

# **Burgess Hill Town Council**

## **Minor Grants Scheme (up to £1,000)**

### **Guidance Notes**

1. The aim of the Town Council's Grants Scheme is to promote a vibrant and active community in Burgess Hill. The scheme recognises and supports the valuable contribution made by the voluntary sector to the well being of the community. It provides financial support for community organisations working for the benefit residents, with the intention of improving the range of services and activities in the town.
2. These notes have been prepared to explain the main details of the Council's Grants Scheme. Please read them carefully before you complete the grant application form.
3. There is a limited budget each year for donations and the amount requested usually exceeds the amount available. It is therefore important that all the questions on the application form are answered as fully as possible to provide a detailed picture of the activities of your organisation within the town.
4. The scheme provides start-up grants for new organisations as well as grants to existing organisations.
5. Awards for projects attracting external funding on a partnership basis will be considered, for a period of up to 5 years.
6. Minor grants of up to £1,000 are awarded twice a year, in June and October. The deadlines for applications are 30 April and 31 August respectively.
7. Major grants of more than £1,000 are considered once a year, in November. The deadline for applications is 30 September. Applications for significant amounts may have to be included in the budget for the subsequent financial year and will therefore be awarded the following April.
8. All applicants completing an application form will be deemed to have read and agreed to the requirements outlined in the "Conditions of Funding".
9. For further information contact:

 01444 238211

Email: [grants@burgesshill.gov.uk](mailto:grants@burgesshill.gov.uk)