Uckfield Town Council - Community Grants Application Form 2027-28

Please read the Policy Criteria notes below 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.

Closing date for applications is Sunday 17 January 2027.

* Indicates required question

1. Name of your organisation: *

2. Contact details of applicant (Please provide your Name, Address, Telephone, Email, Website and Your Role at the Organisation): *

3. Please confirm the legal status of your organisation: *

Mark only one oval.

- Registered Charity (Local)
- Registered Charity (National)
- Membership Organisation
- Community Interest Company
- Other

4. What are the aims of the organisation? *

5. Please state the number of people involved in your organisation: *

6. Approximately what percentage of your members/attendees live in Uckfield? *

7. What is the annual subscription, if any? *

Grant Details

8. What is the purpose of the grant? *

9. Will this project be completed within the year (April 2027 to March 2028)? *

10. What is the total cost of the project? (In £) *

11. What bracket does your community grant request fall into? *

Tick all that apply.

- [ ] A - Grant funding request up to £500
- [ ] B - Grant funding request up to £3,000

12. Please provide us with the exact amount of grant funding being requested: *

(In £)

(Grants will only be awarded for projects delivered between 1 April 2027 and 31 March 2028 - not retrospectively)

13. If you are not able to receive your grant funding request in full, are you able to still continue with the project? *

Mark only one oval.

- Yes
- No
- Other: _____

14. How will you finance the remainder of the project? *

15. If your project is ongoing, how will you seek to support the running costs of the project/your group in future years? *

16. Have you applied to any other organisations or schemes for grant funding towards the delivery of this service or project? If so, please provide details. *

17. Have you received any funding from Uckfield Town Council in previous years? If so, please provide details. *

18. How does your project directly benefit the people of Uckfield? How many people will be positively impacted? *

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

Financial Information

20. Please enclose the most recent copy of your examined/audited accounts,

* or, if you are a new group or organisation, your financial projections. The documents required to support your application can be attached below...

Tick all that apply.

- [ ] Copy of your most recent examined/audited income and expenditure accounts (or, if a new group/organisation, your financial projections)
- [ ] Copy of your current balance sheet or current Bank Statement
- [ ] Copy of your Constitution, article of association or rules
- [ ] Breakdown of project costs and supporting estimates

Please attach files upon returning this form over email or in paper format. *

21. Is your group registered for VAT? *

Mark only one oval.

- ◯ Yes
- ◯ No

Terms and Conditions

If you do not receive a receipt one week from submission of your application, you should contact the Town Council on either grants@uckfieldtc.gov.uk or 01825 762774 prior to the deadline. Otherwise your application will be considered inadmissible.

Please note that this application will not be considered unless it is accompanied by a copy of the relevant paperwork. Failing to meet these requirements in full will result in the application being inadmissible.

Please tick the following to confirm your understanding on submission of your application: *

Tick all that apply.

- [ ] 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 funding.
- [ ] I confirm that I have read the policy criteria and agree to comply with these and understand that if successful, we must undertake to spend the grant on the purpose for which it was awarded.
- [ ] I acknowledge that any funds awarded that have not been spent within the financial year, should be returned to Uckfield Town Council.
- [ ] I acknowledge that our organisation/group will need to provide information as part of an evaluation of the grant programme at the end of the financial year. We must co-operate with Wealden Volunteering when they request a written update on how the funds were spent against the project criteria, together with any invoices or relevant receipts.
- [ ] We understand that organisations will be required to acknowledge the Town Council's support in their publicity material and inclusion of the Town Council's logo where possible.

I confirm that if a grant is awarded, the BACs payment has to be made to: * (Name of Bank, Bank Sort Code and Bank Account Number)

Signed (Written name is acceptable) *

Date *

Example: 7 January 2027

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.

Uckfield Town Council will acknowledge receipt of your application within seven days of its submission.

If you do not hear back from us in this time, please contact us at grants@uckfieldtc.gov.uk

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