



## Seaford Town Council

### **SUBMISSION NOTES FOR REVENUE GRANTS 2019/20**

An amount has been set aside within this Council's budget for 2019/20 for local based Groups who satisfy the Eligibility Criteria. Grants are generally awarded to locally based organisations which 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 to Lucy Clark, Finance Manager no later than 12.00 noon on Friday 7<sup>th</sup> June 2019 with the declaration signed by an authorised member of your organisation, together with a copy of your latest accounts and a copy of your constitution.

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 the form is not fully completed, if the additional information is not included as requested, or the completed form and requested information is received after the deadline.

Members of the Finance and General Purposes Committee will be considering the applications at the meeting scheduled on 4<sup>th</sup> July 2019.

Successful applicants will be issued their awarded amount by BACS at the end of July 2019.

Successful applicants will be required to provide a formal statement detailing how a grant from Seaford Town Council has been spent by 31 March 2020.

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 on 01323 894870