



## Grants to Local Organisations Policy Criteria

Owner	Rebecca White, RFO
Reviewer	Rebecca White, RFO
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Policy covers	All HTC

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## Introduction

1. Subject to funding being available, Hailsham Town Council (HTC) is committed to providing assistance and support to local community groups which are set up to promote community life for Hailsham residents. The Council's financial support is provided by way of Grants which are decided against criteria set by, and which can be amended from time to time by Hailsham Town Council.
2. In order for the Town Council to be able to rationally and objectively assess applications, many which will inevitably be totally dissimilar in content, it is both necessary and helpful to assess all applications received against a range of criteria. These are designed to be a general indication of need but are not exclusive and can be flexibly applied.

## Guidelines for funding

3. When considering Grants the Town Council will take into account the following guidelines.
  - 3.1 Applications will be considered on fulfilling one or more of the following criteria:
    - Go towards community development/public improvements
    - Support economic development, tourism or cultural activities
    - Provide services for young people, the elderly or vulnerable
    - Improve sport, physical activity, health and wellbeing
    - Improve the physical environment or address the problem of climate change
  - 3.2 Activities of the organisation or association should be readily available to the community in general.
  - 3.3 Applicants must be able to demonstrate how a grant would be of benefit to the community of Hailsham.
  - 3.4 Membership should be appropriate to the activity and should encompass junior, senior, full and part time residents and be available for disabled people if possible.
  - 3.5 The range of activities undertaken and the programme of the organisation should be available for reference.
  - 3.6 The current financial situation should be substantiated by either audited accounts or a business plan for a new group or organisation.
  - 3.7 Grants will not be made retrospectively. Except in exceptional circumstances.
  - 3.8 Grants will not be made to individuals.
  - 3.9 Grants will not routinely exceed 50% of the cost of the project/activity.
  - 3.10 The amount of the grant will generally be restricted to £500.00.

- 3.11 Each application will be assessed on its own merits.
- 3.12 The administration of and accounting for any grant shall be the responsibility of the recipient. All awards must be properly accounted for, and evidence of expenditure should be supplied to the council as requested by the end of the relevant financial year.
- 3.13 Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
- 3.14 As a condition of receiving a grant, organisations will be required to acknowledge the Town Council's support in publicity material. (Prior viewing necessary).

## **Not acceptable criteria**

4. Hailsham Town Council will not fund the following:
- Organisations that do not provide a service to the community of Hailsham
  - Individuals or appeals supporting an individual
  - General appeals
  - Statutory organisations or direct replacement of statutory funding
  - Political groups or activities promoting political beliefs
  - Religious groups where funding is to be used to promote religious beliefs.
  - Arts and Sports projects with no community or charitable element.
  - Medical Research or treatment
  - Projects that may take place before an application can be decided.
  - Equipment or other costs that have already been purchased or incurred prior to the application being considered.
  - Commercial ventures
  - National organisations from outside the town unless it can be shown that the local population will be able to derive some benefit from the services provided.

# Revenue Grant Application Form

(Please complete the form in block capitals)

NAME OF ORGANISATION .....

When was your organisation formed >.....

Registered Charity Yes / No      Charity Registration No.....

Contact Name.....

Address.....

.....

.....

Post Code..... Tel No.....

Email.....

Website.....

Position in the organisation (i.e. Chairman, Treasurer, Secretary etc).....

**Please read the Guidelines for funding on the back of this form before making your application. If you are uncertain about any of the questions on the form, please contact the Town Council on 01323 841702.**

**Applicants are advised that this form and the information contained in it will be included as part of the Town Council’s public records.**

**ALL REVENUE GRANT APPLICATIONS MUST BE RECEIVED BY THE TOWN COUNCIL BY 10th October 2025. APPLICATIONS FOR REVENUE GRANT ASSISTANCE ARE CONSIDERED ONCE ANNUALLY AT A MEETING OF THE FINANCE AND GOVERNANCE COMMITTEE AND RECOMMENDATIONS WILL BE SUBJECT TO FORMAL RATIFICATION AT A FULL COUNCIL MEETING.**

Nature of the Organisation.....  
.....  
.....  
.....

Amount of Grant applied for.....

Purpose of Grant.....  
.....  
.....  
.....

How will/does your project or activity benefit the residents of Hailsham?  
.....  
.....  
.....  
.....

Total Cost of Project.....

How will you be funding the running costs of your Project/Organisation in future years?  
.....  
.....  
.....

How many people in Hailsham will benefit if you are awarded a grant?.....  
.....

Has your organisation previously applied for a Town Council grant?                      Yes / No

If “Yes”, please give details.....  
.....  
.....

Has a grant application been made to any other Body or Organisation for the purpose?

Yes / No      If "Yes", please give details.....

## MEMBERSHIP

How many members does your organisation have? This includes people who are involved in the activity.

Adults \_\_\_\_\_ Junior (under 16) \_\_\_\_\_

What % of your membership lives in Hailsham: .....

What is the Annual Subscription, if any?.....

## FUNDRAISING

What additional fundraising events or activities will you be holding this year?

## FINANCIAL

Please enclose your latest audited accounts and/or Business Plan if a new organisation and other information as follows:

1. Income and Expenditure Account / Business Plan
2. Balance Sheet
3. Club/Organisation's Constitution or Rules
4. Is your organisation registered for VAT? Yes / No
5. Are you a profit-making Organisation? Yes / No

**Please note that if any part of the application is not completed or any of the financial or other information not enclosed, your application may not be considered.**

I certify that the above information is true to the best of my knowledge and belief, and that I am authorised to make this application for Grant Aid.

I confirm I have read the Policy Criteria for Grants and agree to comply with them.

Signature of Applicant.....Date.....

Please provide bank details for the organisation

Bank.....

Name.....

Account number.....

Sort Code.....

Please return your completed application to:-

**THE RESPONSIBLE FINANCE OFFICER, HAILSHAM TOWN COUNCIL, INGLENOK,  
MARKET STREET, HAILSHAM, EAST SUSSEX, BN27 2AE**