

*LEWES TOWN COUNCIL*

**FINANCIAL GRANTS SCHEME**

**Application form and guidance notes for applicants**

**2010 - 2011**

**DEADLINE FOR APPLICATIONS**  
(delivered to Town Hall by 4:00pm)

**ASSESSMENT PANEL MEETS**  
(approval in-principle)

**FINAL DECISION BY  
COUNCIL**

**28<sup>th</sup> June 2010**

**6<sup>th</sup> July 2010**

**22<sup>nd</sup> July 2010**

**17<sup>th</sup> September 2010**

**27<sup>th</sup> September 2010\***

**7<sup>th</sup> October 2010**

**12<sup>th</sup> November 2010**

**24<sup>th</sup> November 2010**

**16<sup>th</sup> December 2010**

**4<sup>th</sup> February 2011**

**16<sup>th</sup> February 2011**

**24<sup>th</sup> February 2011**

\* This panel will assess applications for amounts greater than £2,000 – for more information, see guidance notes

**These notes explain the background to the Council's financial grants scheme.  
Please read them carefully before you complete the grant application form.**



## GUIDANCE NOTES FOR APPLICANTS

Section 6 - “*Completing Your application form*” – is designed to help you prepare your application, and gives details of how you can contact us for more assistance at any time

**IT IS IMPORTANT THAT YOU MAKE COMPREHENSIVE ENTRIES ON THE FORM ITSELF  
DO NOT SIMPLY ENTER REFERENCES TO ACCOMPANYING DOCUMENTS**

## 1 OUR POLICY

*Lewes Town Council values the community sector and will make financial grants available for its ongoing work. The Council's grants programme is designed to build up the capacity of small groups in the community and to encourage the development of new groups*

## 2 BACKGROUND TO THE SCHEME

The **aim** of our financial grants scheme is to help promote a vibrant and active local community. The Council recognises and supports the valuable contribution made by many voluntary groups and organizations (often very small) in the fields of arts; sport; culture; social care; services for children and young adults; services for the elderly and people with disabilities; and many others who contribute to the wellbeing of the local community. It will consider financial support for community organisations working for the benefit of residents, with the intention of improving the range of services and activities in the town.

The Council has **powers** to give financial aid under various statutes, notably

*Local Government Act 1972:*

*s137* in respect of expenditure for purposes not otherwise authorized, which are considered to be in the interests of, and bringing direct benefit to, the area and its community

*s142* in respect of provision of information concerning services available

*s144* in respect of encouragement of visitors; provision of conference & other facilities.

*s145* in respect of provision of entertainment or development of arts and crafts.

*Local Government (Miscellaneous Provisions) Act 1976:*

*s19* in respect of provision of recreational, social and sporting facilities

There is a **limited budget** each year for grants and the amounts requested often exceed the fund available. It is therefore important that all the questions on the application form are answered as fully as possible to provide a detailed picture of your proposed project or of the activities of your organisation within the town.

## 3 HOW THE SCHEME WORKS

**Applications are accepted at any time throughout the year**, and can be made for help towards a special project, or the everyday running costs of your organization (see below).

There is a Grants Fund agreed within our annual budget for us to give away during the year as single grants **under £2000**, and these are disbursed **quarterly (see cover for this year's APPLICATION DEADLINES)**.

Remember; we are a **parish council**, and our resources are limited. Most grants are given for a maximum of a few hundred pounds only, although we do give larger amounts.

Applications for amounts **over £2000** are assessed only **once each year**, before the end of September, and any awards may be **individually identified** within our budget plan and included in the Council Tax precept for the **following year**.

GUIDANCE NOTES FOR APPLICANTS

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**Revenue support** grants (sometimes called “core-funding grants”) can be given as a contribution towards the **running-costs** of an organization: staff costs; rent; operating costs *etc.* . These will be strictly **limited to 3 years**, with an **automatic reduction** of one-third in year two and one-third again in year three. This is to help organizations in their formative years, or in the early stages of a project, but encourage them to plan thoroughly, and become financially self-supporting.

Continued revenue support for organizations **beyond three years** can only be made by formal agreement **outside the grant scheme**, when it will be individually identified in our budget plan. Contact the Town Clerk to discuss.

Applications are assessed each quarter by a Panel of Councillors, with membership rotated regularly. This panel makes recommendations for final approval by Council.

