



Seaford Town Council

**REVENUE GRANTS TO VOLUNTARY ORGANISATIONS
UP TO £500 (SMALL GRANTS)
APPLICATION FORM 2023 - 2024**

Eligibility Criteria		
Please tick the checklist below to verify that your group is eligible to apply for funding and ensure that you can provide supporting information as requested with your application, or your application will not be considered.		
	yes	no
a.		We are a voluntary/community group providing a service or activity for the benefit of the residents of Seaford and provide a written statement of how the grant is to be used within section 6 of this form.
b.		We have a written set of rules, constitution, or other governing document, and confirm that the copy provided with this application, is current and properly authorised.
c.		We have provided our latest bank statement showing details of our bank account held in the name of our organisation.
d.		We have provided a copy of our latest annual accounts, including the balance sheet (if available), for a period of one financial year prior to the date of application, and indicate expenditure, income, assets and liabilities.
e.		Where appropriate, we have provided information of funding obtained from other bodies within section 7 of this form.
f.		Where the grant request is for a public event, we have provided a copy of our Public Liability Insurance.
g.		Where the grant is for maintenance or improvement purposes, we have provided a minimum of two estimates for the work specified.
h.		We have provided a copy of our policy ensuring the safeguarding of children or vulnerable adults (where appropriate).
i.		We have provided our Equality and/or Equal Opportunities policy where it is not contained within our constitution or other governing document.

1 Name of Main Contact

Title	First Name	Surname
Organisation Name		
Post held in Organisation		
Address of Organisation		
Address of Contact		
Postcode		Telephone (day)
Email Address		

2 What are the main aims of your organisation?

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3 (a) How many people are involved in the running of your organisation?

Full time Employees	
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Full time Volunteers	
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Part time Employees	
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Part time Volunteers	
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**(b) How many members and participants does your organisation have?
Please indicate how many are from Seaford giving numbers and percentages.**

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(c) How many Seaford residents benefit from your organisation's activities?

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(d) How frequently does your organisation meet?

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(e) Who is responsible for the financial management of your organisation?

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4 Please complete this section from your organisation's latest set of accounts

Year ending	
Total Income	£
Total Expenditure	£
Surplus / Deficit for year	£

Balances held:

Cash	£
Other	£

(Please specify, and if for a particular purpose, please state)

5 How much do you wish to apply for from Seaford Town Council?

£.....

Maximum of £500.00

If successful, Seaford Town Council will be issuing the grant by BACS. Please fill in the required details below:

Account Name:	
Sort Code:	
Account Number:	

6 What would the grant be used for?

7 What is the total funding required and who are the other funders?

8 If you received a grant in 2022 – 2023, please provide details of how it was used.

9 Declaration

I/We (*name*)

and (name)

as authorised representatives of (*Organisation Name*)

declare that to the best of our knowledge all the information I/we have provided in this application for a grant is correct. Any grants awarded will be exclusively used for the purposes stated, and subject to any conditions specified by Seaford Town Council and utilised by 31 March 2024. I/We enclose the relevant documents as listed in the criteria section and give permission for all the details of this application, including finances, to be disclosed at meetings of the Seaford Town Council which are open to the press and public. I/We agree to provide a formal statement detailing how a grant from Seaford Town Council has been spent by 31 March 2024. We acknowledge that Seaford Town Council may request repayment of any grant not utilised for the purpose given by 31 March 2024.

Date

Signature

Date

Signature

(2nd Signature if applicable)

Hard copies can be accepted but it is preferred that you return your application and supporting documents by email to finance@seafordtowncouncil.gov.uk by **12 noon on Wednesday 31st May 2023.**

If you would like further advice on the application process, please contact Mrs Lucy Clark, Finance Manager at lucy.clark@seafordtowncouncil.gov.uk