**GRANTS**

**Policy Number 20**

**Adoption Date: 25.04.19**

**Review Date: Annually**

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| **Issue Number** | **Date Agreed** | **Details of amendments** |
| 1 | 25/04/19 | Adopted |
| 2 | 18/07/19 | Changes to grant application form to gather more detailed information about how the organisation supports the village, and how the grant will be used to benefit the village. |
| 3 | 14/05/20 | Updated grant review dates for 2020-21 |
| 4 | 08/06/21 | Checked for Accessibility IssuesReformatted styles where applicableNo changes to the wording of this document have been made |
| 5 | 19/5/2022 | Updated grant review dates for 2022-23 |
| 6 | 13/5/2023 | Updated grant review dates for 2023-24 |
| 7 | 19/6/2024 | Updated grant review dates for 2024-25 |
| 8 | 02/12/2024 | Updated contact details |

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# 1. Introduction

A grant is any payment made by the Council to be used by an organisation for a specific purpose that will benefit the Parish, or residents of the Parish, and which is not directly controlled or administered by the Council. The Council awards grants, at its discretion, to Parish organisations which can demonstrate a clear need for financial support to benefit the Parish by:

* Providing a service.
* Enhancing the quality of life.
* Improving the environment.
* Promoting the Parish of Cuckfield in a positive way.
* For running costs of a viable group that is experiencing a period of hardship.
* For hosting special events or celebrations.

# 2. Processing Applications

* The Clerk to the council will receive all applications in the first instance.
* Applicants will be required to complete an application form unless agreed otherwise by Council.
* All applications must include the most recent copy of their annual accounts (if available).
* Any additional information required by Council prior to making a decision or arising from the application form, should be fully answered and any additional appropriate information provided by the applicant.
* The Council will review grant applications twice a year. For 2024-25, the deadlines for receipt and review are as follows:

 **Application Deadline Date Application Review Date**

 13th August 2024 29th August 2024

 15th March 2025 3rd April 2025

# 3. Conditions

* Grant applications will be considered by Full Council.
* The Parish Council will not fund activities outside its powers and functions.
* Grants will not be awarded to individuals.
* Grants will not be made retrospectively.
* Additional applications within a 12-month period will not normally be considered.
* Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
* Any grant must only be used for the purpose for which it was awarded unless the written approval of the Council has been obtained for a change in use of the grant monies, and that any unspent portion of the grant must be returned to the Council by the end of the financial year in which it was awarded.
* If the group is unable to use the award for the stated purpose, all monies must be returned to the Parish Council.
* All awards must be properly accounted for and evidence of expenditure should be supplied as requested.
* If the Parish Council is not satisfied with the arrangements, they reserve the right to request a refund of monies awarded.
* The policy may be amended at any time by Council following a motion having been published on the agenda beforehand being carried.
* Total Grants awarded in each financial year should not exceed the budgeted amount agreed by Council unless resolved otherwise by Council.



# GRANTS – IMPORTANT Documents to send with your application

The following documents **MUST** be submitted with your application:

1. A copy of your organisation’s Constitution, signed and dated by the Chairman.
2. If your organisation works with children or vulnerable adults a copy of your Safeguarding Policy and Procedures must be enclosed.
3. A copy of your organisation’s audited or independently examined accounts including balance sheet for the past 2 financial years, and a copy bank statement and bank reconciliation as at the last balance sheet date. If your full year accounts are **older than 12 months** from the date of this application, a signed\* interim set of accounts or management accounts will be required also.
4. Up to date bank statements of any current and investment accounts.
	1. Should there be a severe deterioration between your bank statement at the audit date and an up-to-date statement, this will need to be explained:
5. In the case of a newly formed organisation, a budget and business plan should be sent including specification of how the project will be managed.

**Please note: the payment of the grant by the Parish Council is made strictly on the understanding that should the project not go ahead; all monies will be returned to the Parish Council.**

When completed, please send this form together with supporting documents to:

Noemi Ripert

Parish Clerk

Cuckfield Parish Council

The Queen’s Hall

High Street

Cuckfield

West Sussex

RH17 5EL

01444 454276

Noemi.ripert@cuckfield.gov.uk



**GRANT APPLICATION FORM**

| **Name of Organisation** | Cuckfield Lawn Tennis Club |
| --- | --- |
| **Contact Name and Address**  | Mr Martin Shoesmith, The Hedges, Courtmead Rd, Cuckfield, West Sussex, RH17 5LP |
| **Telephone Number** | 07932 108023 |
| **Email Address** | mshoesmith@outlook.com |
| **Position** | Clubhouse Refurbishment Lead, Committee Member |

