

# BURGESS HILL TOWN COUNCIL

## MINOR GRANTS (up to £1,000)

### APPLICATION FORM

Name of Organisation: .....

Correspondence Address:

Name .....

Address .....

Postcode .....

Telephone number Daytime ..... Evening .....

Your Position .....

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1. What is the nature of your organisation's activity?

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2. What are the aims and objectives of your organisation? .....

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.....  
.....

3. When was your organisation formed? .....

4. Has it operated previously under another name? YES/NO\*

5. If so, when did the change take place? .....

6. Is your organisation a registered charity? YES/NO\* number .....

7. Is your organisation part of, or affiliated to, any national organisation? YES/NO\*

If yes please give details: .....

8. What is the catchment area covered by your organisation? .....

.....

.....

9. How many members belong to your organisation?

	<u>Burgess Hill Residents</u>	<u>Non Burgess Hill Residents</u>
Adult	.....	.....
Junior	.....	.....

10. Briefly describe the project or purpose for which you require a grant .....

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11. How will the project benefit the community or residents of Burgess Hill? .....

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12. How many Burgess Hill residents will benefit from the grant you are requesting?

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13. Is your organisation VAT registered?            Y/N            Vat Number.....

14. When do you intend to start the project?..... Completion date ?.....

15. **FINANCIAL ASSESSMENT**

15.1 Estimated Cost of Project (Please provide a breakdown of the total cost of your project)

_____	£.....
_____	£.....
_____	£.....
_____	£.....
_____	£.....

VAT (ignore if your organisation is VAT registered) £.....  
**Total estimated cost of project** £\_\_\_\_\_

15.2 Funding of project (Please indicate how your organisation plans to fund the project)

**Funds immediately available from your organisation** £.....  
 (Please provide a copy of your organisation’s latest bank statement)

**Funds that you intend to raise yourself from events:**

Event	Date	
1.....	.../.../...	£.....
2.....	.../.../...	£.....
3.....	.../.../...	£.....

**Grants or loans applied for / confirmed from other organisations:**

Funding Body	Applied for / confirmed (please state)	Date funds received / expected	
1.....	.....	.../.../...	£.....
2.....	.....	.../.../...	£.....
3.....	.....	.../.../...	£.....

***Grant requested from Burgess Hill Town Council*** £.....

**TOTAL FUNDING OF PROJECT** £\_\_\_\_\_

16. If the total funding of the project is not sufficient to meet the total estimated cost of the project, how do you propose to raise the deficit?

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

17. Of your “Funds immediately available” are there any future commitments that could reduce this amount? Y / N If so, please give details

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

18. Please give details of any reserves held by your organisation in respect of this or any other project:

.....  
.....

19. Have you previously received, or applied for, a grant from Burgess Hill Town Council?  
YES/NO\*

If YES, please give details of amount(s) and year(s):.....  
.....

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

.....  
.....  
.....

21. Who should cheques be made payable to? .....

.....

22. How many signatories are required to sign each cheque? .....

23. Who are the authorised signatories?

Name ..... Position .....

Name..... Position.....

Name..... Position .....

24. **Declaration**

I declare that I have read and accept the Guidance Notes and Conditions of Funding 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 Burgess Hill Town Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified.

Name .....

Signed .....

Position ..... Date .....

## **DOCUMENTS TO SEND WITH YOUR APPLICATION**

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

1. A copy of your organisation's Constitution.
2. A copy of your organisation's audited or independently examined accounts including balance sheet for the past 2 financial years, copy bank statement and bank reconciliation as at the last balance sheet date. Your full year accounts **must not be older than 9 months** from the date of this application otherwise an audited interim set of accounts will be required.
3. UP-TO-DATE statements of any current and investment accounts.

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:

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4. **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 a grant by the Town Council is made strictly on the understanding that should the project not go ahead, all monies will be returned to the Town Council.**

When completed, this form together with supporting documents should be sent to:

Judy Pointing  
Community Projects Officer  
Burgess Hill Town Council  
96 Church Walk  
Burgess Hill  
RH15 9AS

 01444 238211  
Email: [judy@burgesshill.gov.uk](mailto:judy@burgesshill.gov.uk)