Applications are initially reviewed by the Panel and their merit is assessed independently by each panellist. This assessment covers five categories:

1. How closely the proposed project or organization matches the policy of our grant scheme (see above).
2. The general “robustness” of the proposal – its perceived likelihood of success or sustainability.
3. The thoroughness of the financial planning (*eg* how prudent are assumptions ?; is other finance in place ?).
4. What is the scale/scope of the plan. Who benefits; how many people, or special groups?
5. A general assessment of the application; allowing for any special circumstances or considerations.

The panellists may then discuss applications in detail, and the Panel may decide to recommend lesser amounts than requested, or to refuse applications which they consider have less merit than others.

A written report is submitted to the next meeting of the Council with recommendations for awards. The Council has the right to override or ignore these recommendations.

## 4 CONDITIONS

Applications will not normally be considered from individuals (exceptional circumstances will need to be demonstrated).

Applications will not be considered from organizations intending to support or oppose any particular political party, or to discriminate in any way (*eg* on grounds of race or religion, *etc.*)

Applications will not be considered from private organizations operated as a business to make a profit or surplus.

Applications will not be considered from “upwards funders”, i.e. local groups whose fund-raising is sent to their central headquarters for redistribution.

Applications will not normally be considered from national organizations or local groups with access to funds from national “umbrella” or “parent” organizations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.

Applications from religious groups will be considered where a clear benefit to the wider community can be demonstrated irrespective of their religious beliefs. Compliance with this requirement will need to be demonstrated throughout the project.

Applications from education, health or social services establishments will be considered where the organization can demonstrate that it is working in partnership with other groups and where there are benefits to the wider community.

The organization must have clearly-stated aims and objectives.

The organization must provide a written Constitution that has been formally adopted by the members of that organization, or similar document of agreement between individuals where their association is less “formal”.

The organization must provide, or propose to provide, an activity or service that is believed to be clearly needed by the local community or by a particular group of residents.



## GUIDANCE NOTES FOR APPLICANTS

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The organization is required to submit audited accounts or accounts that have been independently examined by a suitably qualified person, for the previous two financial years or, in the case of a newly-formed organization or less formal group, a comprehensive budget and business plan.

The organization is required to have a bank account in its own name with at least two authorized representatives required to sign each cheque, or similar demonstrable financial control system.

Applications may be made at any time during the financial year. In the case of an advance payment, written confirmation may be required stating that the money will be used for the purpose requested, as well as a monitoring and evaluation statement at the end of the project period or the financial year), whichever is the sooner.

Lewes Town Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified on the application form.

Organizations that receive a grant will be required to acknowledge Lewes Town Council's contribution on all publicity/printed material. (Our armorial bearings ["logo"] can be provided electronically or in printed form).

### 5 LARGE GRANTS – ADDITIONAL CONDITIONS OF FUNDING

Organizations requesting funds for buildings must provide evidence of security of tenure in the relevant property for a minimum of 7 years from the date that the grant is considered (longer term may be required at Council's discretion).

Organizations requesting funds for buildings must provide proof that the property is adequately insured.

Funding for buildings will not normally be considered if a mortgage or loan is secured on the premises.

Where the Town Council deems it appropriate, organizations will be required to provide progress reports or to allocate a place on their management or executive committee for one or more Town Council representatives.

Where deemed necessary, the Town Council may request site visits and/or meetings with the applicants to discuss the viability of the proposed project.

### 6 COMPLETING YOUR APPLICATION FORM

#### **DO NOT WORRY IF YOU CANNOT COMPLETE ALL SECTIONS OF THE FORM!**

We have designed the form to cover a wide range of applicants, from large organizations with paid staff to small groups of individuals with a "good idea", and recognize that many of these will be not be able to provide some of the information requested on the form. **IT IS IMPORTANT THAT YOU MAKE COMPREHENSIVE ENTRIES ON THE FORM ITSELF, AND DO NOT SIMPLY ENTER REFERENCES TO ACCOMPANYING DOCUMENTS.** It is NOT necessary to submit extensive supporting documents, and this can actually make assessment more difficult. You should limit supporting information to what is requested.

In all cases – if you need to use additional sheets to complete any section please use clean white paper, size A4, to facilitate copying, marked clearly to refer to the "main" section or question. Remember ! – do not simply write "*please see attached*" or similar. **Be concise**, and use the space on the form itself wherever possible.

You are strongly advised to complete the checklist on the last page, and keep a copy for your own records.

**We will be happy to help you complete your application.** If you need assistance with any section, or just want to ask us further questions before submitting the form, please ask.

Telephone 01273 471469 Fax 01273 480919 e-mail [info@lewes-tc.gov.uk](mailto:info@lewes-tc.gov.uk) , or call-in to the Town Hall



## GUIDANCE NOTES FOR APPLICANTS

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If you are a formally-constituted organization, remember to enclose a copy of your governing documents and accounts. If not: ensure that you have presented your idea clearly and given enough detail for us to thoroughly understand what you are trying to do.

The application form is designed with the following in mind:

**Section A** It is sometimes the case that an application is from a widely-dispersed group or organization, where a local representative is leading the project. We simply need to know who you are, and how we should contact you if we need to discuss your application in more detail.

**Section B** We are seeking enough information to allow us some insight into the “workings” of your group. Do not worry about fine points of distinction between categories of member, if you have them; we simply need to form a vision of your group and how it goes about its work.

**Section C** We need to form a clear picture of the organization, project, or service that you are planning. We will look for a close relationship with our own policy (*See section 1 of these Guidance Notes*) wherever possible, and evidence of sensible planning and research. Always remember that the money we award is given by the people of Lewes, and we must be assured that it will be spent wisely.

We must also ensure that in giving a grant we are not acting outside our legal powers. (*see section 2 above*).

We may decide that your application deserves an award, but be unable to give any money immediately, in which case we need to understand clearly how the project will run and may suggest that you re-submit your application at a later date.

We will use the information you provide in this section to gain assurance that the project is viable; will be adequately managed; and that you have planned sensibly to achieve your aims. Do not worry about precise details (unless the plan is very simple) – we are looking for an overall impression of the elements of your scheme and how you have approached the issue of funding.

**Section D** If you are able to provide formal documents and details then you must do so. If you are a small or informal group, then you should attempt to show clearly how you ensure proper control of your financial affairs. **IF YOU NEED ASSISTANCE – PLEASE ASK.**

**Section E** We must be assured that the application is made with the approval of your organization, if you are formally-structured. If you are a small, informal, group this can be addressed with a simple written statement from the parties involved.

**Section F** We hope that completing the form will not be too difficult, but we do expect some effort on your part to provide the information we seek! If you have all the details “at your fingertips” and have already taken appropriate copies of supporting documents *etc.* then we estimate that the form can be completed in 30 – 45 minutes or so. Please let us know of any sections which you found unclear, or any improvements we might make to assist future applicants.

**Section G** This is a binding agreement which will apply in the event that your application is successful. Please read it carefully, and do not sign it unless you understand the terms and are prepared to accept them fully.

**Section H** **CHECKLIST** Please take a moment to go through these points, and tick to show us that you have done so. You are strongly advised to keep a copy for your own records.

**GOOD LUCK !**

# Financial Grant Application

2010/2011



LEWES  
TOWN  
COUNCIL

It is **IMPORTANT** that you make comprehensive entries **ON THE FORM ITSELF**; DO **NOT** simply enter references to accompanying documents

Please read guidance notes carefully before completing this form.  
Please write clearly in dark ink, or type.

Office use only

Cycle:  
Ref:

**IT IS IMPORTANT THAT YOU MAKE COMPREHENSIVE ENTRIES ON THE FORM ITSELF  
DO NOT SIMPLY ENTER REFERENCES TO ACCOMPANYING DOCUMENTS**

## A Contact details

1 Name and address of your organisation

2 Any other name you use or name of your project if this is different

3 **MAIN CONTACT** for this application

This must be someone who knows about your project and can be contacted during office hours. This is normally the person completing the form.

Title \_\_\_\_\_ First name \_\_\_\_\_ Surname \_\_\_\_\_

4 Position held in the organisation

5 Contact address, including full postcode

6 **This address is:** (tick one box only):

Your organisation's office  The main contact's home address  Other (please specify)

Email address \_\_\_\_\_

Telephone: Day \_\_\_\_\_ Evening \_\_\_\_\_

7 If you have a preferred means of communication, please tell us:

Telephone  e-mail  post  Other (please specify)  \_\_\_\_\_

## B About your organisation

8 **What type of organisation are you?** Tick all boxes that apply.

Community group/club/society  Company limited by guarantee  Registered Charity in England

Registration number \_\_\_\_\_ Other  (please describe)

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**9 When did your group start?** When did it first start meeting or running activities or projects?

