

2024/2025 Grants Application Process Review

A review of the grant application process, including the website text, further information sheets and application forms, has been conducted by Cllr Majsai and Assistant Clerk Viv Aloy to make it clearer for applicants and to better represent the new budget lines for 2024/25, as well as to better address safeguarding and feedback requirements from grant applicants.

The first page is the text that will appear on the Grants page of our website. The formatting will look very similar to how it does now [Grants - Hurstpierpoint & Sayers Common Parish Council \(hurstpierpoint-pc.gov.uk\)](https://hurstpierpoint-pc.gov.uk/grants) and will include photographs. Following on from that are the further information sheets and application forms for each grant line.

Please read carefully prior to the Meeting to check both the content and any typos. (Any suggested changes to budget lines/categories of grant will not be able to be considered until the November Community Engagement Meeting when the Committee's budget proposal for the next financial year will be discussed.)

Grants Policy 2024/2025

The Parish Council awards small grants to local voluntary groups and charities who need financial assistance and who provide services which directly aim to improve the quality of life of residents in our villages. Priority is given in line with the Council's Action Plan. We aim to support a range of projects, with a focus on supporting groups who provide services aimed at the most vulnerable and those who are socially or economically disadvantaged. Applications should provide details of the project/activity and specifically **how Parish residents are expected to benefit**.

Applications for grants are considered by the Community Engagement Committee at their bi-monthly meetings. **Please ensure you have read the further information for each type of grant and that you use the correct application form.** All grant applications must be received two weeks before the Committee date:

The Community Engagement Committees diary 2024/25:

Date of Meeting	Deadline for Applications to be received
11th April 2024	28th March 2024
13th June 2024	30th May 2024
12th September 2024	29th August 2024
14th November 2024	31st October 2024
13th February 2025	30th January 2025

Any received after the cut-off date will be deferred to the next Community Engagement Meeting. We warmly invite those who have applied to attend the meeting to informally tell us about their organisation and their grant request.

What we will not fund:

- Grants to individuals.
- Private organisations operating as a business to make a profit or surplus.
- Activities promoting party political activities or specific religious beliefs.
- Core education, health, or social service activities, where central government, the health authority or County Council are the most appropriate funder.

For 2024/2025 the grants budget has been split into the following categories:

Small Grants 2024/25 Total budget: £4500

Small grants of between £50 and £500 can be awarded to local voluntary groups and charities. **The group must be a local charity, voluntary or community organisation or a local branch of a national organisation to qualify for support.** The Parish Council defines a voluntary group as a “not-for-profit” organisation, set up and run by a voluntary, unpaid management committee.

In the year 2023/2024, grants were given to a range of organisations including Victim Support, Mid Sussex Radio, St John’s Ambulance, Kent, Surrey and Sussex Air Ambulance, 4Sight, the Hurstpierpoint Christmas Toy Bank, What’s On Hurst and The Monday Group.

[FURTHER INFORMATION BUTTON] [APPLICATION FORM LINK]

Health and Wellbeing Grants 2024/25 Total budget: £1000

The Parish Council introduced a Health and Wellbeing Grants budget for the Community Engagement Committee in the year 2020/21. Small grants of between £50 and £500 can be awarded to local voluntary groups and charities whose focus is on health and/or wellbeing. **The group must be a local charity, voluntary or community organisation or a local branch of a national organisation to qualify for support.** The Parish Council defines a voluntary group as a “not-for-profit” organisation, set up and run by a voluntary, unpaid management committee. The Committee in 2023/2024 awarded £500 to both St Catherine’s and St Peter & St James Hospices, who provide vital support for residents facing the end of life.

[FURTHER INFORMATION BUTTON] [APPLICATION FORM LINK]

Community Events Grants 2024/25 Total budget: £4000

The Parish Council aims to support a range of inclusive community events, these should be **free at point of access** and **available to all residents** of the Parish. Events should not be run for profit and the grant must not indirectly be re-distributed e.g. to another charity as this is not permissible within the rules of local government. In some cases, the Committee may consider community events grant applications over £500, particularly where an event is well- established and consistently popular

In 2023/2024 grants were awarded towards Hurst Festival Super Sunday, Santa Fun Sunday and to Hurst Folk Festival.

