qualifications. The goal is to help them to secure employment, apprenticeship, enter back into education or even start a voluntary role. We aim to secure employment for young people in their local area, which in turn means local businesses save on employment costs, and get to employ local people. The course doesn't just directly benefit the young person but benefits their family too, this can be in many ways such as increased confidence, less feeling of isolation and their child being able to financial support themselves.

10. How is your organisation normally funded? We apply to town and parish councils from where the young people reside, we have a service level agreement in place for 3 years with Wealden District Council. Applications to other grant makers, trust and foundations are regularly made.

11. What are your current subs/fees/charges? The service is free of charge to the young people

12. Have you applied for any other funds/grants towards the cost of this project? Please include details below

Committed funding for 2026-2027 financial year is

Wealden District Council £5,000

The Blagave Trust £11,000

The Lynn Foundation £25,000

Heathfield and Waldron Parish Council £4,500

Horam Parish Council £600

Applications that have been submitted and waiting to hear

Uckfield Town Council £1,500

Herstmonceux Parish Council £600

NFU £10,000

Thomas Wall £5,000

Henry Smith £60,000 over 3 years

Comic Relief £5,000

13. What fund raising activities took place in the **last** 12 months and what fund-raising activities are planned for the **next** 12 months

We have held 2 Bingo events which has been very popular and plan to do more of these this year, and a quiz night.

14. Anticipated income/expenditure for next 12 months

£75,000 income

£124,870 expenditure

15. Details of any grants received from Burwash Parish Council in the past three years with dates. None have been applied for

16. Has the project that you want the funding for already happened? Our project is ongoing
17. Will you be passing the funding on to any other groups (except to pay for goods and services)? No
18. If the funding is for security measures, do you have the support of the local police and/or crime reduction officer? N/A
- Yes (name of contact _____) / No / Not applicable
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Please give us details of the bank account that the grant should be paid into if approved.

Name of Account: Wealden Works

Account number: 77223968

Sort Code: - - 30-96-26

Please ensure the following supporting documentation accompanies your application;

- Your most recent accounts;
- Your most recent bank account statement & details of any other investments/savings;
- A copy of your constitution;
- Details of your organisation's officers; you can find details of our Trustees on our website at www.wealdenworks.co.uk
- 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.

Privacy Notice

In accordance with the General Data Protection Regulation (GDPR), I agree that Burwash 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 Burwash Parish Council may pass details onto an official organisations 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: 20/01/2026