



Grants to Local Organisations Policy Criteria

Owner	Responsible Finance Officer
Reviewer	Responsible Finance Officer
Previous versions	2023, 2024
Templates used/adapted	N/A
Approver	Finance & Governance Committee
Date approved	10.12.25
Resolution number	FBR/24/7/110
Date of next review	1 year
Related policies/procedures	N/A
Policy covers	All HTC
Revisions	11.11.25 Added in resolution number 10.12.25 Updates agreed FBR/24/7/110

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If you require any support in understanding or applying this policy, please contact the Corporate Services Manager. In addition, in line with the Equality Act 2010, we will make reasonable adjustments to remove or reduce disadvantages faced by disabled employees, Councillors, or applicants.

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 small 'one off' Grants which are decided against criteria set by, and which can be amended from time to time by Hailsham Town Council. This does not apply to Community Services Grants or Community Events Grants
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.
3. An overall limit for the annual provision of grant aid will be determined as part of the budget setting process, and applications will be invited to be assessed normally only once during the year. An exception to this will be if the budgeted funds are not all allocated during the first round, a further grant application stage will take place.

Guidelines for funding

4. When considering Grants the Town Council will take into account the following guidelines.
5. 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
6. Activities of the organisation or association should be readily available to the community in general.
7. Applicants must be able to demonstrate how a grant would be of benefit to the community of Hailsham.
8. 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.
9. The range of activities undertaken and the programme of the organisation should be available for reference.

10. The current financial situation should be substantiated by either audited accounts or a business plan for a new group or organisation.
11. Grants will not be made retrospectively. Except in exceptional circumstances.
12. Grants will not be made to individuals.
13. Grants will not routinely exceed 50% of the cost of the project/activity.
14. The amount of the grant will generally be restricted to £500.00.
15. Each application will be assessed on its own merits.
16. 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 must be supplied to the council as requested by the end of the relevant financial year.
17. Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
18. As a condition of receiving a grant, organisations will be required to acknowledge the Town Council's support in publicity material. (Prior viewing necessary).
19. Any unspent money by the end of the financial year in which the grant was awarded must be returned to the council.

Not acceptable criteria

20. 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)	

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 / or received 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?
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:-

Please return your completed application to: Finance@hailsham-tc.gov.uk THE RESPONSIBLE FINANCE OFFICER, HAILSHAM TOWN COUNCIL, INGLENOOK, MARKET STREET, HAILSHAM, EAST SUSSEX, BN27 2AE

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 **DEADLINE TO BE AGREED** EACH YEAR. 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. ALL APPLICANTS WILL BE ADVISED OF THE COUNCIL'S DECISION BY THE END OF MAY OF THAT FINANCIAL YEAR.