

## **Rother District Council**

Report to	-	Cabinet
Date	-	2 September 2019
Report of the	-	Executive Director
Subject	-	Community Grants 2019 – Round 1

---

**Recommendation:** It be **RESOLVED:** That:

- 1) the community grants detailed within Appendix 1 as recommended by the Grants Panel be approved, subject to specific conditions relating to each application;
  - 2) an early drawdown of grant to the value of £5,000 to Westfield Cricket Club awarded in 2018/19 be approved, subject to the submission of a funding strategy detailing how and when the shortfall will be funded;
  - 3) a fund of £10,000 from the Community Grants Scheme be approved for supporting community events to celebrate the forthcoming VE Day (8 May 2020); and delegated authority be granted to the Executive Director in consultation with the Chairman of the Community Grants Panel to award or decline VE Day grants within the criteria set out within Appendix 2 to the report; and
  - 4) all Members be requested to promote the VE Day scheme within their Wards.
- 

**Head of Service: Ben Hook**

**Lead Cabinet Members: Councillors Prochak and Mrs Bayliss**

---

### **Introduction**

1. The Council's Community Grants Scheme (CGS) makes provision for up to £130,000 per annum to be made available to community groups or organisations that meet the grant criteria of the Rother District Council (RDC) CGS, as agreed by Cabinet on 1 December 2008 (CB08/115).

### **Community Grants**

2. The Panel has delegated authority to award grants up to £500. The Panel used its delegated authority to approve £500 to Peasmash Memorial Hall for hot water system improvements. This leaves a total of £129,500. The Panel meets to consider 2 rounds of grants, in July (Round 1) and February (Round 2).
3. Round 1 of the Rother CGS for 2019/20 closed on 15 July 2019. A total of nine applications were received. The Panel met on 30 July and have recommended awards for nine applications. One application has not been recommended for an award; details are set out in paragraph 7.

4. Cabinet is asked to consider the following applications for funding from the Council's CGS as set out in table 1 (each application is summarised in Appendix 1):

<b>Applicant</b>	<b>Amount requested</b>	<b>Amount recommended</b>
1 Beckley Parish Council	£18,500	<b>£18,500</b>
2 Beckley Village Hall	£5,000	<b>£5,000</b>
3 Beulah Baptist Church	£20,000	<b>£20,000</b>
4 Crowhurst Village Hall	£3,000	<b>£3,000</b>
5 Flimwell Village Trust	£1,400	<b>£1,400</b>
6 Iden Parish Council	£14,920	<b>£14,920</b>
7 Rye Cricket Club	£3,746	<b>£3,746</b>
8 Sedlescombe Village Hall*	£25,822	<b>£0</b>
9 Winchelsea New Hall	£2,100	<b>£975</b>
Total	£94,488.00	<b>£67,541.00</b>

Table1: Grant Panel Recommendations

\* See paragraph 7

5. Should Cabinet agree with the Panel's recommendation to award the applications as set out above then this will result in a maximum of £67,541 being awarded in Round 1, leaving £61,959 for Round 2 and other small grants for the remainder of the year, as set out in Table 2, below.

Total provision	£130,000
Amount awarded through small grants scheme	£500
<b>Remaining provision for Rounds 1 and 2 and small grant scheme 2019/20</b>	<b>£129,500</b>
Total recommended awards	£67,541
<b>Remaining provision for Round 2 and small grant scheme 2019/20</b>	<b>£61,959</b>

Table 2: Community Grant budget

6. Members are reminded that conditions are applied when awarding the grants which include that full funding is secured in advance of any Rother payments being made and that the Council is acknowledged in any publicity and promotional material associated with these projects. Other specific conditions will also be applied to grants as appropriate.