[FURTHER INFORMATION BUTTON] [APPLICATION FORM LINK]

Sustainable Communities 2024/2025 Total budget: £1500

These grants are new for 2024/2025 and aim to support projects in the Parish which are aimed at meeting one or more of the Key Objectives in the Parish Council’s *Sustainability Strategy* i.e.

- **Help nature to recover.**
- **Reduce waste.**
- **Increase access to green spaces.**
- **Reduce carbon emissions.**
- **Build resilience.**

Small grants of between £50 and £500 can be awarded to local voluntary groups and charities whose focus is on community efforts to address the climate and/or biodiversity crisis. The **group must be a local charity, voluntary or community organisation or a local branch of a national organisation to qualify for support.** The Parish Council defines a voluntary group as a “not-for-profit” organisation, set up and run by a voluntary, unpaid management committee.

[FURTHER INFORMATION BOTTOM] [APPLICATION FORM LINK]

Health and Wellbeing Projects 2024/25 Total budget: £1000

The budget for Health and Wellbeing projects will be spent directly on projects to benefit our community and some may be awarded in grants. We very much welcome your ideas and suggestions with regards to projects – please do get in touch with us via the Parish Office.

In 2023/2024 the Parish Council funded a free defibrillator training session for residents as well as funding tea parties in Sayers Common, through Mid Sussex Older People’s Council.

Accompanying Information for Applicants for Small Grant Aid 2024/2025

Hurstpierpoint and Sayers Common Parish Council aims to operate a grant aid system. Applications are considered by the Community Engagement Committee of the Council. The total budget for the Small Grants Scheme 2024/25 is £4500; grants awarded to local groups will be in the range of £50 – £500.

N.B Applications for Community Events, Sustainable Communities or Health and Wellbeing Grants will be considered separately under different terms and conditions from those for the smaller Community Grants discussed in this document. Please ensure you are working from the correct guidelines.

The Community Engagement Committee diary 2024/25:

Date of Meeting	Deadline for Application to be received
13 th June 2024	30 th May 2024
12 th September 2024	29 th August 2024
14 th November 2024	31 st October 2024
13 th February 2025	30 th January 2025
3 rd April 2025	20 th March 2025

All grant applications must be received two weeks before the Committee date. Any received after the cut-off date will be deferred to the next Community Engagement Meeting.

The system aims to:

- Help the Parish's voluntary groups to improve their effectiveness.
- Help to ensure the provision of services needed by the Parish's residents via the voluntary sector.
- Support organisations which meet the needs of people experiencing social and economic difficulties.

The Parish Council values the diversity and strengths of the local voluntary sector and acknowledges its independent role in the community as:

- A source of valuable services.
- A means of enabling people to work together.
- A channel for campaigning and advocacy.
- The Parish Council defines a voluntary group as a 'not-for-profit' organisation, set up and run by a voluntary, unpaid management committee.

This document gives the Parish Council's general funding principles and details its expectations of all groups in receipt of grant aid. Groups applying for grant aid should note:

- Grants are made only to groups meeting the needs of the Parish's residents.
- Grants may be made to encourage new groups or new projects, or to help with the costs of some one-off expenditure.
- Grants will only be made to groups which need financial help. Accumulated reserves will be considered when grant levels are decided. Grants are normally made for one year's expenditure at a time and should be spent within the year for the purpose for which they were given. They should not be added, wholly or partly, to reserves unless part of a previously approved programme of funding for a particular project.

If a grant is to be considered as part of a larger expenditure/project, clear evidence of additional monies must be shown before any grant is released.

HURSTPIERPOINT & SAYERS COMMON PARISH COUNCIL

Grants will not be made to groups which operate for private gain or are connected with any political party. Grants may be made to religious organisations for social or welfare purposes, but not to cover the costs of evangelising, worship or conversion.

Voluntary Groups grant-aided by the Parish Council are required to:

- Ensure efficient levels of administration such as holding regular meetings, keeping minutes etc.
- Keep proper accounts. Grants may only be made to groups which have submitted satisfactory accounts, unless the group is recently formed.
- Be inclusive and promote equal opportunities for all members of our community.
- Acknowledge the Parish Council's support in annual reports and publicity such as newsletters, websites, and social media.

