

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 2019-20, the deadlines for receipt and review are as follows:

Application Deadline Date	Application Review Date
30 th September 2019	10 th October 2019
7 th February 2020	20 th February 2020

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.

CUCKFIELD PARISH COUNCIL

The Queen's Hall, High Street, Cuckfield, RH17 5EL



GRANT APPLICATION FORM

Name of Organisation	4 Sight Vision Support	
Contact Name and Address Telephone	Jessica Passmore 36 Victoria Drive, Bognor Regis, West Sussex, PO21 2TE	
Number	01243 828555	
Email Address	jessica.passmore@4sight.org.uk	
Position	Community fundraising officer	
Is the Organisation a Registered Charity?	Yes/No	
If yes, please provide Charity Number	<input type="radio"/>	1075447
Amount of grant requested	£	200
What is the nature of your organisation's activity?		
Supporting people living with sight loss, in West Sussex. Ensuring that a diagnosis of sight loss doesn't lead to isolation and loss of independence.		
What are the aims and objectives of your organisation?		
<p>Helping people living with sight loss to:</p> <ul style="list-style-type: none"> • understand their sight condition • retain their independence • maintain & improve their quality of life • participate fully in their community • and have a voice 		

When was your organisation formed?		1921 - our 100 th anniversary next year	
Has it operated previously under another name?		Yes	No
		<input checked="" type="checkbox"/>	<input type="checkbox"/>
If so, when did the change take place?		2017 (West Sussex Association of the Blind & 4Sights)	
Is your organisation part of, or affiliated to, a national organisation?		Yes	No
		<input type="checkbox"/>	<input checked="" type="checkbox"/>
If yes, please provide details	N/A		
What is the catchment area of your organisation?			
West Sussex			
How many members belong to your organisation?			
Cuckfield Residents	4	Non Cuckfield Residents	2,000
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			
Briefly describe the project or purpose for which you require a grant			
<p>Outreach Support Project:</p> <p>Proactively supporting our members in Cuckfield during these unprecedented times, and beyond. Our outreach team continues to support members to ensure they do not feel isolated, give advice & guidance with specialist training on how to make best use of remaining sight, advise & coordinate delivery of specialist equipment to 'remain' safe independent living as well as signposting to other relevant groups & organisations for any other support.</p>			

How will this project benefit the community or residents of Cuckfield?

- regular updates & communication about our services & support.
 - ensuring our current members in your area do not feel further isolated at this time, by providing an open communication
 - continue to support them / and family/carers in their sight loss journey.
 - signpost & help to ensure they do not become at higher risk during this time of crisis.
- "I have no family near, 4Sight Vision Support stops me being isolated and knowing there is someone I can turn to if need be"

Is your organisation VAT registered?	Yes: VAT No		No
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When do you intend to start the project?	April 2020
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Completion Date	March 2021
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Have you previously received, or applied for, a grant from Cuckfield Parish Council?	Yes	No
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If YES, please give details of amount(s) and year(s)

Please add any further information in support of your application (additional literature, leaflets or recent annual reports may be enclosed with the application)

£49 pp will provide this outreach service for a whole year. At a time where face-to-face communication has had to pause your support will ensure we can continue to support our members now and after as we transition to our usual support & services.
 £200 could make a vital difference for 4 individuals in Cuckfield today.

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	Jessica Passmore
Signed	JPassmore
Position	Community fundraising Officer
Date	20/04/2020
Email	jessica.passmore@4sight.org.uk

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 your 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