



GRANTS

Policy Number 20

Adoption Date: 25.04.19

Review Date: When Required

Issue Number	Date Agreed	Details of amendments
1	25/04/19	Adopted
2	18/07/19	Changes to grant application form to gather more detailed information about how the organisation supports the village, and how the grant will be used to benefit the village.
3	14/05/20	Updated grant review dates for 2020-21
4	08/06/21	Checked for Accessibility Issues Reformatted styles where applicable No changes to the wording of this document have been made
5	19/5/2022	Updated grant review dates for 2022-23

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1. Introduction

A grant is any payment made by the Council to be used by an organisation for a specific purpose that will benefit the Parish, or residents of the Parish, and which is not directly controlled or administered by the Council. The Council awards grants, at its discretion, to Parish organisations which can demonstrate a clear need for financial support to benefit the Parish by:

- Providing a service.
- Enhancing the quality of life.
- Improving the environment.
- Promoting the Parish of Cuckfield in a positive way.
- For running costs of a viable group that is experiencing a period of hardship.
- For hosting special events or celebrations.

2. Processing Applications

- The Clerk to the council will receive all applications in the first instance.
- Applicants will be required to complete an application form unless agreed otherwise by council.
- All applications must include the most recent copy of their annual accounts.
- Any additional information required by Council prior to making a decision or arising from the application form, should be fully answered and any additional appropriate information provided by the applicant.
- The Council will review grant applications twice a year. For 2022-23, the deadlines for receipt and review are as follows:

Application Deadline Date	Application Review Date
14 th July 2022	28 th July 2022
5 th January 2023	19 th January 2023

3. Conditions

- Grant applications will be considered by Full Council.
- The Parish Council will not fund activities outside its powers and functions.
- Grants will not be awarded to individuals.
- Grants will not be made retrospectively.
- Additional applications within a 12-month period will not normally be considered.
- Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
- Any grant must only be used for the purpose for which it was awarded unless the written approval of the Council has been obtained for a change in use of the grant monies, and that any unspent portion of the grant must be returned to the Council by the end of the financial year in which it was awarded.

- If the group is unable to use the award for the stated purpose, all monies must be returned to the Parish Council.
- All awards must be properly accounted for and evidence of expenditure should be supplied as requested.
- If the Parish Council is not satisfied with the arrangements, they reserve the right to request a refund of monies awarded.
- The policy may be amended at any time by Council following a motion having been published on the agenda beforehand being carried.
- Total Grants awarded in each financial year should not exceed the budgeted amount agreed by Council unless resolved otherwise by Council.



GRANTS – IMPORTANT Documents to send with your application

The following documents **MUST** be submitted with your application:

1. A copy of your organisation's Constitution, signed and dated by the Chairman.
2. If your organisation works with children or vulnerable adults a copy of your Safeguarding Policy and Procedures must be enclosed.
3. A copy of your organisation's audited or independently examined accounts including balance sheet for the past 2 financial years, and a copy bank statement and bank reconciliation as at the last balance sheet date. If your full year accounts are **older than 12 months** from the date of this application, a signed* interim set of accounts or management accounts will be required also.
4. Up to date bank statements of any current and investment accounts.
 - a. Should there be a severe deterioration between your bank statement at the audit date and an up-to-date statement, this will need to be explained:
5. In the case of a newly formed organisation, a budget and business plan should be sent including specification of how the project will be managed.

Please note: the payment of the grant by the Parish Council is made strictly on the understanding that should the project not go ahead; all monies will be returned to the Parish Council.

When completed, please send this form together with supporting documents to:

Sam Heynes
Parish Clerk
Cuckfield Parish Council
The Queen's Hall
High Street
Cuckfield
West Sussex
RH17 5EL

01444 451610
sam.heynes@cuckfield.gov.uk



GRANT APPLICATION FORM

Name of Organisation	4Sight Vision Support
Contact Name and Address	Mrs Julie Budge 36 Victoria Drive Bognor Regis West Sussex PO21 2TE
Telephone Number	01243 838001
Email Address	Julie.budge@4sight.org.uk
Position	Fundraising Manager


Is the Organisation a Registered Charity?	Yes	Yes	No	
If yes, please provide Charity Number	1075447			
Amount of grant requested £	£150			
What is the nature of your organisation's activity?				
We support people in West Sussex who are living with sight loss.				
What are the aims and objectives of your organisation?				
Our vision is that every person with sight loss is aware of, can access and benefit from 4Sight Vision Support's services, so that everyone can experience a life without limits. We aim to offer more tailored, one-to-one support, enabling people to continue leading independent lives, whilst living with sight loss.				

When was your organisation formed?	1921		
Has it operated previously under another name?	Yes	Yes	No
If so, when did the change take place?	07/12/2017 – see attached document		
Is your organisation part of, or affiliated to, a national organisation?	Yes	No	No
If yes, please provide details	N/A		
What is the catchment area of your organisation?	West Sussex		
How many members belong to your organisation?	2,384		
Cuckfield Residents	6	Non Cuckfield Residents	2,378
If your organisation is not membership based, please give details of the number of people you work with/provide services for and how many are resident within Cuckfield	We provide support to anyone in West Sussex who is living with sight loss and needs our help. We deliver our specialist services free of charge to our growing membership, which currently stands at 2,384 and 6 of these are living in your parish of Cuckfield.		
Briefly describe the project or purpose for which you require a grant	We aim to make a positive difference in the lives of people who are living with sight loss, by providing access to support, advice, advocacy and training to improve their quality of life and enable them to retain their independence after a diagnosis of sight loss.		
How will this project benefit the community or residents of Cuckfield?	<p>We do not charge our members a subscription or for our services, as we do not want there to be a financial barrier to anyone receiving our help and support.</p> <p>There are currently 6 members living in your parish of Cuckfield, who will benefit directly from any funding that we receive.</p>		

Is your organisation VAT registered?	Yes		No	No
If Yes please write in your VAT number	N/A			
When do you intend to start the project?	Ongoing			
Completion Date	Funding is for 12 months			
Have you previously received, or applied for, a grant from Cuckfield Parish Council?	Yes	Yes	No	
If YES, please give details of amount(s) and year(s)	So far, we have never received any funding from Cuckfield Parish Council.			
Please add any further information in support of your application (additional literature, leaflets or recent annual reports may be enclosed with the application)				
Please see attached letter for more details.				

Declaration

I declare that I have read and accept the conditions of the grant and that I have answered all questions fully and truthfully. I also declare that any grant made will be used solely for the purposes outlined in this application. I understand that Cuckfield Parish Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified.

Full Name	Julie Budge
Signed	
Position	Fundraising Manager
Date	29/06/22
Email	Julie.budge@4sight.org.uk