Supporting Documents:

All applications should be accompanied by a copy of the financial details of the requesting organisation.

- Account details showing income, expenditure, and the level of balances.
- Bank Statements.
- Quote(s) for any proposed work.
- If your organisation is newly formed, a budget and business plan should be included including an indication of how the project will be managed.
- **If your organisation works with children or vulnerable adults, a copy of your safeguarding policy and procedures must be submitted with your grant application.**

Please note if you are not a registered charity, we will still request to see an income and expenditure statement or balance sheet. When your grant application is received, all supporting documentation will be checked. If any paperwork is missing the Parish Office will contact you. Any additional documents must be submitted a week before the date of the meeting otherwise it will be deferred to the next Community Engagement date.

Community Engagement Meeting:

A representative from the organisation is invited to attend the Community Engagement Meeting. The representative will be invited to speak about their application and answer questions from Councillors.

Outcomes:

The Community Engagement committee gift grants on the agreement of receiving the following information from the gifted organisation within a year of the grant being awarded:

- At least one photograph (where possible) which shows how the grant was spent.
- Written summary on what happened with the project, who was involved, who benefited?

All outcomes should be submitted to the Parish Office. Please note this information may be used in newsletters, Hurst Life articles, social media or on the Parish Council website.

NB. Any Councillor who attends the Community Engagement meeting must declare an interest in a grant before it is discussed.

SMALL GRANT APPLICATION

Please note that this application should be accompanied by a copy of the financial details of the requesting organisation. Where relevant we will need to see account details showing income, expenditure, and the level of balances. If annual accounts are not available, copies of the bank statements or receipts for expenditure should be enclosed.

1.	Name of Organisation	
2.	Name, Address and Status of Contact within the organisation	
3.	Telephone number and Email Address	
4.	Is the Organisation a Registered Charity? If yes, then please provide charity number	
5.	Amount of Grant Requested	
6.	For what Purpose or project is the grant requested? Please be as detailed as possible about how exactly the funds would be spent. If for a specific project, when would you anticipate that to complete/how long would the funds last? (Continue on a separate sheet if necessary).	
7.	What will be the total cost of the project?	
8.	If the total cost of the project is more than the grant, how will the residue be financed?	

HURSTPIERPOINT & SAYERS COMMON PARISH COUNCIL

9.	Have you applied for a grant for the same project to another organisation? If so, which organisation and how much?	
10.	Who will benefit from the project?	
11.	Approximately how many/what percentage of those who will benefit are parishioners?	
12.	Have financial details been enclosed with the grant application?	
13.	Please list any other supporting documents that have been included.	

You may use a separate sheet of paper to submit any other information which you feel will support this application.

Signed.....Date.....

Please return this completed form, together with all relevant accompanying information to:

Office@hurstpierpoint-pc.gov.uk or via post:

Clerk to the Council

Hurstpierpoint & Sayers Common Parish Council

Trinity Road, Hurstpierpoint

West Sussex, BN6 9UY

DATA PROTECTION

We take the protection of your personal data seriously. If you contact or communicate with us we may hold your contact and other details. We will only use this information for the purposes of carrying out our Council business with you. We will not pass your details to any other person or organisation without your express permission. We are registered with the ICO (Information Commissioners Office). For details of our full privacy notices please go to our website.

Accompanying Information for Applicants for Health and Wellbeing Grant Aid 2024/2025

Hurstpierpoint and Sayers Common Parish Council aims to operate a grant aid system. Applications are considered by the Community Engagement Committee of the Council. The total budget for the Health and Wellbeing Grants Scheme 2024/25 is £1000. Grants awarded to local groups will be in the range of £50 – £500.

N.B Applications for Community Events or Small Grants will be considered separately under different terms and conditions from those for the Health and Wellbeing Grants discussed in this document. Please ensure you are working from the correct guidelines.

The Community Engagement Committee diary 2024/25:

Date of Meeting	Deadline for Application to be received
13 th June 2024	30 th May 2024
12 th September 2024	29 th August 2024
14 th November 2024	31 st October 2024
13 th February 2025	30 th January 2025
3 rd April 2025	20 th March 2025

All grant applications must be received two weeks before the Committee date. Any received after the cut-off date will be deferred to the next Community Engagement Meeting.

