



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

1st Burwash Guides

Contact name: Bev Boakes

Contact telephone number: [REDACTED]

Position in organisation: Guide Unit Leader

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

We are members of Girlguiding UK, the largest womens' charity in the UK. Through weekly meetings and outside experiences, we enable girls to experience adventure, learn life skills and work their way through a structured programme of activities, challenges, skills and fun. As we are Burwash Guides, our intake is mostly girls from Burwash and surrounding villages, but we also include girls from Stonegate, Broad Oak and Heathfield, enabling them to all make new friends from different areas.

2. Where does your organisation meet? Guide Hut, Vicarage Road, Burwash Common.
3. How often do you meet? Weekly apart from School Holidays, occasional other evening and weekend/week activities outside of the unit.
4. How many members do you have? 10 Guides, 2 leaders, 1 unit helper.
5. How many are Burwash residents? 50% of the guides, plus the 2 leaders.
6. How much funding are you applying for? £2000
7. What is the total cost of your project? £2000
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.

Girlguiding Sussex East County run their own International Camp once every 4/5 years, at Blackland Farm, East Grinstead (formerly a Girlguiding owned site). Girls generally only get one opportunity as Guides to attend this event, which is an incredible opportunity for them to understand their place in the Girlguiding world by meeting members from not only other parts of the UK, but global guiding sisters as well.

Due to Covid the event has been paused, but is now going ahead this summer, from 25th July to 1st August. Attendance is of course optional for all the girls, and we have 5 signed up from Burwash. The total cost of the week, which includes all activities, catering and a full programme is £500 per girl. This has been paid in instalments by their families and supported by some fundraising from the unit. The final instalment of £200 per girl is due to be paid by the end of March (£1000 total amount due), and we are seeking support from yourselves for this, to enable these girls to have the absolute best experience.

In addition, since we camp as part of a wider group within the overall camp, we have to provide our own tents. Our unit does not have tentage any longer as we haven't had the Guide members to justify taking them away as a unit. We therefore would also like to purchase x2 Vango 8 tents at a cost of £500 each to facilitate this camp, as well as take all the Guides to Camp next year (or possibly this year if we can find a free weekend!)

Should the Parish Council determine that the full amount of this request is not acceptable, we would appreciate a lower donation, of £1000, to cover the cost to the girls' families for camp. We ask for this as it is generally our current parents who provide us with support at our fundraising events, so the same people putting their hands into their pockets, helping us at events etc, and we would like to acknowledge their support by giving something back to them.

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

It will enable the families to give their daughters one of the most amazing experiences, in a global guiding family environment rich with opportunities to grow and make new friends. Two of the girls attending also have additional needs, so this will give their families the chance to enable their daughters to experience something completely new, in a safe, controlled way.

10. How is your organisation normally funded?

Parents pay termly subs to the unit. In addition we fundraise at events throughout a year (eg Burwash and Burwash Common fetes, Burwash Festive evening, Burwash Village Christmas card delivery) and at such other events as we have volunteers to facilitate attending.

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

Term subs are £35 per girl. There is a one-off annual payment to Girlguiding HQ for subscription which is paid by parents over the course of the year (currently £18 per term).

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

No, but an application is also being submitted to Burwash Weald & Common Residents' Association for support.

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

Burwash Festive evening. Burwash fete. Burwash Common fete. Burwash Village Christmas card delivery. Any other events we can attend with sufficient volunteer assistance.

14. Anticipated income/expenditure for next 12 months

Difficult to define, it depends on funds raised at our usual events listed above. However usually we raise in the region of £500 per year.

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

None

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

17. Will you be passing the funding on to any other groups (except to pay for goods and services)? ~~Yes~~ 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

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

Name of Account: Burwash Girl Guides No. 1 Account

Account number: [REDACTED]

Sort Code: [REDACTED]

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: 12.02.2026