

## BURGESS HILL TOWN COUNCIL

### MINOR GRANTS SCHEME - CONDITIONS OF FUNDING

1. Applications will not normally be considered from individuals (exceptional circumstances will need to be demonstrated).
2. Applications will not be considered from organisations intending to support or oppose any particular political party, or to discriminate on the grounds of race or religion.
3. Applications will not be considered from private organisations operated as a business to make a profit or surplus.
4. Applications will not be considered from "upwards funders", i.e. local groups whose fund-raising is sent to their central headquarters for redistribution.
5. Applications will not normally be considered from national organisations or local groups with access to funds from national "umbrella" or "parent" organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.
6. Applications from religious groups will be considered where a clear benefit to the wider community can be demonstrated irrespective of their religious beliefs. Compliance with this requirement will need to be demonstrated throughout the project.
7. Applications from education, health or social services establishments will be considered where the organisation can demonstrate that it is working in partnership with other groups and where there are benefits to the wider community.
8. The organisation must have clearly stated aims and objectives.
9. The organisation must provide, or propose to provide, an activity or service that is clearly needed by the Burgess Hill community or by a particular group of residents.
10. The organisation must provide a written Constitution with clearly stated aims and objectives that has been formally adopted by its members, signed and dated by the Chair.
11. Organisations that work with children or vulnerable adults must have a Safeguarding Policy and Procedures (assistance to comply with this condition can be provided if required).
12. The organisation is required to submit audited accounts or accounts that have been independently examined by a suitably qualified person, for the previous two financial years or, in the case of a newly formed organisation, a comprehensive budget and business plan.
13. The organisation is required to have a bank account in its own name with two authorised representatives required to sign each cheque.
14. Grants may be claimed at any time during the financial year on provision of evidence that the money has been used for the purpose stated. In the case of an advance payment, written confirmation will be required stating that the money will be used for the purpose requested, as well as completion of a monitoring and evaluation form at the end of the project period or the financial year (i.e. 31 March), whichever is the sooner.
15. The Town Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified on the application form.
16. Organisations that receive a grant will be required to acknowledge the Town Council's contribution on all publicity/printed material.