### **Sedlescombe Village Hall**

7. Sedlescombe Village Hall requested £25,822 in funding for a project to improve acoustics in the village hall, through installation of a new suspended ceiling, additional acoustic insulation and new lighting with energy efficient LED light sources. Upgrading of existing fire doors was to be included in the project to reduce heat loss and improve security, as well as re-conditioning on the main hall floor. The Panel unanimously agreed that there was insufficient evidence provided to demonstrate the benefit to the existing users of the hall of the investment and therefore declined making a recommendation for an award. The Panel suggested that the applicant consider a revised application be submitted to round 2 of the scheme, detailing further information regarding particular benefits for particular groups and demonstrating that those groups are in support of the project.

## **Westfield Parish Council**

8. Westfield Parish Council (WPC) was awarded a £25,000 Community Grant at Round 2 of 2018/19, subject to all funding for the project being in place. The grant is to be used towards the development of a new Pavilion for Westfield Cricket Club. WPC has so far had no success in securing other funding and have only £5,000 which they themselves have committed.
9. Planning permission for the Pavilion is due to expire in May 2020 and WPC is keen to start initial works to negate having to reapply for permission. It is also felt that a start on site would provide additional benefits in terms of refreshing local fund raising efforts. WPC has requested an early drawdown of funds to carry out initial excavations and foundation work; this would require Cabinet agreeing to disregard the condition concerning all funding being in place prior to payment of the Community Grant award.
10. Members are reminded that the CGS can provide match funding only; should they be minded to agree to an early drawdown of grant funding, this would need to be capped at £5,000 to match that already raised.
11. The Grant's Panel recommend that an early drawdown of grant to the value of £5,000 is agreed on the following condition:
  - A funding strategy is submitted, detailing how and when the shortfall will be funded.
12. The Grant's Panel has suggested that WPC should also consider whether obtaining a Public Works Board Loan to fund the shortfall is a viable option.

## **VE Day 2020**

13. It is proposed that Parish and Town Councils and properly constituted community groups be encouraged to organise commemorative or celebratory events on VE Day 8 May 2020. To support this activity it is proposed that the Council match funds, pound for pound, relevant expenditure to a maximum of £500 of grant funding per application. A total fund of £10,000 is recommended and would be allocated on a first come, first served basis. This would leave £51,959 in funding available for Round 2 and small grants funding for the remainder of this financial year. An application form and guidance is attached at Appendix 2 for consideration.

## **Community Grant Scheme: Round 2**

14. Round 2 of the CGS (applications above £500) will open for applications on 1 October 2019 and close on 15 January 2020. Members are asked to encourage groups within their Wards to seek advice from Rother Voluntary Action (RVA) prior to starting the application process.
15. Members are reminded that small grant applications (up to £500) are accepted all year round. Prospective applicants are encouraged to make applications through the on-line application process. Again, support and advice can be accessed through RVA.

16. Further information is available via the Community Grants Section of the Council website: <http://www.rother.gov.uk/communitygrantscheme>

## **Conclusion**

17. The CGS offers a robust assessment process that benefits communities applying for grants and secures considerable additional value for money benefits for the Council. Members are requested to consider the applications attached at Appendix 1; the request from WPC regarding an existing award; and the proposal in respect of a VE Day events grant scheme.

Dr Anthony Leonard  
Executive Director

## **Risk Assessment Statement**

The assessment and monitoring system for community grants will mitigate much of the financial and reputational risks associated with handing over grant finance. The Council attaches specific conditions to grant applications to mitigate risk. Nonetheless, we are often in the hands of voluntary groups as to the amount of time, effort and other financial support that they can commit to their projects. This is mitigated by the good working relationships that exist across the district, and the support provided by Rother Voluntary Action.

## **1. Beckley Parish Council**

Total cost of project: £37,000	Amount requested: £18,500
Funding secured: £12,970	Percentage of total project costs requested: 50%
Funding shortfall: £24,030	Funding shortfall if full grant approved: £5,530

### Applicant and Grant Request Details

The Applicant is the Parish Council for Beckley. The grant will go towards transforming the old tennis court (Jubilee Field, Main Street, Beckley) for use as a multi-use games area (MUGA).

### Benefits

The project will benefit residents of Beckley and visitors to Beckley. There are approximately 130 children under 12 who are resident in the village. There are additional 50-60 non-resident children, aged two to 11 who attend the village pre-school and primary school, which are a short walk from the old tennis court.

Older teens would benefit from the MUGA for sports. The Beckley Rangers have expressed an interest in using the MUGA for five a side tournaments and the WI are looking to set up a walking netball group, should the Parish Council be successful in their application.

### RDC Corporate Objectives

The project meets two strategic aims within the RDC Corporate Plan: 'Stronger Safer Communities' and 'A Quality Physical Environment'.

### Other Funding Sources

The applicant has raised £430 through their own fund raising efforts, including a raffle and jumble sale. Additionally, the Parish Council (applicant) is supporting the project with a grant of £1,000. The applicant has also been successful in gaining a total of £11,540 in grant funding through Magnox Socio (£995), Awards for All (£10,000) and Rye Community Shop (£545).

### Project Sustainability

Beckley Parish Council intend to review the arrangements in place for routine inspections, insurance and repair of items in Jubilee Field and will factor new costs into financial plans from 2021.

### Support for the Project

Support from the project has been received from the following:

- Beckley C E Primary school
- Beckley Pre-school
- Beckley Rangers

The two Ward Members, Councillors Tony Ganly and Martin Mooney are in support of the project.

***Panel recommendation: Agree £18,500 subject to the shortfall in funding being met and that a plan for future maintenance and repairs is submitted.***

## **2. Beckley Village Hall**

Total cost of project: £25,442	Amount requested: £5,000
Funding secured: £17,416	Percentage of total project costs requested: 19.65%
Funding shortfall: £8,062	Funding shortfall if full grant approved: £3,062

### Applicant and Grant Request Details

Beckley Village Hall is a registered charity which aims to provide first class facilities at affordable cost to the voluntary organisations serving the community.

The grant will be used to replace and upgrade the kitchen in Beckley village hall. The equipment in the current kitchen is 20 – 30 years old and no longer fit for purpose.

### Benefits

The project will benefit the following:

- The Lunch Club (40 – 50 people ages 40 to 90 years)
- Beckley W.I. (45 people ages 50 to 85 years)
- Beckley Pre-school (30-35 children ages 3 to 5 years)
- Hirers from the community for the facilities for functions

### RDC Corporate Objectives

Within the Council's vision for Rother: "We want to see individuals and groups and local communities able to take on more responsibilities".

Within The Council's corporate objectives: "Stronger, safer communities: Promoting diversity and inclusion".

### Other Funding Sources

The applicant is committing £4,000 towards the project. The Parish Council have provided a £500 grant towards the project. Additionally, the applicant has received grant funding from the National Lottery Community fund (£9,673), The Jempson Foundation (£200), Beckley Lunch Club (£1,000), and Beckley Fund (£2,043).

### Project Sustainability

The Village Hall's Business Plan includes budgets for caretaking and maintenance.

### Support for the Project

Letters of support for the project have been provided by:

- Beckley W.I.
- Beckley Lunch Club

Support for the project has been provided by the two Ward Members, Councillors Tony Ganly and Martin Mooney.

***Panel recommendation: Agree £5,000 subject to the shortfall being met.***

### **3. Beulah Baptist Church, Bexhill**

Total cost of project: £171,342	Amount requested: £20,000 Percentage of total project costs requested: 11.67%
Funding secured: £93,545	Funding shortfall if full grant approved: £57,797
Funding shortfall: £77,797	

#### Applicant and Grant Request Details

The applicant is a registered charity. Formally within their constitution, the church is to 'carry out charitable purposes which are defined as 'supporting and encouraging social action in the UK and abroad', 'giving and encouraging pastoral care' and 'teaching, encouragement, welcome and inclusion of young people'.

The grant will be used to improve access to our first floor rooms of the Beulah Baptist Church building by the installation of a lift, improve the toilet facilities on the first floor and provide more circulation spaces in the reception area on the ground floor.

