

# MSDC Grant Application

## Introduction

Serial Number:

Please read the Guidance Notes carefully before completing this form. There are notes next to each question that explain how to answer it.

## Your Data

The information you provide will be subject to rigorous measures and procedures to make sure it can't be seen, accessed or disclosed to anyone who shouldn't be allowed to see it.

For information about how Mid Sussex District Council stores and processes your data please see our privacy notice available at <https://www.midsussex.gov.uk/about-us/privacy-notice/>.

## Q1 - Tell us what type of grant you are applying for

Is your application for a:

Community and Economic Development Grant

Will your application be for more than £500?

## Q2 - Contact Details

### Organisation

Name of organisation: Friends of Burgess Hill Green Circle Network

Address of organisation: 2, Gordon House,  
Gordon Road,  
BURGESS HILL,  
West Sussex,  
RH15 0UE

Telephone No: (01444) 241837

Email: dominicmoore13@gmail.com

Web address: www.bh-green-circle.org.uk

Registered Charity No: 1118153

### Main Contact(s)

Name of Main Contact: Dominic Moore

Position in organisation: Chairman

Correspondence address:  
(if different from above)

Telephone No: (01444) 241837

Email: dominicmoore13@gmail.com

### Chairperson

Chairperson's name: Dominic Moore

Chairperson's address: 2, Gordon House,  
Gordon Road,  
BURGESS HILL,  
West Sussex,  
RH15 0UE

Chairperson's telephone: (01444)241837

### Treasurer

Treasurer's name: Brendon Pollard

Treasurer's address: 33, Northway,  
BURGESS HILL,  
West Sussex,  
RH15 0PW

Treasurer's telephone: 07886 544059

### Q3 - Briefly describe the activities/services provided by your organisation

Use the box to describe what activities and services your organisation provides:

Conservation work for wildlife and wildlife habitats in and around Burgess Hill, as well as providing educational and informative activities concerning wildlife and wildlife conservation throughout each year and throughout the summer holidays. All our events are FREE apart from our indoor talks, for which a small admission charge of £2 - £3 is made to cover the costs of hall and speaker hire, though even these events are free to under-16s.  
This years Children's Safari attracted over 200. We organise the FREE annual 'Wild About Mid Sussex' event, which was attended by some 3,000 visitors this it's 8th. year.

### Q4 - Are you a voluntary or community organisation, town or parish council?

Is your organisation:

A charitable trust?

Charity No

1118153

*Please note: to apply for a grant your organisation must have a written governing document (for example, a constitution, memorandum and articles of association, set of rules or trust deed).*

Please provide a copy of your governing document (please try to keep uploaded files below 5MB)



### Q5 - When did your organisation start?

When did your organisation start?

02/2007

### Q6 - How many people are involved in the running of your organisation?

How many people are involved in the running of your organisation?

Management Committee / Trustee Board Members

12

Paid Staff

Volunteers

25

### Q7 - How do people take part or join your organisation?

Does your organisation have an Equal Opportunities Policy?

Yes

Please attach a copy of your Equal Opportunities Policy

How many members / service users do you have?

637

Does your organisation have a membership scheme?

Yes

What are your current membership fees?

£7 per annum including 4 x 12pp A4 colour newsletters

Do you charge for activities?

No

If you have a charges leaflet, please attach to this form (please try to keep uploaded files below 5MB)

### Q8 - Are there similar groups providing the same or similar services / activities in Mid Sussex?

Are there similar groups providing the same or similar services / activities in Mid Sussex?

No

### Q9 - Is your organisation a member of a National Body or Institution?

Is your organisation a member of a National Body or Institution?

Yes

Please give details

Mammal Society, Charity Commission, TCV, SWT, CPRE, MSVA, PTES

## Q10 - Provide the following details from your most recent annual accounts

Provide the following 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)

If your organisation is holding reserves, please tell us for how many months these reserves would sustain your organisation if no further funding was forthcoming:

Previous year's accounts

Year prior to that's accounts

Recent bank statements

Is your organisation VAT registered?

### Q11 - What project or activities will take place if you receive a grant?

Try to be specific about what you will do and how you will do it - please attach additional information if necessary.

What project or activities will take place if you receive a grant? (300 words)

The 9th. 'Wild About Mid Sussex' wildlife and countryside conservation FREE exhibition will also include some adventurous outdoor activities and local crafts on Saturday 6th. June, though mainly showcasing local and national wildlife conservation and eco-friendly practices. These have proved very popular so far, attracted over 3000 visitors. We plan more live exhibits and have purchased a 600 litre water bowser and twin basin sink for hand washing to supply hand-washing requirements as required by law after handling live animals. Marquee hire originally formed a separate payment, but I have been asked to include all expenses in this one grant application. I have also sourced a cheaper supplier for the marquee this year, saving over £600.

Further information

### Q12 - When are you planning for your project or activity to take place?

Start date:

End date:

### Q13 - Who will benefit from the project?

How many people in Mid Sussex will benefit directly from your project or activity?

What percentage of your users live in Mid Sussex?

Where do most of the people who will benefit from the project live?

### Q14 - Does your project involve work with children, young people under the age of 18 or adults who are vulnerable or at risk?

Does your project involve working with children, young people under the age of 18 or adults who are vulnerable or at risk?

## Q15 - How do you know there is demand for your project?

### How do you know there is demand for your project?

*Please provide details of any research, strategic documents or surveys undertaken that demonstrate the need for your project.*

Local press coverage, the experience of local councillors and council staff, together with anecdotal evidence from the general public has shown that this event is extremely popular. We want to make it even more so.

Please attach any statements in support of your application (please try to keep uploaded files below 5MB)



## Q16 - What outcomes do you hope to achieve?

### What outcomes do you hope to achieve?

*Outcomes are the results of what you do and the changes your project will make to address the needs you have identified. They tend to be best described by using change words, such as 'reduced', 'increased' and 'improved'.*

Our aim is to increase awareness of the value of conserving local green sites and wildlife in improving psychological, physical and environmental well being, so that the public, particularly children, who are our future citizens, will want to cherish and preserve them for future generations.

## Q17 - How will you promote and publicise your project?

### How will you promote and publicise your project?

- 1) Through our quarterly newsletter, website and Facebook page.
- 2) On Town and District Council noticeboards, websites and Facebook pages, in 'About Town' and 'Mid Sussex Matters', as well as on A2 correx board posters around Burgess Hill.
- 3) By advertising in the Mid Sussex Times during the two weeks prior to the event.
- 4) Via mention on local radio stations.
- 5) By advising local schools and sixth form colleges.

## Q18 - How will you monitor and evaluate the success of your project?

### How will you monitor and evaluate the success of your project?

Through the observations of those helping to manage the event and of the exhibitors, as well as through feedback from the general public. We assess the overall numbers too.

## Q20 - Please tell us how your project meets the Council's Priorities

### Please tell us how your project meets the Council's Priorities

Your project must meet at least one of the Council's Priorities to be considered for a grant, you don't have to tick all three.

- Financial Independence
- Effective and Responsive Services
- Sustainable Economic Growth
- Strong and Resilient Communities

Please use this section to detail how the project will meet each of the Council's Priorities that you have ticked above:

We seek to encourage Mid Sussex residents to take a lasting interest in the conservation of the wildlife around them and in the preservation of wildlife habitats throughout the area for the enjoyment of all. While aiming at all ages, we particularly endeavour to encourage children, the future citizens of Mid Sussex, to appreciate and cherish our open spaces and their resident wildlife, so that they too will want to preserve them for future generations. Scientific studies have proved the value of the countryside to the community - not merely through walking and other healthy activities in the open air, but also through the therapeutic and uplifting effects of escaping the stressful urban environment to enjoy relaxing expanses of trees and wildflowers, plus the thrilling occasional glimpses of wild creatures. These hold lasting benefits for children and adults alike, which our educational and conservation work can only encourage, to the lasting benefit of our community.

## Q21 - Please provide a breakdown of project costs

Please input how much money you are requesting from us in column A, with a breakdown of costs rather than general headings. Use column B to tell us the total cost of the item or activity (or annual running costs if for a revenue grant). You need to fill in both columns even if the amounts are the same. .

*Please Note: If your organisation is VAT registered then the total project cost should be calculated excluding VAT*

A: Item or activity	B: Cost	C: Amount Requested from MSDC
Hire of 12m x 30m clearspan marquee with 18m panoramic windows included	£2160	£2160
Hire of 16 KVA generator with fuel and cabling	£396	£396
Delivery and collection of two items above	£96	£96
Hire of security guard with dog	£778	£778
Middy advertising	£615	£615
Correx posters and flyers	£321	£321

Total amount requested:

£4366

Total cost of project:

£4366

**Please tell us what other funds are being contributed to the project and from what source**

What other organisations have you sought funding from and how much?

Organisation	Amount	Secured

Total:

Do you intend to raise funds directly yourself?

**Q22 - Please give us your bank or building society account details**

You can only apply for a grant if you have a bank/building society account in the name of your group.

We need this information to pay your grant without delay, if your application is successful.

Please double check that the information you provide is accurate. Check with your bank/building society if you are unsure.

Your organisation's account name

Bank/Building Society name

Bank/Building Society address

Sort Code

Bank Account Number

**Q23 - Has your group applied for Mid Sussex District Council funding before?**

Has your group applied for Mid Sussex District Council funding before?

Name of Project/ Activity	Successful	Year grant awarded	Amount of Award
Wild About Mid Sussex 2019	Yes	2019	£1,843

## Q24 - Main Contact

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



Tuesday, August 27 2019

## Monitoring

We want you to tell us who will mostly benefit from your project. When answering each question you should consider the makeup of the population in the area where you are delivering your project and who you think is most likely to use or get involved in it. If you tick 'No', this means that you don't expect any group or groups will benefit more than other groups listed. If you tick 'Yes', this means that your project will be particularly relevant to some of the groups listed.

