


# 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. Running costs are also covered within the Minor Grant programme.
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. Priority is given to projects that:
  - Have not submitted an application with 24 months
  - serve the greatest number of Burgess Hill residents and /or those Burgess Hill residents in greatest need.
  - contribute to the development of facilities in the town
  - are needed to meet safety or other legal requirements
  - will increase community use of facilities
  - help attract external funding
5. Please review the online application form in advance and collate the required documents in advance ready to upload. You will be sent a copy of the completed application once submitted. Please check your spam/junk folders if you have not received this.
6. The scheme provides start-up grants for new organisations as well as grants to existing organisations.
7. Minor grants of up to £1,000 are awarded once a year. The deadline for applications is 30 June. The application will be considered by Grants Committee within three months of the deadline.
9. All applicants completing an application form will be deemed to have read and agreed to the requirements outlined in the "Conditions of Funding".
10. For further information contact:  
 01444 247726  
Email: [grants@burgesshill.gov.uk](mailto:grants@burgesshill.gov.uk)