



## **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@burwashparishcouncil.gov.uk](mailto:parishclerk@burwashparishcouncil.gov.uk)

Completed forms to be returned by email: [parishclerk@burwashparishcouncil.gov.uk](mailto:parishclerk@burwashparishcouncil.gov.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. Applicants are required to attend the Council meeting where the grant is being reviewed to answer questions from Council on their application.
9. The Parish Council will not consider 100% of the total project unless there are extenuating circumstances.
10. 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. Receipts will be requested by the Parish Council to ensure the grant money has been used on the appropriate items. **Should the evidence not be received the Parish Council may request the return of the funds.**
11. Attendance at the Parish Council Annual Assembly, held in May, is a prerequisite to receive a grant from the Parish Council.
12. Grants can only be paid into an organisations bank account. No payments can be made to individuals or private bank accounts.

Date Policy Agreed: 28-04-26

Meeting: Finance & Administration Committee

Date For review: April 2028



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

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

10. How is your organisation normally funded?

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

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

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

14. Anticipated income/expenditure for next 12 months

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? 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?

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:

Account number:

Sort Code: - - -

***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/reserves**
- 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.

**By signing this application, you commit to abiding by the rules of this grant policy and will comply with requests for information from the Parish Council as detailed above.**

Signed:

Date: