Uckfield Town Council

Community Grants Programme 2027-28 – 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 2026-27, grants totalled £18,999.25 through this scheme, in addition to funding provided via service-level agreements – totalling £37,000 – to Wealden Citizens Advice, Wealden Volunteering and Uckfield Bonfire & Carnival Society.

The Council assesses applications on their own merits, 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 the townspeople of Uckfield.

2. The project to which the community grant is given should not exclude any member of the group the organisation represents.

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 financial projections 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.

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 Wealden Volunteering and provide a written report of how the money was spent, in line with the project criteria, for their annual evaluation of the programme

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 organisation must be available if required to attend the meeting of Finance Sub-Committee on 24 February 2027. 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.

15. Members of the Finance Sub-Committee will have already read your application and associated documentation.

16. Any unspent money from that awarded must be returned to Uckfield Town Council.

17. The award of grant funding will be evaluated at the end of the financial year. Organisations in receipt of grant funding must co-operate with Wealden Volunteering when they request information to assist with the evaluation.

18. As a condition of receiving a grant, organisations will also be required to acknowledge the Town Council's support in their publicity material. If an event is held to mark the completion or launch of an activity, please also consider inviting the Town Mayor or Chair of Finance Sub Committee to this occasion.

19. The grant must serve a specific project or purpose, which needs to reach its completion within the 2027-28 financial year.