### A1 - Gender

Will your project mostly benefit people of a particular gender? *If no go to A2*

### A2 - Disability

Will your project mostly benefit disabled people?

### A3 - Age

Will your project mostly benefit people from a particular age group? *No go to A4*

### A4 - Religion or belief

Will your project mostly benefit people of a particular religion or belief? *No go to A5*

### A5 - Ethnic background

Will your project mostly benefit people from a particular ethnic background?  
*No go to A6*  
*Yes select up to three*

#### White

English/Scottish/Welsh/Northern Irish/UK

Irish

Gypsy or Irish Traveller

Any other White background

#### Mixed/Multiple ethnic groups

Mixed ethnic background

#### Asian / Asian UK

Indian

Pakistani

- Bangladeshi
- Chinese
- Any other Asian background

**Black / African / Caribbean / Black UK**

- African
- Caribbean
- Any other Black / African / Caribbean background

**Other ethnic group**

- Arab
- Any other ethnic group

**A6 - Sexual Orientation**

Will your project mostly benefit lesbians, gay men or bisexual people?

## Contract

I confirm that the organisation named on the front of the application form has authorised me to sign this agreement on their behalf. We certify that the information given in this application is true and that the application form has not been altered in substance from the original version, and confirm that the enclosures (which we have referred to on the checklist on the back of the application form) 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 and Mid Sussex District Council ( 'the Council' ).

### **We (meaning the organisation) understand and agree to the following:**

1. We will use any grant only for the purpose set out in this application. The letter which tells us about the award will also explain if the Council want us to alter any part of this application or impose upon us any separate conditions of grant.
2. We will not make any major change to the project without first receiving the Council's agreement in writing
3. We will not use a grant to pay for goods or services which we buy or order before we receive the award letter confirming the grant.
4. If we obtain funding from another source for the purpose set out in this application, we will inform the Council immediately. We understand that we might need to repay all or part of the award in these circumstances.
5. If we receive a grant for a pilot project, we understand that the Council will not automatically fund any later projects
6. We will not change the sections of our Constitution which relate to purposes, paying members of the governing body, distributing assets or admitting members without first receiving the Council's agreement in writing
7. We will comply with any relevant legislation affecting the way we carry out our project.
8. We will take all reasonable steps to ensure the safety of children, young people or vulnerable adults. We will have an appropriate written safeguarding policy and set of procedures in place, which will include procedures to check backgrounds and disclosures of all employees, volunteers, trustees or contractors who will supervise, care for or otherwise have significant direct contact with vulnerable people.
9. We will acknowledge the Council's grant in any project publicity and in our annual report and accounts which cover the period of the grant. Use of the MSDC logo will be in accordance with the Council's Corporate Identity Visual Standards. We will supply copies of these documents to the Council if requested.
10. We will provide additional information and photographs if requested to enable the Council to publicise the award. We will inform the Council of any situation where confidentiality is a particular issue. The Council can use our name and the name of our project in its own publicity materials.
11. We agree in accordance with the Data Protection Act 1998 to obtain permission from individuals or their parents / guardians if they are under the age of 16, to hold, publish and share their photo images with the Council who may also use them in their own publicity materials.
12. We understand that in respect of capital projects for which the Council has awarded funding, it is subject to there being not less than 14 years remaining on any lease of land or property in favour of the organisation.
13. We will not sell or dispose of any equipment or other assets which we have bought with a grant without first receiving the Council's agreement in writing. If we sell any equipment or assets, we may have to pay the Council part of the money we receive for them. The amount we repay will be in direct proportion to the share of the project cost that came from the Council.
14. We will inform the Council of any changes to our bank or building society account.

15. We will spend the grant within one year of the date of the award letter, unless otherwise agreed with the Council.

16. We will monitor the success of the project and complete the End of Grant Report within one year of the date of the award letter.

17. If we do not spend the entire grant within one year of the award letter, we will promptly return the unspent amount to the Council, unless an extension is agreed by the assessment officer.

18. We understand that the Council will not increase the grant if we overspend.

19. We will keep all financial records and accounts, including receipts for items bought with the grant, for at least two years from receiving the grant. We will make these available to the Council if asked. We understand that this does not release us from our legal responsibility to keep records for longer periods.

20. The Council may hold back a grant or ask us to repay a grant, 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 give false or misleading information;
- If we do not follow equal opportunities practice in employing people, recruiting members and providing our services;
- If any member of our governing body, staff or volunteers acts dishonestly or negligently in their work for us at any time during the project;
- If we fail to complete the project within one year, unless otherwise agreed with the Council;
- If we close down, become insolvent, go into administration, receivership or liquidation ('sequestration'), or make an arrangement with out creditors;

These terms and conditions will apply until we have spent all the grant and until the Council has received and approved our End of Grant report. If we have bought any equipment or assets with the grant, these terms and conditions will apply until the end of the normal working life of the assets.

## Submit

This must be completed by person in Q2 & Q24

Name:

Dominic Moore

Position in Organisation:

Chairman

Please attach any additional documentation you would like to submit in support of your application.

I agree to abide by the contract

Date:

27/08/2019