

# Burgess Hill Town Council Cost of Living Grant Application Form

This application form is open to community groups providing services to residents of Burgess Hill and must be read in conjunction with the Conditions of Funding that applies to Minor and Major Funding available on the Town Council website. <https://www.burgesshill.gov.uk/town-community/grants1/>

There is a limited pot of funding and applications will be considered by the Grants Awards Panel - an open Council meeting that members of the public are welcome to attend. You will be advised of the meeting date your application will be considered.

The respondent's email \_\_\_\_\_ was recorded on submission of this form.

Please select if you are applying for a Grant to provide a Warm Hub in Burgess Hill or towards a food project. \*

Please note these are the only two options available.

Food project for Burgess Hill Residents currently open to the Burgess Hill Pantry or Burgess Hill Community Foodbank

Warm Hub in Burgess Hill - please note this is for regular warm hubs to be set up and not a one off event. Guidance on warm hubs can be viewed here <https://www.wrccrural.org.uk/wp-content/uploads/2022/10/Warm-Hubs-Organisers-Checklist.pdf>

Name of Organisation \*

St Andrew's Church, 2 Cants lane, Burgess Hill RH15 0LG

Full contact details of name of person completing the application form to include \*  
a phone number.

Is your organisation a registered charity, CIO, CIC or constituted community  
group? \*

- Registered Charity
- CIC
- CIO
- Constituted Community Group

How many residents of Burgess Hill would benefit from this project? \*

All residents could potentially benefit. The building is fully accessible.  
The link building can accommodate up to 30 people at any one time.

## ST ANDREW'S CHURCH 3

Describe how the project will provide support to residents of Burgess Hill and when will it begin? \*

Please note Council are hoping the projects are implemented quickly to provide support quickly to residents during the winter months of 2022/2023.

Providing a warm space 3 mornings a week. 8:30 to 1pm. Tea, coffee and biscuits initially with a view to providing soup and cake etc going forward

Space will allow community liaison and support from the church team and others who can come along when schedules allow.

Where possible we would look to provide support and guidance and if we can't help we can assist with pointing residence in the right direction.

Some toys are available for any young children and games and books.

Describe the financials of this project to include \*

1. how much you are applying for?
2. the total cost?
3. how much of your own money will fund this?
4. are you seeking funding from other organisations?

1: £2,500

2: £3,000

3: £500 + cost of catering

We have based these figures an estimated cost of £150 per week and the expectation the space will be open till about April (20 weeks). Cost of power and heating is based on our budgeted costs for the next 12 months

Describe the publicity plan in place to promote this project. \*

Church community, Facebook group(s). Flyers in local shops, Town Council Notice Boards and on local radio Any means possible.

In order for your application to be considered the following documentation must \*  
be emailed to the [communityteam@burgesshill.gov.uk](mailto:communityteam@burgesshill.gov.uk).

- A copy of your organisation's Constitution, signed and dated by the Chair.
- A copy of your organisation's audited or independently examined accounts for the previous financial year.
- A copy of your organisation's MOST RECENT bank statement(s) of any current and investment accounts

Thank you for submitting your application. \*

The Community Team will be in contact within two working days to confirm receipt of your application. If you have not had an email please telephone 01444 247726 and ask to speak to the Community Team.

Please read the following statement:

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.

- I confirm I have read the declaration.

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