



Seaford Town Council

SUBMISSION NOTES FOR REVENUE GRANTS 2023/24

An amount has been set aside within this Council's 2023/24 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 **12 noon on Wednesday 31st May 2023** to finance@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 projected budget along with a supporting business plan and risk management plan for the first year of operation, in lieu of annual accounts.

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 meeting on 27th June 2023.

Successful applicants will be issued their awarded amount by BACS by the end of July 2023.

Successful large grant recipients will be required to provide a presentation to the next annual Town Forum on the use of their grant.

All successful applicants will be required to provide a formal statement detailing how a grant from Seaford Town Council has been spent, by 31 March 2024.

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.