GUIDELINES FOR APPLICATIONS FOR COMMUNITY EVENT GRANTS

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

BACKGROUND

The contribution made by the numerous organisations to the well-being of the local community in Haywards Heath is highly valued, with small events being a key factor of this. In support of these events, the Town Council allocates a modest annual budget to award small Community Event Grants to voluntary and community groups, subject to available resources. The purpose of such grants is to support voluntary and community events in the local area and to help create opportunities for the residents of Haywards Heath that are not, as a matter of course, funded by the Council.

Funding is available, subject to any budgetary constraints, throughout the year. Organisations looking to apply for a community event grant from the Town Council are strongly advised to read the following grant criteria and to ensure they are eligible to apply for a grant; it is also advisable for applicants to contact the Town Council to discuss their event prior to applying for a grant.

The Community Event Grants scheme sits separate from the Town Council's Small Grants scheme, which offers grants for start-up costs, capital costs, running costs and other one-off costs. These can be applied for via the Grant Application form, more details can be found on our website: Town Council Grants | Haywards Heath Town Council.

GRANT CRITERIA

1. Applications will not be considered from individuals or private sector organisations. All applicants must be able to submit a copy of the group's constitution / set of rules with their application which includes the aims and objectives for the group.
2. In order to help ensure a fair distribution of funds only one (1) Community Event Grant application per organisation may be submitted to the Town Council per financial year. Community Event Grants are separate from the Town Council's main Grants scheme. The Town Council allows one (1) grant application and one (1) Community Event Grant application per organisation per financial year.
3. Any grants awarded must be paid into the group's bank account, which must be in the same name as outlined on the group's constitution. The group's bank account must have at least two authorised representatives required to sign each cheque. Any monies awarded shall be the responsibility of the recipient organisation.

4. Applicants may apply for a grant of up to a maximum of £500 to cover costs of one event, or a series of events. A detailed breakdown of costs must be included with each application.

5. Applicants must provide an answer to all the questions on the application form, advice can be sought from Council Officers on this.

6. Applicants must be able to demonstrate how a grant would be of benefit to the community of Haywards Heath.

7. Events must take place within the Haywards Heath Town Council boundary (see Figure 1). If your event falls out of this area, but will specifically benefit the residents of Haywards Heath, please contact the Town Council to discuss this <u>before</u> submitting your application.

8. Events can only be considered for a Community Event Grant if a) events are provided free of charge to visitors or attendees or b) all entry fees are used for fundraising efforts and not for profit.

9. Account will be taken of the extent to which funding has been sought or secured from other sources, including the group's own fundraising activities.

10. On-going commitments to award grants in future years will not be made by the Council.

11. The Council may make the award of any grant subject to such additional conditions and requirements as it considers appropriate. In addition, the Council may decide to defer the application whilst further information is sought from the group.

12. Successful applicants will be expected to acknowledge any grant from the Town Council in their annual report, website and any other literature as appropriate. Town Council branding must be used on all marketing material and after-event material. This can be provided if your application is successful.

13. We sometimes ask if the Mayor or another Councillor can visit the event to see what the grant has been spent on. Your event must be willing to accommodate a visit from the Mayor or Councillor free of charge.

14. The Town Council will request a written account as to how the grant has been used and an end of event balance/receipt from the organisation. This will be requested 12 calendar months after the grant was awarded.

15. In the event, for whatever reason, of the grant not being used in part or in full, the group must notify the Council with a full explanation. If the grant is not used for the purpose intended, the Council reserves the right to request its return.

16. Please note: The Town Council will acknowledge receipt of all applications submitted. Applicants can expect to be contacted approximately 14 working days after this acknowledgement with a decision on their application.

