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| gold logo transparent | **UCKFIELD TOWN COUNCIL**Council Offices, Civic CentreUckfield, East Sussex, TN22 1AETel: (01825) 762774 Fax: (01825) 765757e-mail: townclerk@uckfieldtc.gov.ukwww.uckfieldtc.gov.uk**Town Clerk – Holly Goring** |
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Dear Sir/Madam

Uckfield Town Council’s Community Grant Programme 2021/22

Please find enclosed a grant application form for 2021/22, as requested.

May I remind you that the closing date for all applications is Sunday 31 January 2021 and any late applications will not be considered.

Confirmation that we have received your application will be sent to you within one week of its receipt. Should you not receive this please contact the Grants Officer prior to the deadline.

I should advise you that all applications will be considered by the Finance Sub-Committee on Monday 15th February 2021 at **6.30pm**. At this point in time we are not certain if the meeting can be held in person, but if not, will be held remotely via Zoom. All organisations applying for a grant should provide representation at the meeting as, should Councillors have any queries or require any clarification on any matters relating to the application, they can be immediately addressed. Please note that should any organisation not have a representative in attendance at the meeting, Councillors may not be able to consider their application.

You should also be advised that any representatives who attend may be required to stay for the duration of the meeting in case additional questions need to be asked. Councillors will also be looking for evidence where organisations have obtained or are seeking funding from other sources.

I look forward to receiving your completed application form and associated documents and I would be grateful if prior to the meeting you could confirm the name of your representative.

Yours faithfully

**Grants Officer**

Email: grants@uckfieldtc.gov.uk

Please complete the application form overleaf:

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**UCKFIELD TOWN COUNCIL**

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## GRANT APPLICATION FORM

**Applicant (Name of group):**

**Registered Charity: Yes** [ ]  **No** [ ]  **Registration Number:**

**Correspondence Address:**

**Telephone Number:**

**Email address: Web address:**

Please read the notes on the reverse of this form before making your application. If you are uncertain about how to answer any of the questions on the form, please contact the Town Council on 01825 762774.

Applicants are advised that this form and the information contained in it will be included as part of the Town Council’s public records.

**Completed application forms should be returned to:-**

**grants@uckfieldtc.gov.uk**

**or**

**The Grants Officer, Uckfield Town Council, Civic Centre, Uckfield, East Sussex TN22 1AE.**

**CLOSING DATE FOR APPLICATIONS**

**Sunday 31st January 2021**

**If you do not receive a receipt one week from submission of your application, you should contact the council prior to the deadline otherwise your application will be considered inadmissible**

**Aims of the Group:**

**Purpose of grant:**

**Total costs and details of the project and supporting evidence:**

**Amount of grant applied for:**

**How will you be funding the running costs of your project/group in future years?**

**How many people from the Uckfield community will benefit if you are awarded this grant?**

**Has your group previously applied for a Town Council grant? Yes** [ ]  **No** [ ]

**If ‘Yes’, please give details of any previous successful bids**

**Membership**

**Please state the number of people involved in your group:**

**Approximately what percentage of your members live in Uckfield?:**

**How many Uckfield residents would benefit from your project?**

**What is the annual subscription, if any?:**

**Financial**

**See application form for precise requirements**

**Please enclose your latest accepted examined/audited accounts and/or financial projections if a new group and other information as follows:**

1. **Income and expenditure account/financial projections Yes** [ ]
2. **Balance sheet/Current bank statement Yes** [ ]
3. **Club/Group’s constitution or rules Yes** [ ]
4. **Is your group registered for VAT? Yes** [ ]  **No** [ ]
5. **Breakdown of project costs and supporting estimate Yes** [ ]

**Fundraising**

**What additional fundraising events or activities will you be holding this year?**

***Please note failing to meet these requirements in full will result in the application being inadmissible.***

[ ]  **I certify that the above information is true to the best of my knowledge and belief, and that I am authorised to make this application for grant aid.**

[ ]  **I confirm that I have read the policy criteria for grants and agree to comply with them.**

**I confirm that if a grant is awarded the cheque should be made payable to:**

**Signed: Date:**

**Grants to Local Groups - Policy Criteria**

Uckfield Town Council, at its discretion and subject to available funding, provides grants and general support to small local groups and organisations which contribute to the welfare of the community by improving or supporting facilities and/or activities in Uckfield Parish. In 2020/21 grants totalled £43,900 and were shared amongst local organisations.

The Council assesses applications for grants in a flexible way, and the following list of guidelines has been drawn up to help those seeking grants. However full funding is not guaranteed.

Grants will not be awarded to commercial or profit-making groups or individuals. Whilst we welcome applications from schools, we will not fund activities or services that the schools have a statutory responsibility to provide.

1. Grants will not normally be available to applicants based outside Uckfield unless their activities can be shown to benefit some of the townspeople.
2. The applicant’s activities should be readily available to the community in general.
3. Membership of the group should comprise full- and part-time residents and adhere to anti-discriminatory legislation.
4. The group’s programmes of activities should be made available to the Council, and must comply with all relevant health and safety requirements.
5. Current financial status should be confirmed by accepted accounts. New groups, who have been in existence for less than 15 months, must provide a financial projection and copies of their most recent Bank or Building Society accounts.
6. Applicants must demonstrate their attempts to meet their financial requirements, and that they have applied for financial help from other sources.
7. Successful applicants must have a UK Bank or Building Society account in the name of the organisation applying for the grant. We require at least two people to sign each cheque or to make a withdrawal.
8. Applicants can only include any VAT element of their project if they are not able to claim it back from HM Customs and Revenue.
9. Unless the grant is for ongoing, revenue activities, we will not fund activities that have started before we confirm our grant.
10. Consideration will be given to the applicant’s viability should a grant not be awarded.
11. All applicants will be required to co-operate with the Uckfield Volunteer Centre in providing information, including equal opportunity data. This may be required from time to time in order to monitor the effectiveness of the grants scheme.
12. If applications for grants are incomplete by the closing date they are unlikely to be accepted.
13. The decision of Uckfield Town Council is final.
14. **A representative of the applicant group must attend the grant approval meeting to be available to answer questions of the application. Failure to do so will result in the application not being considered. The office must be informed prior to the meeting of any exceptional circumstances where attendance is not possible.**
15. When a project has been completed all organisations must provide a report of how the money was spent. Any unspent money must be returned to Uckfield Town Council.
16. As a condition of receiving a grant, organisations will be required to acknowledge the Town Council’s support in publicity material. (Prior viewing necessary).
17. Grants cannot be made retrospectively.