Month \_\_\_\_\_ Year \_\_\_\_\_

**10 Briefly describe the purpose of your organisation.**

Describe the usual activities/services you provide. If you are a new group, describe what you plan to provide.

*If you have a written constitution, you must enclose a copy with this application*

**11 If you are a branch of, or related to, a larger organisation, please give details.**

**12 How many people (approximately) are involved in your organisation ?**

Management committee members \_\_\_\_\_ Volunteers \_\_\_\_\_ Paid officers/staff \_\_\_\_\_

Ordinary Members \_\_\_\_\_ Others \_\_\_\_\_ (please describe):

**13 Do you have a "Friends" society or similar supporters group ?** YES  NO

If YES, how many members does it have ? \_\_\_\_\_

**14 Please tick/complete if your group has any of the following:**

Public liability insurance  Maximum Cover £ \_\_\_\_\_

Other insurance (specify)  Maximum Cover £ \_\_\_\_\_

Name(s) of governing or affiliated body(-ies):

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## C About your project/service

15 Describe the project or service. eg Does it have a working title? What does it aim to achieve? How will it work?  
*Please enclose any supporting documents, plans, projections etc. NB - brief summaries are preferable to complex documents!*

16 Please tell us how you think this matches the policy of Lewes Town Councils Grant Scheme

Please refer to guidance notes.

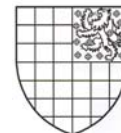
17 How have you identified the need for this ?

18 When do you intend your project or service to start?

Start date (month/year) \_\_\_\_\_

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19 Approximately how many people do you expect to benefit directly from your project ?

<i>Age group</i>	<i>IN LEWES</i>	<i>outside Lewes</i>
Under 5		
6 – 10		
11 – 16		
17 – 21		
22 – 59		
Over 60		
All ages		
Special or minority groups (please describe)		
<b>TOTAL</b>		

20 What, if any, special issues are related to your project ?

“Special issues” could be related to participants, organisers, general public and/or the environment.

21 How will you measure the success of your project ?

22 What experience does your organization, or individual members, have of running this type of project ?

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**23** Tell us the cost for your project and give a summary breakdown of what the money is for. We need this information to assess your application thoroughly. If you have a project budget, or have received estimates/quotations, please enclose copies.

<i>Item or activity</i>	<i>Estimated Cost</i>
<i>TOTAL COST</i>	

**24** Have you sought funding from any other source ?    YES     NO

<i>Organization</i>	<i>Amount requested</i>	<i>Successful? Yes/No, or Decision awaited ?</i>	<i>Conditions attached ?</i>
<i>TOTAL</i>			

**25a** How much of YOUR OWN MONEY will be used for this project ? £ \_\_\_\_\_

**25b** HOW MUCH MONEY ARE YOU ASKING THE COUNCIL TO GRANT? £ \_\_\_\_\_

**25c** What is the *latest date* that you hope to receive any grant awarded ? \_\_\_\_\_  
*This will help us to make a decision where your application is considered to have merit, but might be deferred to a later award cycle*

**26** Please give any additional information that you think may be helpful:

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## D Your financial details

27 Your bank or building society account details. (for payment in the event that your application is successful)

Bank/Building Society name \_\_\_\_\_

Bank/Building Society address \_\_\_\_\_

Branch Sort Code: \_\_\_\_\_

Account number or Building Society roll number \_\_\_\_\_

Account Name \_\_\_\_\_

28 List all the people who are authorised to sign cheques or other withdrawals on this account.

<i>Name</i>	<i>Position in organization</i>

**If your organisation is less than one year old**, do not complete section 29 below, but instead please send us a **financial projection**. or other information on which you have based your planning (state clearly any assumptions upon which you have relied when making projections, *etc.*).

Then go to section E

29 Please provide the following summary details from your **most recent** annual accounts.

Account year ending: \_\_\_\_\_ Total (gross income) £ \_\_\_\_\_

Minus total expenditure £ \_\_\_\_\_

Equals loss/profit for the year £ \_\_\_\_\_

Savings (reserves, cash or investments) £ \_\_\_\_\_

**PLEASE ENCLOSE A COPY OF YOUR FINAL ACCOUNTS FOR THE PAST TWO YEARS  
and  
A COPY OF ANY FINANCIAL CONTROL PROCEDURES, OR SIMILAR DOCUMENT**

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## E Authority and application

### 30 Declaration and signature of applicant

#### DECLARATION

This must be signed by the person who completed this application, normally the person named as main contact in section A  
I confirm that, to the best of my knowledge and belief, all the information in this application form is true and correct.  
I understand that you may ask for additional information at any stage of the application process.  
I am authorized to act for the organization in making this application for financial assistance  
I enclose a copy of the resolution or other form of authorization for this application

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (please print) \_\_\_\_\_

Contact details (*if different from those given in section A*):

### 31 Please give details of a senior member of your organisation, who can confirm details if required

For example, this may be the Chair, Vice-Chair, Secretary, Treasurer, Chief Executive or Director.

If this is the person who has completed and signed above, please tick here

Title \_\_\_\_\_ First name \_\_\_\_\_ Surname \_\_\_\_\_

Position in the organization \_\_\_\_\_

Contact address, including postcode

Telephone: Day \_\_\_\_\_ Evening \_\_\_\_\_

Email address

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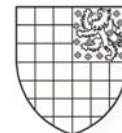
## F Feedback

32 Have you found this application form straightforward to complete? YES  NO

Please let us know of any improvement we might make to assist applicants:

# Financial Grant Application

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## G Agreement

I confirm that the organisation named on the front of the application form has authorised me to sign this agreement on their behalf.

I certify that the information given in this application is true to the best of my knowledge, and confirm that all enclosures are current, accurate and adopted or approved by the organisation.

If this application is successful, in full or in part, the organisation will keep to the following terms and conditions.

I understand that this is an agreement between the organisation named above and Lewes Town Council, which is intended to be legally binding, under the laws of England and Wales.

### We understand and agree to the following:

We will deliver the commissioned service or project as set out in this application.

We will not make any major change to the commissioned service without first receiving Lewes Town Council agreement.

We will not sell or dispose of any equipment or other assets which we have purchased in connection with this service/project without Lewes Town Council agreement. If we sell any equipment or assets, we may have to pay Lewes Town Council part of the money we receive for them. The amount we repay will be in direct proportion to the share of the service/project cost represented by Lewes Town Council's grant.

We will comply with all relevant legislation affecting the way we carry out our service/project.

We will acknowledge Lewes Town Council's grant in our annual report, our Chair's or Secretary's report at our AGM, the accounts which cover the period of the grant and in any publicity materials we produce about the project. We will supply copies of these documents to Lewes Town Council if requested.

We will show the grant separately in our annual accounts as a 'restricted fund' and will not include it under general funds.

Lewes Town Council may use our name and the name of our service/project in its own publicity materials. We will inform Lewes Town Council of any situation where confidentiality is a particular issue.

We will monitor the success of the project and report to Lewes Town Council if requested to do so.

We understand that Lewes Town Council will not normally increase the grant, and that monitoring and control of service/project expenditure is our responsibility.

We will keep all financial records and accounts, including receipts for items bought. We will make these available to Lewes Town Council on request

Lewes Town Council may hold back payment or ask us to repay, in whole or in part, in the following circumstances:

- If we fail to keep to this contract in any way;
- If the application form was completed dishonestly or the supporting documents gave false or misleading information;
- If we close down, become insolvent, go into administration, receivership or liquidation, or make an arrangement with our creditors;
- If our organisation closes down we will not sell or dispose of any equipment or assets without first receiving Lewes Town Council agreement in writing.

If we have bought any equipment or assets with the grant, these terms and conditions will apply until the end of the normal expected working life of the assets.

Name (please print) \_\_\_\_\_

Position in group \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_



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## H Checklist

- ✓
- We have read and understood all the guidance notes
- We have fully completed all the sections of the application unless otherwise directed.
- We have enclosed all the relevant documents/ information we need to send:
- (As applicable):
- Constitution/Governing documents
  - Accounts for past two years
  - Project profile
  - Copy of Resolution or authority to make application
  - Other relevant material
- The main contact named has signed the declaration
- A senior person, with the authority to do so, has signed the Agreement (section G).
- We have made a copy of this application to keep for our reference.

**Please return your completed application form to us at:**

**Lewes Town Council  
Town Hall  
High Street  
LEWES  
East Sussex  
BN7 2QS**

**If you need any assistance with any part of the application, please  
telephone 01273 471469 or e-mail [info@lewes-tc.gov.uk](mailto:info@lewes-tc.gov.uk)**