The system aims to:

- Help the Parish's voluntary groups to support the health and wellbeing of residents.
- Help to ensure the provision of health and wellbeing services needed by the Parish's residents via the voluntary sector.

The Parish Council values the diversity and strengths of the local voluntary sector and acknowledges its independent role in the community as:

- A source of valuable services.
- A means of enabling people to work together.
- A channel for campaigning and advocacy.
- The Parish Council defines a voluntary group as a 'not-for-profit' organisation, set up and run by a voluntary, unpaid management committee.

This document gives the Parish Council's general funding principles and details its expectations of all groups in receipt of grant aid. Groups applying for grant aid should note:

- Grants are made only to groups meeting the needs of the Parish's residents.
- Grants may be made to encourage new groups or new projects, or to help with the costs of some one-off expenditure.
- Grants will only be made to groups which need financial help. Accumulated reserves will be considered when grant levels are decided. Grants are normally made for one year's expenditure at a time and should be spent within the year for the purpose for which they were given. They should not be added, wholly or partly, to reserves unless part of a previously approved programme of funding for a particular project.

If a grant is to be considered as part of a larger expenditure/project, clear evidence of additional monies must be shown before any grant is released.

HURSTPIERPOINT & SAYERS COMMON PARISH COUNCIL

Grants will not be made to groups which operate for private gain or are connected with any political party. Grants may be made to religious organisations for social or welfare purposes, but not to cover the costs of evangelising, worship or conversion.

Voluntary Groups grant-aided by the Parish Council are required to:

- Ensure efficient levels of administration such as holding regular meetings, keeping minutes etc.
- Keep proper accounts. Grants may only be made to groups which have submitted satisfactory accounts, unless the group is recently formed.
- Be inclusive and promote equal opportunities for all members of our community.
- Acknowledge the Parish Council's support in annual reports and publicity such as newsletters, websites, and social media.

Supporting Documents:

All applications should be accompanied by a copy of the financial details of the requesting organisation.

- Account details showing income, expenditure, and the level of balances.
- Bank Statements.
- Quote(s) for any proposed work.
- If your organisation is newly formed, a budget and business plan should be included including an indication of how the project will be managed.
- **If your organisation works with children or vulnerable adults, a copy of your safeguarding policy and procedures must be submitted with your grant application.**

Please note if you are not a registered charity, we will still request to see an income and expenditure statement or balance sheet. When your grant application is received, all supporting documentation will be checked. If any paperwork is missing the Parish Office will contact you. Any additional documents must be submitted a week before the date of the meeting otherwise it will be deferred to the next Community Engagement date.

Community Engagement Meeting:

A representative from the organisation is invited to attend the Community Engagement Meeting. The representative will be invited to speak about the grant and to answer questions from the Councillors.

Outcomes:

The Community Engagement committee gift grants on the agreement of receiving the following information from the gifted organisation within a year of the grant being awarded:

- At least one photograph (where possible) which shows how the grant was spent.
- Written summary on what happened with the project, who was involved, who benefited?

All outcomes should be submitted to the Parish Office. Please note this information may be used in newsletters, Hurst Life articles or the Parish Council website.

NB. Any Councillor who attends the Community Engagement meeting must declare an interest in a grant before it is discussed.

HEALTH AND WELLBEING GRANT APPLICATION

Please note that this application should be accompanied by a copy of the financial details of the requesting organisation. Where relevant we will need to see account details showing income, expenditure, and the level of balances. If annual accounts are not available, copies of the bank statements or receipts for expenditure should be enclosed.

1.	Name of Organisation	
2.	Name, Address and Status of Contact within the organisation.	
3.	Telephone number and Email Address	
4.	Is the Organisation a Registered Charity? If yes, then please provide charity number	
5.	Amount of Grant Requested	
6.	For what Purpose or project is the grant requested? Please be as detailed as possible about how exactly the funds would be spent. If for a specific project, when would you anticipate that to complete/how long would the funds last? (Continue on a separate sheet if necessary).	
7.	What will be the total cost of the project?	
8.	If the total cost of the project is more than the grant, how will the residue be financed?	

