

# HAYWARDS HEATH TOWN COUNCIL

Town Clerk: Steven Trice



The Town Hall  
40 Boltro Road  
Haywards Heath  
West Sussex  
RH16 1BA

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## GUIDELINES FOR APPLICATIONS FOR GRANTS

A GRANT IS ANY PAYMENT MADE BY THE COUNCIL TO BE USED BY AN ORGANISATION FOR A SPECIFIC PURPOSE IN THE FURTHERANCE OF THE WELL-BEING OF THE LOCAL COMMUNITY, WHICH IS NOT DIRECTLY CONTROLLED OR ADMINISTERED BY THE COUNCIL.

### GENERAL

The contribution made by the many organisations to the well-being of the local community is an important contribution to our society especially in light of the Big Society philosophy and the pending Localism Bill. The purpose of any grant given by the Council is to support initiatives in the local community and to help create opportunities for the residents of Haywards Heath that are not, as a matter of course, funded by the Council.

Although the Council will give as much help as possible, the administration of and accounting for any grant shall be the responsibility of the recipient. Funding is available for open-ended, unquantifiable running costs to a limit of £250 per annum. Grants are also awarded for the purchase of one off purchases or capital projects.

Grants to individuals or groups without a formal constitution, set of rules and published audited accounts will not **normally** be considered.

The Council's means for funding of this nature are modest. Guidance will be given to applicants as to how much money is available in a specific financial year. It is important that all questions on the application form are fully answered and that any appropriate additional information which supports an application is given. It is expected that applicants will seek advice from Council Officers on these matters.

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## **GUIDANCE NOTES**

Each application will be judged on its own merits and will be considered along with any other applications at a meeting of the Council's Policy and Finance Committee or by Full Council if it is deemed to be an urgent matter. To ensure as fair a distribution as possible, the Council will take into account the amount and frequency of previous donations.

All applications must demonstrate clearly how a grant will be of benefit to the local community and how it meets at least one of the Council Corporate objectives.

Due account will be taken of the extent to which funding has been sought or secured from other sources or own fund-raising activities. Further details of other organisations that may be supportive may be obtained from Council Officers.

The name of the organisation or individual applying for a grant or subsidy must be clearly stated, along with achievable aims and objectives.

An organisation that applies for a grant will **normally** be expected to have a written constitution and membership rules, copies of which should be submitted as part of the application. In addition, an organisation must demonstrate that it is properly managed and able to run its affairs responsibly.

Ongoing commitments to award grants in future years will not be made.

The Council may make the award of any grant subject to such additional conditions and requirements as it considers appropriate.

## **PROCEDURE FOR SUCCESSFUL APPLICANTS**

A letter of award will be sent by the Town Council to successful applicant, which will ask for a formal letter of acceptance signed by an appropriate member of the organisation. The receipt of this letter will enable the release of funds for projects and needs to prove that full project funding has been obtained. If this is not the case the Council will hold the funds until such time as the applicant can demonstrate full project funding.

A written account as to how the grant has been used and an end of project balance/receipt shall be submitted to the Council within three months of the expenditure being made. In the event, for whatever reason, of the grant not being used, in part or in full, the grant will be returned to the Council with a full explanation after one year of the grant being made. If the grant is not used for the purpose intended, the Council reserves the right to request its return.

End of year accounts shall be submitted to the Council clearly defining how the grant has been used along with information relating to the number of people benefitting from the project and the amount of additional funding obtained toward the project/purchase.

## APPLICATION FOR A GRANT

Before completing this form, please read the **guidelines** for applications for a grant carefully.

Please, **if possible**, attach the following additional information which will support your application.

- Revenue Project - annual report, published accounts or independently examined, constitution/set of rules. In addition, for capital projects – proof of ownership or tenure of the site, planning permission and two quotes for the work.
- An overall budget for the activity or organisation for which the application is being made must be submitted with this form.
- In addition, for organisations that have been active for more than one year from the date of application, accounts would normally be expected to be produced for the last financial year.

**Please submit your completed application form by email or post.**

**Email:** [Rachel@haywardsheath.gov.uk](mailto:Rachel@haywardsheath.gov.uk)

**Post:** C/O: Rachel Skidmore

Haywards Heath Town Council

Town Hall

40 Boltro Road

Haywards Heath

RH16 1BA

**GRANT APPLICATION FORM**

**Section A**

**NAME OF ORGANISATION** \_\_\_\_\_

**DETAILS OF APPLICANT** (to whom all correspondence should be send):

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Postcode** \_\_\_\_\_

**Telephone No.** \_\_\_\_\_

**Fax No.** \_\_\_\_\_

**E-mail** \_\_\_\_\_

**Website** \_\_\_\_\_

**Section B**

**PLEASE DEMONSTRATE WHICH OF THE TOWN COUNCIL'S PRIORITIES YOUR PURCHASE/SERVICE MEETS (THIS CAN BE MORE THAN ONE). Please see Appendix 1 - Haywards Heath Town Council's Priorities.**

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**Section C**

**INFORMATION ABOUT YOUR ORGANISATION**

1. What is the nature of your organisation?

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2. When was your organisation formed? \_\_\_\_\_

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3. How many members does your organisation have? This includes people who are involved in the activity?

**Adult** \_\_\_\_\_ **Junior (under 16)** \_\_\_\_\_

What % of your membership lives in Haywards Heath: \_\_\_\_\_

**Section D**

**YOUR REASON FOR THIS APPLICATION**

1. Give a brief description of the purpose for which you are seeking grant assistance:

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4. Please indicate how you have arrived at the costs detailed in 3. A quotation for revenue is required. In the case of a capital project two quotes are required.

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5. If the total cost of the activity for which you require a grant for is more than the donation requested, do you have the remaining balance available?

**YES/NO** (*please delete as applicable*)

It is expected that the applicant makes a contribution to the project cost.

Have you applied for financial assistance elsewhere? **YES/NO**

If YES: Please indicate details of organisations/individuals approached and amounts requested and whether the contribution is secured or still pending consideration

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6. Please give details of your own fund raising efforts:

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**Section F**

I confirm that the details set out in this application are, to the best of my knowledge, correct and I will notify the Council of any changes to the information provided.

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

**Position in Organisation** \_\_\_\_\_

## **Appendix 1: Haywards Heath Town Council - Corporate Priorities 2011-2014**

Please link your project to one of the following Priorities and indicate this in your application form (Section B).

To achieve the Council's Mission Statement, the following priorities have been developed through consultation with Council Members, stakeholders and individuals:

1. Through democratic representation, promote the views of residents and voluntary organisations/groups on key issues relating to Haywards Heath.
2. To comment upon and lead on development proposals for Haywards Heath, whilst ensuring that it is sustainable and that the appropriate infrastructure is secured to meet the needs of an ever growing Town.
3. To continue well managed finances and suitable levels of staffing to provide value for money services for the residents of Haywards Heath.
4. Promote the wellbeing of the community by assisting, enabling and encouraging local residents and organisations/groups to provide services, whilst pursuing opportunities to provide new services on behalf of our principal authorities.
5. To work with the business community to promote Haywards Heath and encourage businesses to locate to the Town, to encourage sustainable economic growth and create job opportunities, whilst supporting those already established in the Town.
6. To protect and enhance the Town's open spaces and cultural facilities available to the residents of the Town.

Haywards Heath Town Council's full Forward Plan 2011–2014 can be downloaded from our website: <http://www.haywardsheath.gov.uk/index.php/strategic>