

Burgess Hill Town Council

Minor and Major Grants Scheme – Conditions of Funding

1. The Town Council will only fund beneficiaries resident in Burgess Hill even if the overall project is for a wider group. Applicants must be able to demonstrate that the majority of their services or their beneficiaries are resident in, or are making use of grants awarded, within the Burgess Hill locality.
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 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 for the duration of the project.
4. Priority will be given to those groups that have not received a grant in the last 24 months. This is to encourage organisations to look widely for funding rather than repeat applications with same groups receiving funding each year.
5. Applications will only be considered from organizations that have 'Net Current Assets' of less than £1 million.
6. Applications will not be considered from "upwards funders", i.e. local groups whose fund-raising is sent to their central headquarters for redistribution. 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.
7. 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. This will be required as part of the online application process.
9. Organisations that work with children or vulnerable adults must provide a copy of their Safeguarding Policy and Procedures. This will be required as part of the online application process.
10. The organisation is required to submit audited accounts or accounts that have been independently examined by a suitably qualified person, for the previous financial year or, in the case of a newly formed organisation, a comprehensive budget and business plan. This will be required as part of the online application process.
11. The organisation is required to have a bank account in its own name with two authorised representatives required to approve payments. A copy of the latest bank account statement(s) should be included with your application (please redact any personal information). This will be required as part of the online application process.
12. Grants must be claimed **WITHIN THE FINANCIAL YEAR NO LATER THAN 31 MARCH** at any time promptly once awarded. Evidence eg. Invoices to demonstrate 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 for consideration by the CEO.
13. All applicants awarded a grant will be required to complete an evaluation form available online at the end of project period. This should demonstrate how the Town Council funding has been acknowledged. This will be required prior to funds being released.

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14. 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.
15. Applications will not normally be considered from individuals (exceptional circumstances will need to be demonstrated).