HURSTPIERPOINT & SAYERS COMMON PARISH COUNCIL

9.	Have you applied for a grant for the same project to another organisation? If so, which organisation and how much?	
10.	How will this project enhance the health and wellbeing of residents?	
11.	Approximately how many/what percentage of those who will benefit are parishioners?	
12.	Have financial details been enclosed with the grant application?	
13.	Please list any other supporting documents that have been included.	

You may use a separate sheet of paper to submit any other information which you feel will support this application.

Signed.....Date.....

Please return this completed form, together with all relevant accompanying information to:

Office@hurstpierpoint-pc.gov.uk or via post:

Clerk to the Council

Hurstpierpoint & Sayers Common Parish Council

Trinity Road, Hurstpierpoint

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Accompanying Information for Applicants for Community Events Grant Aid 2024/2025

Hurstpierpoint and Sayers Common Parish Council aims to operate a grant aid system. Applications are considered by the Community Engagement Committee of the Council. The total budget for the Community Events Grants Scheme 2024/25 is £4000.

N.B Applications for Health and Wellbeing, Sustainable Communities or Small Grants will be considered separately under different terms and conditions from those for the Community Events Grants discussed in this document. Please ensure you are working from the correct guidelines.

The Community Engagement Committee diary 2024/25:

Date of Meeting	Deadline for Application to be received
13 th June 2024	30 th May 2024
12 th September 2024	29 th August 2024
14 th November 2024	31 st October 2024
13 th February 2025	30 th January 2025
3rd April 2025	20 th March 2025

All grant applications must be received two weeks before the Committee date. Any received after the cut-off date will be deferred to the next Community Engagement Meeting.

The system aims to:

- Create opportunities for all residents to participate fully in the life of their community by enabling the Parish's voluntary groups to provide a range of community events accessible to all.
- Support voluntary groups in running events which are free at the point of access.
- Encourage visitors to the villages, thereby supporting local businesses.

The Parish Council values the diversity and strengths of the local voluntary sector and acknowledges its independent role in the community as:

- A source of valuable services.
- A means of enabling people to work together.
- A channel for campaigning and advocacy.
- The Parish Council defines a voluntary group as a 'not-for-profit' organisation, set up and run by a voluntary, unpaid management committee.

This document gives the Parish Council's general funding principles and details its expectations of all groups in receipt of grant aid. Groups applying for grant aid should note:

- The Committee will be making decisions based on its understanding of events due to take place throughout the year, and their anticipated requirements for support.
- Grants may be made to support regular events or to encourage new ones.
- Grant applications should specify particular expenses, rather than being a general request for funds.
- Grants will only be made to groups which need financial help. Accumulated reserves will be considered when grant levels are decided. Grants are normally made for one year's expenditure at a time and should be spent within the year for the purpose for which they were given. They should not be added, wholly or partly, to reserves unless part of a previously approved programme of funding for a particular project.

HURSTPIERPOINT & SAYERS COMMON PARISH COUNCIL

If a grant is to be considered as part of a larger expenditure/project, clear evidence of additional monies must be shown before any grant is released.

Grants will not be made to groups which operate for private gain or are connected with any political party. Grants may be made to religious organisations for social or welfare purposes, but not to cover the costs of evangelising, worship or conversion.

Voluntary Groups grant-aided by the Parish Council are required to:

- Ensure efficient levels of administration such as holding regular meetings, keeping minutes etc.
- Keep proper accounts. Grants may only be made to groups which have submitted satisfactory accounts, unless the group is recently formed.
- Be inclusive and promote equal opportunities for all members of our community.
- Acknowledge the Parish Council's support in annual reports and publicity such as newsletters, websites, and social media.

Supporting Documents:

All applications should be accompanied by a copy of the financial details of the requesting organisation.

- Account details showing income, expenditure, and the level of balances.
- Bank Statements.
- Quote(s) for any proposed work.
- If your organisation is newly formed, a budget and business plan should be included including an indication of how the project will be managed.
- **If your organisation works with children or vulnerable adults, a copy of your safeguarding policy and procedures must be submitted with your grant application.**

Please note if you are not a registered charity, we will still request to see an income and expenditure statement or balance sheet. When your grant application is received, all supporting documentation will be checked. If any paperwork is missing the Parish Office will contact you. Any additional documents must be submitted a week before the date of the meeting otherwise it will be deferred to the next Community Engagement date.