#### Benefits

Beulah Baptist Church provide community services on every weekday, these include:

- Women's meetings
- Parent and toddler group
- Duke of Edinburgh Award group
- Afternoon tea group
- Day centre for the elderly
- Youth and children's clubs
- Men's breakfast club
- Lunch clubs
- Art Club

Over 600 people use the venue on a weekly basis. This project will enable the building to be more accessible to a wider audience of people.

#### RDC Corporate Objectives

Within the Council's vision for Rother: "We want to see individuals and groups and local communities able to take on more responsibilities". Within The Council's corporate objectives: "Stronger, safer communities: Promoting diversity and inclusion".

#### Other Funding Sources

The applicant has committed £88,545 towards the project. They have received confirmed funding from Laing Family Trust (£5,000). The applicant's business plan sets out plans to apply for funding from the following: Tudor Trust (£10,000); The Joseph Rank Trust (£10,000); Chalk Cliff Trust (£6,000); Sussex Community Fund (£6,000); All Churches Trust (£6,000); Internal Church giving (£20,000).

#### Project Sustainability

The premises will continue to be managed by the Trustees.

#### Support for the Project

Written support has been provided by the Ward Members, Councillors Paul Courtel and Mrs Christine Bayliss. A consultation event was held; 15 members of the public attended and feedback for the project was favourable.

Further support for the project has been received from Beulah Toddlers group, Clifford Day Centre, and ACCESS group

***Panel recommendation: Agree £20,000 subject to the shortfall in funding being met and that all evidence of other sources of funding is in place.***

#### **4. Crowhurst Village Hall**

Total cost of project: £13,936	Amount requested: £3,000
Funding secured: £11,000	Percentage of total project costs requested: 21.5%
Funding shortfall: £2,936	Funding shortfall if full grant approved: £0

#### Applicant and Grant Request Details

The applicant is Crowhurst Village Hall, a registered charity.

The grant will be used to provide a community space for all forms of activities for the village and its organisations that provide high quality activities but are inhibited by the poor state of the kitchen. The applicant wishes to provide facilities that will meet their needs and improve the conditions of the kitchen to continue to meet regulatory requirements and provide a kitchen environment that can allow users of the hall to expand their activities; Monies will be used to re-design and develop the kitchen.

#### Benefits

The following groups will benefit from the project:

The kitchen is available for all users of the village hall: Crowhurst School to serve school meals, the village market, playgroup, Brownies and Cubs and other children's groups, Crowhurst Community Art Fund, Cinema, WI, Horticultural Society, Fayre Committee and other village organisations.

Currently there are at least 40 different users. The new, modern kitchen facilities will benefit all the groups mentioned and enable cooking facilities to private hirers – helping to increase bookings.

#### RDC Corporate Objectives

Within the Council's vision for Rother: "We want to see individuals and groups and local communities able to take on more responsibilities". Within The Council's corporate objectives: "Stronger, safer communities: Promoting diversity and inclusion".

#### Other Funding Sources

The applicant is providing £10,500 towards the project. Funding has also been provided by Broadstock (£500).

#### Project Sustainability

Ongoing costs are built into existing budgets.

#### Support for the Project

Ward Member Councillor Gary Curtis has provided written support for the project.

Letters of support have been received from:

- Coordinator of the Village Market
- Crowhurst Community Arts Fund (CCAF)
- Crowhurst Primary School

***Panel recommendation: Agree award of £3,000.***

## **5. Flimwell Village Trust**

Total cost of project: £2,815.12	Amount requested: £1,400 Percentage of total project costs requested: 49.73%
Funding secured: £1,400	Funding shortfall if full grant approved: £15 (neg)
Funding shortfall: £1,415	

### Applicant and Grant Request Details

The applicant is Flimwell Village Trust, a registered charity.

The grant will be used towards providing furnishings and equipment for the new village hall. This includes the following:

- Tables and chairs
- Notice boards
- Badminton posts and net
- Signage for toilets, fire extinguisher, fire blanket
- External signage
- Coat hooks, toilet roll holders, soap dispensers, towel dispensers
- Electric grid fly killer

### Benefits

The applicant believes the new hall will bring the community and businesses together. A postal questionnaire consultation was conducted to every household (350 properties) and received a very high response rate (84%). Residents were asked what type of activities they would like to see take place in the village hall – the following received the highest ‘votes’:

- Keep fit/gym
- Parties and dances
- Craft and food fayres
- Toddler/pre-school groups
- Conference/clubs/meetings/forums
- Badminton

The applicant has informed us that since the questionnaire, people have been forming groups and are keen to access the new facilities.

### RDC Corporate Objectives

Within the Council’s vision for Rother: “We want to see individuals and groups and local communities able to take on more responsibilities”.

Within The Council’s corporate objectives: “Stronger, safer communities: Promoting diversity and inclusion”.

### Other Funding Sources

Total funding of £1,400 has been secured. The applicant is providing £2,815 towards the project; the Parish Council have awarded £358.

### Project Sustainability

No sustainability information has been provided.

### Support for the Project

Written support has been provided by District Ward Member Councillor Mary Barnes and County Division Councillor John Barnes.

Written support has been provided by:

- Wadhurst Guides

***Panel recommendation: Agree award of £1,400.***

## **6. Iden Parish Council**

Total cost of project:	Amount requested: £14,920
£29,920	Percentage of total project costs requested: 49.87%
Funding secured: £15,000	Funding shortfall if full grant approved: £0
Funding shortfall: £14,920	

### Applicant and Grant Request Details

The applicant is Iden Parish Council.

The grant will be used towards modernising and improving the play area facilities at Iden Playing fields.

### Benefits

The project will benefit all residents and visitors. The equipment is aimed at all ages from babies to mid-teens, disabled young people and the 'young at heart'.

### RDC Corporate Objectives

The project meets two strategic aims within the RDC Corporate Plan: 'Stronger Safer Communities' and 'A Quality Physical Environment'. Under 'Stronger Safer Communities' the project will develop facilities which promote active lifestyles, linked to needs and for all ages; encourage participation in physical activity; and communicate the value of healthy lifestyles. Under 'A Quality Physical Environment' the project will contribute to maintaining the quality of parks and open spaces.

### Other Funding Sources

The applicant is provided £15,000 towards the cost of the project.

### Project Sustainability

Ongoing maintenance costs are built into the PC budget. Maintenance schedules have been provided for existing equipment.

### Support for the Project

Written support has been provided by Ward Members Councillors Sally-Ann Hart and Paul Osborne.

No other written support has been received.

***Panel recommendation: Agree award of £14,920***

## **7. Rye Cricket Club**

Total cost of project: £7,492	Amount requested: £3,746
Funding secured: £3,746	Percentage of total project costs requested: 50%
Funding shortfall: £3,746	Funding shortfall if full grant approved: £0

### Applicant and Grant Request Details

The applicant is Rye Cricket Club, a voluntary sports club.

The grant will be used to build a ramp to enable access to the disabled toilet at the Rye Cricket Pavilion (The Sydney Allnut Pavilion). The disabled toilet will be updated to meet regulations.

### Benefits

The project will benefit all the main users of the pavilion, ensuring the building has accessible facilities.

The club has three adult teams playing cricket on Saturdays; a midweek team playing friendlies on Tuesdays and regular practices on Wednesdays and Fridays. The club has five colt teams. At present the Rye Cricket Club has over 100 members, aged 5 to 75. There are a growing number of girls involved, with two representing Sussex Ladies.

Rye runners also use the Pavilion (over 100 members).

Various other groups also hire the pavilion, including the Rye Partnership.

### RDC Corporate Objectives

The project meets the strategic aim within the RDC Corporate Plan: 'Stronger Safer Communities'. Under 'Stronger Safer Communities' the project will develop facilities which promote active lifestyles, linked to needs and for all ages; encourage participation in physical activity; and communicate the value of healthy lifestyles, as well as promoting diversity and inclusion".

### Other Funding Sources

The applicant is provided £3,746 towards the cost of the project.

### Project Sustainability

Ongoing maintenance costs are built into the budget.

### Support for the Project

Written support has been provided by Ward Member Councillor Rev. Howard Norton.

No other written support has been received.

***Panel recommendation: Agree award of £3,746.***

## **8. Sedlescombe Village Hall**

Total cost of project: £65,618	Amount requested: £25,822 Percentage of total project costs requested: 39.35%
Funding secured: £4,000	Funding shortfall if full grant approved: £35,796
Funding shortfall: £61,618	

### Applicant and Grant Request Details

The applicant is Sedlescombe Village Hall, a registered charity.

The grant will be used to improve the acoustics in the village hall through the installation of a new suspended ceiling, additional acoustic insulation and new hall lighting with energy efficient LED light sources. Upgrading of existing fire doors will be included in the project to reduce heat loss and improve security, as well as re-conditioning of the main hall floor.

### Benefits

A number of user groups will benefit from the project, including:

- Pre-nursery school
- Indoor short mat bowls
- Badminton club
- Brownies
- Dog Club
- Dance exercise group
- Flower club
- Cactus Society
- WI
- Garden Society
- Wine Club
- Market, Cinema club

### RDC Corporate Objectives

Within the Council's vision for Rother: "We want to see individuals and groups and local communities able to take on more responsibilities". Within The Council's corporate objectives: "Stronger, safer communities: Promoting diversity and inclusion".

### Other Funding Sources

The applicant is providing £4,000 towards the cost of the project.

An application to Biffa has been submitted for £26,000.

### Project Sustainability

Ongoing maintenance costs are built into the budget.

### Support for the Project

Written support has been provided by Ward Member Cllr Carl Maynard.

Written support has also been provided by:

- Badminton Club
- Bowls Club
- Breakaway Group
- Dance Moves
- Garden Society
- K9 rescue Dog Club
- Parish Council
- Players
- Primary School
- Pre-school
- Sedlescombe PTA
- Spring Fayre Committee

***Panel recommendation: Agree £0 award.***

## **9. Winchelsea New Hall**

Total cost of project: £4,200	Amount requested: £2,100 Percentage of total project costs requested: 50%
Funding secured: £3,225	Funding shortfall if full grant approved: £1,125
Funding shortfall: £975	<u>overpayment</u> if grant is approved

### Applicant and Grant Request Details

The applicant, New Winchelsea Village Hall are a registered charity.

The grant will be used to resurface the hardstanding fronting the hall to eliminate trip hazards and to improve the efficiency of surface water run-off, to protect the entrance.

### Benefits

Benefits include an improved and safer entrance to the village hall which will benefit all Hall users. These include residents from all surrounding communities – 3,500 of all ages.

### RDC Corporate Objectives

Within the Council's vision for Rother: "We want to see individuals and groups and local communities able to take on more responsibilities".

Within The Council's corporate objectives: "Stronger, safer communities: Promoting diversity and inclusion".

### Other Funding Sources

The applicant is providing £1,500 towards the cost of the project, and has received £1,725 from the Parish Council. The Parish Council award was larger than anticipated, hence a potential overpayment if the full request is agreed.

### Project Sustainability

Ongoing maintenance costs are built into the budget.

### Support for the Project

Written support has been provided by the Ward Member, Councillor Rev Howard Norton.

Letters of support have also been received by:

Mayor of Winchelsea

Winchelsea Garden Society

Winchelsea Guy Fawkes Society

Winchelsea 2<sup>nd</sup> Wednesday Society

The Friends of the Ancient Monuments & Museum of Winchelsea (FOAM)

Icklesham Parish Council

***Panel recommendation: Agree reduced award of £975 to meet existing shortfall.***



## ROTHER DISTRICT COUNCIL VE DAY CELEBRATION 2020 GRANTS SCHEME GUIDANCE

Rother District Council has agreed to set up a grants fund to recognise VE Day 2020

Grants can be made for a maximum of £500 from the available £10,000 VE Day 2020 grant.

Applications will be assessed on their individual merits and against the criteria within this guidance.

1. Rother District Council Grants will be offered to properly constituted community groups and Parish and Town Councils within the Rother District.
2. The fund will open from xxxx and each application will be considered on its own merits. The expectation is that events will take place on VE Day – 8 May 2020.
3. Applications will be considered as they are received by the Council **and applicants will be notified of the decision within 14 days of receipt**. The closing date for the Grants scheme is 9am on xxxx.
4. All projects must demonstrate a clear link to VE Day and actively benefit Rother residents, promoting access for all and community wellbeing.
5. Funding will not be granted towards firework displays.
6. Applicants will have to demonstrate that Rother District Council funding is at least matched pound for pound by other funds and will need to show they have a bank account in place to process the grant.
7. All community events must, in some way, acknowledge Rother District Council's contribution.
8. Advice about obtaining public liability insurance, licences etc may be sought from Town and Parish Councils and Rother Voluntary Action (RVA).

For further information contact us via email at: [communitygrants@rother.gov.uk](mailto:communitygrants@rother.gov.uk)

## Appendix 2

### VE Day Celebration Grants

#### Scheme Application Form

Please ensure that you have read the Guidance Notes and Criteria before completing this form



#### Contact Details

Name of organisation applying

Contact Name

Position in the organisation

Address

Post code:

Contact telephone number

E-mail address

How would you describe your organisation? eg Town or Parish Council, Registered Charity, Community Organisation, other (please specify):

Registered Charity No:

#### About the Project

Q.1 What will you use the grant for? How will it celebrate VE Day?

Q.2 Where and when will the project take place (identify location within Rother or how accessible by Rother residents)?

Q.3 Who will benefit from this project (names of groups, numbers and ages)?

## Appendix 2

Please send any letters of support from community groups supporting the project (e.g. from the Town or Parish Council, local school, clubs and societies).

### Funding

Q.4 What is the total cost of the project including VAT?

£

Q.5 Are you able to reclaim VAT?

Yes/No

Q.6 How much has your organisation committed to the Project?  
(Must be at least 50% of total project cost)

£

Q.7 How much are you requesting from Rother District Council?

£

**Note:** Your project/scheme will need to be supported by your local Ward Member/s.  
**You can find their contact information on the Council's website.** Please provide the signature of the Ward Member/s in the box below with their written observations

Signature of Ward Member/s:

Name (please print):

Written observations by Ward Member/s

If successful, we will require your organisation's bank details in order to pay the grant. You must supply the following information:

Organisation/group name on the account:	
Account Number:	
Sort Code:	
Name of Bank/Building Society:	
Bank/Building Society address (inc postcode):	

Signed: .....

Print name: ..... Date: .....

Position: .....

## Appendix 2

### Checklist

<b>Have you remembered to include (where applicable):</b>	<input checked="" type="checkbox"/>
Bank details included on application form (name of bank/building society, account number, and sort code)	
Project/scheme supported by local Ward Member/s, including signature and observations	

Please send your completed application form to:

Community Grants Scheme  
Programme & Policy Office  
Community & Economy Service Area  
Rother District Council  
Town Hall, Bexhill on Sea  
East Sussex, TN39 3JX

Or email it to: [communitygrants@rother.gov.uk](mailto:communitygrants@rother.gov.uk)

**This information can be made available in large print, Braille, audiotape/CD or in another language upon request. Please use the contact email above should you require this.**

---

#### For Office use only:

Date received by RDC: \_\_\_\_\_  
Date considered by Officer \_\_\_\_\_  
Date approved by Officer \_\_\_\_\_  
Executive Director signature \_\_\_\_\_