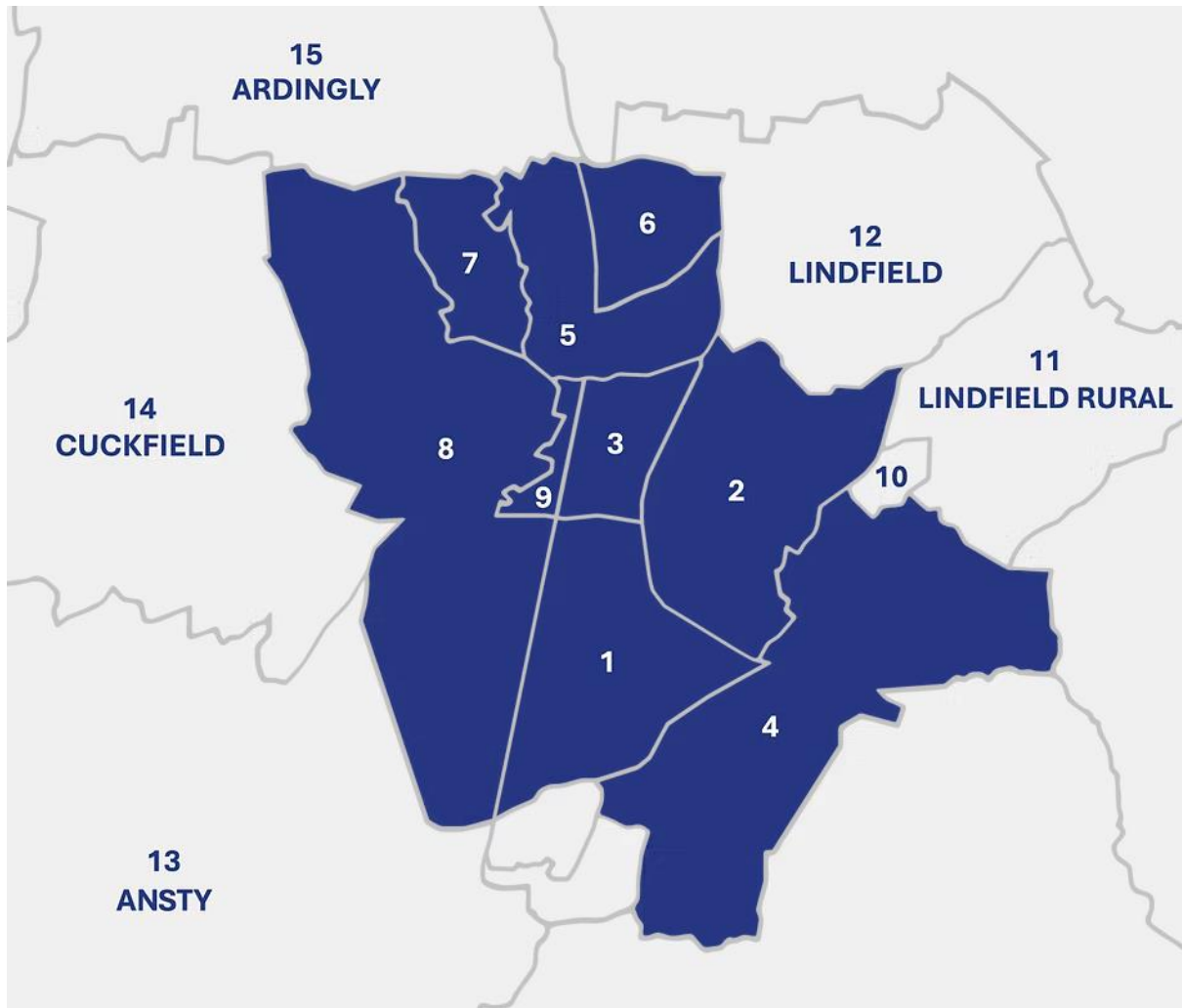| **SUBMIT YOUR COMPLETED APPLICATION AND ANY SUPPORTING DOCUMENTS TO:** |
|---|
| **Email:**   victoria.morris-birrell@haywardsheath.gov.uk
Post: **Victoria Morris-Birrell**
        Haywards Heath Town Council
        Town Hall
        40 Boltro Road
        Haywards Heath
        RH16 1BA
Telephone: 01444 455694 |

Figure 1: Haywards Heath Town Council boundaries

APPLICATION FOR A GRANT

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

Organisations can apply for a maximum grant of £500.

APPLICATION FORM

<u>**Section A**</u>

NAME OF ORGANISATION _____

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

Name _____

Position within organisation _____

Address _____

_____

_____

_____

Postcode _____

Telephone No. _____

E-mail _____

Website _____

<u>**Section B**</u>

INFORMATION ABOUT YOUR ORGANISATION

1. What is the nature of your organisation?

_____

_____

_____

_____

_____

_____

2. When was your organisation formed? _____

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

Adult _____   **Junior (under 16)** _____

What % of your membership lives in Haywards Heath: _____

4. Is your organisation a registered charity?   Yes ☐   No ☐

   If yes, please provide the registered charity number: _____

Section C

YOUR REASON FOR THIS APPLICATION

1. Please give a brief description of the event for which you are seeking grant assistance:

   _____

   _____

   _____

   _____

   _____

   _____

2. How will/does your event or activity benefit the residents of Haywards Heath?

   _____

   _____

   _____

   _____

   _____

3. Will the event be open to everyone?

   _____

4. Why are you running this event?

   _____

   _____

_____

5. Is there a charge to attend this event?

YES/NO

(please delete as applicable)

If YES: Please state how much this entry fee is and what will be done with the money raised.

_____

_____

_____

_____

Section D

ABOUT YOUR FINANCES

1. What is the amount of Community Event Grant you are seeking from Haywards Heath Town Council?

£_____

2. What is the total cost of the event(s)?   £_____

3. Please itemise expected expenditure,
   e.g.   *Equipment costs*   *£___25____*
             Hiring fees   *£___120___*

   _____   £_____
   _____   £_____
   _____   £_____
   _____   £_____
   _____   £_____
   _____   £_____

   (Please use additional paper as necessary)

4. Please indicate how you have arrived at the costs detailed in 3.

_____

_____

_____

_____

_____

5. If the total cost of the event 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)

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

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

_____

_____

_____

_____

_____

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

_____

_____

_____

Section E

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 _____

Please provide bank details for the organisation

Bank
....

Name...

Account Number..

Sort Code..

APPLICATION CHECKLIST - PLEASE TICK OR WRITE COMMENT

Have you completed every section of this application?	
Have you included a copy of your group's constitution, governing document or set of rules?	
Have you provided a clear budget breakdown of the event?	
Have you included your groups safeguarding policy/procedure?	