



Seaford Town Council

SUBMISSION NOTES FOR REVENUE GRANTS 2022/23

An amount has been set aside within this Council's 2022/23 budget for local based Charity and Voluntary Groups who satisfy the Eligibility Criteria. Grants are generally awarded to those organisations who make a direct contribution to the welfare of the community at large.

To apply for a grant, download the required application form from the Seaford Town Council website.

Small Grant Applications apply to grants of £500 and under. Large Grant Applications apply to over £500 (maximum request being £3,000).

Only one application per organisation is permitted.

The form will need to be completed and returned by email no later than **4.30pm on Friday 27th May 2022** to admin@seafordtowncouncil.gov.uk with the declaration electronically signed by an authorised member of your organisation, together with all the required documentation.

If you are a newly formed body, the Committee will need to receive a copy of your Business Plan for your on-going financial arrangements.

The Committee will not be able to consider applications where they have not been fully completed, are missing required documentation or have been submitted after the deadline date.

Members of the Finance and General Purposes Committee will be considering the applications at its June meeting.

Successful applicants will be issued their awarded amount by BACS at the end of July 2022.

Successful applicants will be required to provide a formal statement detailing how a grant from Seaford Town Council has been spent, by 31 March 2023.

For the full terms and conditions, please refer to the Discretionary Grants Policy available to download from Seaford Town Council website.

If you require any further information or advice on completing the form, please contact Lucy Clark by email at lucy.clark@seafordtowncouncil.gov.uk.