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| --- | --- | --- | --- | --- |
| **Is the Organisation a Registered Charity?**  | Yes | X | No |  |
| **If yes, please provide Charity Number** | 1170569 |
| **Amount of grant requested £** | £5,000 |
| **What is the nature of your organisation’s activity?** |
| A tennis club in the heart of the village established in 1920. We have three courts in excellent condition, paid for and maintained by members. We provide tennis facilities for ALL the community, members of the public can play. We provide a social hub for the village by organising non tennis social activities such as a quiz evening and food events. We provide tennis coaching for members and members of the public. We run junior tennis coaching and junior tournaments. We offer a broad a range of tennis, from Division 1 Weald League to organising tennis for beginners. We have 67 junior members and our membership split is 52% female and 48% male, an outstanding female sport participation rate. We offer discounted membership for single parents, families with young children, juniors, students and young persons (under 25).  |
| **What are the aims and objectives of your organisation?** |
| **Objectives:**1. Provide tennis facilities for members and members of the public.
2. Maintain sound club finances.
3. To be, and to be seen to be, friendly and welcoming.
4. Maintain membership numbers and grow.
5. Create a family of people who intuitively feel part of the club.
6. Be part of the community
7. Be supportive and inclusive to all members of all abilities.
8. Ensure we operate in accordance with our charitable objectives at all times.
9. To be able to offer clubhouse disabled access and a disabled toilet.

 **Underlying Pillars of the Strategy**1. We are a members' club, the club is run entirely by volunteers.
2. We run ‘Social tournaments’ for free, a great way to socialise.
3. Offer a first class tennis facility that enhances the tennis experience in Cuckfield.
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| **When was your organisation formed?** | 1920 |
| **Has it operated previously under another name?** | Yes |  | No | X |
| **If so, when did the change take place?** | N/A |
| **Is your organisation part of, or affiliated to, a national organisation?** | Yes | X | No |  |
| **If yes, please provide details** | **Lawn Tennis Association** |
| **What is the catchment area of your organisation?** | Cuckfield and the surrounding area |
| **How many members belong to your organisation?** | 298 |
| **Cuckfield** **Residents** | 194 | **Non Cuckfield Residents** | 104 |
| **If your organisation is not membership based, please give details of the number of people you work with/provide services for and how many are resident within Cuckfield** | Not applicable |
| **Briefly describe the project or purpose for which you require a grant** | Refurbishment of the clubhouse. Our clubhouse was built in the 1970s, it is a fabulous space, we are lucky to have it. But it is not insulated, it is cold in winter and hot in summer, it is unusable as a meeting place in winter. We need to rewire, our electrical circuit is old and 20 amp, when it should be 30 amp. We have no disabled access or disabled toilet. In summary we need to insulate, rewire and provide disable access and a disabled toilet. We will refresh the kitchenet, toilets and changing area. Our architect consultant Peter Liddell, has designed the changes needed and submitted a planning application. MSDC approved the plan on 5th January 2025. We have three years to raise funds and begin the refurbishment. Total costs are £100,000. This will be financed £50,000 club members and £50,000 grants, please note our membership will fund 50% and be the largest contributor (we have saved £24,000 so far, we save circa £6,000pa, we plan to raise an additional £20,000 from members somehow). We really really need your support. The LTA do not make grants to tennis clubs for clubhouses, they only fund tennis courts.  We have kindly been given £1,000 by Ansty and Staplefield PC as 14% of our members live in their parish and they have no tennis club. Please note Cuckfield residents make up 65% of membership. Adding disabled access and a disabled toilet to our clubhouse will absorb the £5,000 we request from Cuckfield PC.  |
| **How will this project benefit the community or residents of Cuckfield?** | 1. Disabled access and toilet will offer tennis to a new part of the community.
2. Insulated clubhouse will allow its use in winter and will reduce our carbon footprint.
3. Upgrade electrics will be an important safety benefit.
4. Facility upgrade will enhance the tennis experience, this will help retain our membership.
5. A better clubhouse will improve our social life, meeting people and socialising is key to your wellbeing.
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| **Is your organisation VAT registered?** | Yes |  | No | X |
| **If Yes please write in your VAT number** |  |
| **When do you intend to start the project?** | As soon as we have the funding |
| **Completion Date** | Two months after start date |
| **Have you previously received, or applied for, a grant from Cuckfield Parish Council?** | Yes |  | No | X |
| **If YES, please give details of amount(s) and year(s)** | Not applicable |
| **Please add any further information in support of your application (additional literature, leaflets or recent annual reports may be enclosed with the application)** |
| We are incredibly grateful to Ansty and Staplefield PC for giving us £1,000 towards our project given the club is not in their parish. It was incredibly kind of Cuckfield PC to make a of £5,000 in April 2024 towards the costs of the Haywards Heath Rugby clubhouse. Our clubhouse need is just as great, our building is just as old. We organise 30 hours of activities per week and in 2024 approximately 4,500 hours of tennis were played on Cuckfield courts. We make a significant contribution to the physical and mental wellbeing of your residents. Thank you for considering our application.  |

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| Declaration |
| I declare that I have read and accept the conditions of the grant and that I have answered all questions fully and truthfully. I also declare that any grant made will be used solely for the purposes outlined in this application. I understand that Cuckfield Parish Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified. |

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| **Full Name** | Martin Shoesmith |
| **Signed** | Martin Shoesmith |
| **Position** | Refurbishment Lead, Committee Member |
| **Date** | 12th March 2025 |
| **Email** | mshoesmith@outlook.com |