Community Engagement Meeting:

A representative from the organisation is invited to attend the Community Engagement Meeting. The representative will be invited to speak about their grant application and answer questions from Councillors.

Outcomes:

The Community Engagement committee gift grants on the agreement of receiving the following information from the gifted organisation within a year of the grant being awarded:

- At least one photograph (where possible) which shows how the grant was spent.
- Written summary on what happened with the project, who was involved, who benefited?

All outcomes should be submitted to the Parish Office. Please note this information and photographs may be used in newsletters, Hurst Life articles, social media, or the Parish Council website.

NB. Any Councillor who attends the Community Engagement meeting must declare an interest in a grant before it is discussed.

COMMUNITY EVENTS GRANT APPLICATION FORM

Please note that this application should be accompanied by a copy of the financial details of the requesting organisation. Where relevant we will need to see account details showing income, expenditure, and the level of balances. If annual accounts are not available, copies of the bank statements or receipts for expenditure should be enclosed.

1.	Name of Organisation	
2.	Name, Address and Status of Contact within the organisation	
3.	Telephone number and Email Address	
4.	Is the Organisation a Registered Charity? If yes, then please provide charity number	
5.	Amount of Grant Requested	
6.	For what event is the grant requested? Which aspects of the event will the grant be covering? (For example: "first aid cover for the 7 hours of the event") Please be as detailed as possible about how exactly the funds you are requesting would be spent.	
7.	What will be the total cost of the event?	
8.	If the total cost of the event is more than the grant, how will the residue be financed?	
9.	What are the plans for any surplus funds generated by the event (i.e. would these be put forward to a future event)	

HURSTPIERPOINT & SAYERS COMMON PARISH COUNCIL

10.	Have you applied for a grant for the same event to another organisation? If so, which organisation and how much?	
11.	Who will benefit from the event?	
12.	Approximately how many/what percentage of those who will benefit are parishioners?	
13.	Have financial details been enclosed with the grant application?	
14.	Please list any other supporting documents that have been included.	

You may use a separate sheet of paper to submit any other information which you feel will support this application.

Signed.....Date.....

Please return this completed form, together with all relevant accompanying information to:

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Clerk to the Council

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Accompanying Information for Applicants for Sustainable Communities Grant Aid 2024/2025

Hurstpierpoint and Sayers Common Parish Council aims to operate a grant aid system. Applications are considered by the Community Engagement Committee of the Council. The total budget for the Sustainable Communities Grants Scheme 2024/25 is £1500.

N.B Applications for Community Events, Health and Wellbeing or Small Grants will be considered separately under different terms and conditions from those for the Sustainable Communities Grants discussed in this document. Please ensure you are working from the correct guidelines.

The Community Engagement Committee diary 2024/25:

Date of Meeting	Deadline for Application to be received
13 th June 2024	30 th May 2024
12 th September 2024	29 th August 2024
14 th November 2024	31 st October 2024
13 th February 2025	30 th January 2025
3 rd April 2025	20 th March 2025

All grant applications must be received two weeks before the Committee date. Any received after the cut-off date will be deferred to the next Community Engagement Meeting.

The system aims to:

- Support projects in the Parish which are aimed at meeting one or more of the Key Objectives in the Parish Council's [Sustainability Strategy](#).
- Support local voluntary groups and charities whose focus is on community efforts to address the climate and/or biodiversity crisis.

The Parish Council values the diversity and strengths of the local voluntary sector and acknowledges its independent role in the community as:

- A source of valuable services.
- A means of enabling people to work together.
- A channel for campaigning and advocacy
- The Parish Council defines a voluntary group as a 'not-for-profit' organisation, set up and run by a voluntary, unpaid management committee.

This document gives the Parish Council's general funding principles and details its expectations of all groups in receipt of grant aid. Groups applying for grant aid should note:

- Grants are made only to groups meeting the needs of the Parish.
- Grants may be made to encourage new groups or new projects, or to help with the costs of one-off expenditure.
- Grants will only be made to groups which need financial help. Accumulated reserves will be considered when grant levels are decided. Grants are normally made for one year's expenditure at a time and should be spent within the year for the purpose for which they were given. They should not be added, wholly or partly, to reserves unless part of a previously approved programme of funding for a particular project.

HURSTPIERPOINT & SAYERS COMMON PARISH COUNCIL

If a grant is to be considered as part of a larger expenditure/project, clear evidence of additional monies must be shown before any grant is released.

Grants will not be made to groups which operate for private gain or are connected with any political party. Grants may be made to religious organisations for social or welfare purposes, but not to cover the costs of evangelising, worship or conversion.

Voluntary Groups grant-aided by the Parish Council are required to:

- Ensure efficient levels of administration such as holding regular meetings, keeping minutes etc.
- Keep proper accounts. Grants may only be made to groups which have submitted satisfactory accounts, unless the group is recently formed.
- Be inclusive and promote equal opportunities for all members of our community.
- Acknowledge the Parish Council's support in annual reports and publicity such as newsletters, websites, and social media.

Supporting Documents:

All applications should be accompanied by a copy of the financial details of the requesting organisation.

- Account details showing income, expenditure, and the level of balances.
- Bank Statements.
- Quote(s) for any proposed work.
- If your organisation is newly formed, a budget and business plan should be included including an indication of how the project will be managed.
- **If your organisation works with children or vulnerable adults, a copy of your safeguarding policy and procedures must be submitted with your grant application.**

Please note if you are not a registered charity, we will still request to see an income and expenditure statement or balance sheet. When your grant application is received, all supporting documentation will be checked. If any paperwork is missing the Parish Office will contact you. Any additional documents must be submitted a week before the date of the meeting otherwise it will be deferred to the next Community Engagement date.

Community Engagement Meeting:

A representative from the organisation is invited to attend the Community Engagement Meeting. The representative will be invited to speak about their grant application and answer questions from Councillors.

Outcomes:

The Community Engagement committee gift grants on the agreement of receiving the following information from the gifted organisation within a year of the grant being awarded:

- At least one photograph (where possible) which shows how the grant was spent.
- Written summary on what happened with the project, who was involved, who benefited?

All outcomes should be submitted to the Parish Office. Please note this information and photographs may be used in newsletters, Hurst Life articles, social media, or the Parish Council website.

NB. Any Councillor who attends the Community Engagement meeting must declare an interest in a grant before it is discussed.

SUSTAINABLE COMMUNITIES GRANT APPLICATION

Please note that this application should be accompanied by a copy of the financial details of the requesting organisation. Where relevant we will need to see account details showing income, expenditure, and the level of balances. If annual accounts are not available, copies of the bank statements or receipts for expenditure should be enclosed.

1.	Name of Organisation	
2.	Name, Address and Status of Contact within the organisation.	
3.	Telephone number and Email Address	
4.	Is the Organisation a Registered Charity? If yes, then please provide charity number	
5.	Amount of Grant Requested	
6.	For what purpose or project is the grant requested, and how does it align with our sustainability strategy? Please be as detailed as possible about how exactly the funds would be spent. If for a specific project, when would you anticipate that to complete/how long would the funds last? (Continue on a separate sheet if necessary).	
7.	What will be the total cost of the project?	
8.	If the total cost of the project is more than the grant, how will the residue be financed?	

HURSTPIERPOINT & SAYERS COMMON PARISH COUNCIL

9.	Have you applied for a grant for the same project to another organisation? If so, which organisation and how much?	
10.	Have financial details been enclosed with the grant application?	
11.	Please list any other supporting documents that have been included.	

You may use a separate sheet of paper to submit any other information which you feel will support this application.

Signed.....Date.....

Please return this completed form, together with all relevant accompanying information to:

Office@hurstpierpoint-pc.gov.uk or via post:

Clerk to the Council

Hurstpierpoint & Sayers Common Parish Council

Trinity Road, Hurstpierpoint

West Sussex, BN6 9UY

DATA PROTECTION

We take the protection of your personal data seriously. If you contact or communicate with us we may hold your contact and other details. We will only use this information for the purposes of carrying out our Council business with you. We will not pass your details to any other person or organisation without your express permission. We are registered with the ICO (Information Commissioners Office). For details of our full privacy notices please go to our website.