



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 organisation

Contact name: Natalie Crabtree

Contact telephone number: 07808 011967

Position in organisation: Chair

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

Established with the primary goal of overseeing the administration and maintenance of the playing field, the BPFa has played a pivotal role in shaping the recreational landscape of the village. We do everything necessary to ensure that Swan Meadow is not only maintained but enhanced purely for the use of the residents of Burwash.

It is private land owned by the village with no regular outside funding. All revenue must be raised by the trustees of the BPFa charity.

2. Where does your organisation meet? In the pavilion at Swan Meadow
3. How often do you meet? Monthly
4. How many members do you have? Swan Meadow is owned by the whole village so every resident is, in effect, a member
5. How many are Burwash residents? 100%

6. How much funding are you applying for? £3,500
7. What is the total cost of your project? £8,017
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.

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

We want to replace the technical flooring in the changing rooms, lavatories, corridor and kitchen of the pavilion. This will replace the original flooring laid in 1997 which has been coming away for a few years now and is well-past it's time. As the current flooring has lasted nearly 30 we consider this a capital expenditure rather than operational/running cost

The work will be carried out by Burwash resident Mike Hill. His quote is attached to our email

9. How will the funding benefit the community or residents of Burwash?

New flooring will make all areas safer (less slip hazard and the flooring itself is lifting up from the sub surface), more comfortable and more attractive for all users. Regular users include the toddler group, pensioners' fitness class, jiu jitsu club, cricket and football clubs.

10. How is your organisation normally funded?

We are a registered charity and fund our activities through facilities renting and regular events such as the BBQ at bonfire night and our Summer Fair. We receive no regular income from private or public sector bodies and running costs are around £800 per month

11. What are your current subs/fees/charges?

We charge £10 an hour for MUGA, hall / field rental and the 100+ club is £12 per annum

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

No

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

The 100+ club, Rental of MUGA, hall and field, Summer Fair, BBQ and Bar at bonfire night and select football events, Burwash Parish and Rother District Council both kindly funded major parts of the playpark renovation and creation of the MUGA

14. Anticipated income/expenditure for next 12 months

Around £11,000 in income and expenditure of £10,000

15. Details of any grants received from Burwash Parish Council in the past three years with dates.

16. Has the project that you want the funding for already happened? No

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?

Not applicable

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

Name of Account: BPFA 100Plus Club

Account number: 20957135

Sort Code: 20-27-91

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;
- 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: