



# Bexhill Trust

## Guidance notes for funding applications

- Any person who is a resident of Bexhill on Sea for more than 6 months can apply for grant funding.
- Any charitable / not for profit organisation supporting the residents of Bexhill on Sea can apply for grant funding.
- Grants are available to meet the following criteria:
  - for the relief of poverty,
  - the advancement of education,
  - any other charitable objects of general public utility
- Where the Trust is asked to award a grant to an organisation it will expect to see match funding from other sources, this can be the organisation, other funding streams or donations. Payment of the grant by the Trust will be dependant on confirmation of the match funding being in place.
- Individual grants do not require match funding, however if there is another source of funding or contributing the Trust will require confirmation that it is in place prior to releasing funds.
- Further information may be requested from us as part of the process if required, by emailing [bexhilltrust@yahoo.com](mailto:bexhilltrust@yahoo.com), or by writing to Clerk to the Bexhill Trust, C/O 19 Woodville Road, Bexhill On Sea, TN39 3ET.
- Applications will be considered by the Trustees as soon as practicable, usually at one of the four annual meetings. However, for urgent applications special meetings may be considered.
- Once considered the applicant will be written to with the outcome within seven days.

### **Additional Information / Conditions**

- Grants will be awarded on a “needs” basis where funding for the support / items / activities is not available elsewhere.
- Individual applications must be a current resident of Bexhill and have lived in the area for no less than 6 months.
- For organisations there must be an identified need within the local community and the application must be supported with evidence.
- For organisations, the Trust will not provide funding to cover the general administration / running costs of the organisation.
- Those granted an award must respond to the award letter within 28 days, confirming adherence to any conditions applied to the award.
- It is the practice of the Trust where awards have been made to individuals that any payments are made direct to the supplier of any services or products and not to the individual.
- Should payment be made to an individual they must provide a breakdown, with receipts of all items / activities funded through the Trust within 28 days of the grant being awarded.
- Organisations must provide a short report once the grant funding has been utilised (within three months of award) and confirm the benefits that have been seen from the project.
- Individuals and organisations must not use any grant awarded for any purpose other than that laid out in the original application without receiving written confirmation of agreement to the amendment by the Trustees.
- Any unspent funding should be returned to the Trust within 28 days of completion of the activity / scheme.
- Any publicity surrounding the award of the grant must be agreed in advance with the Trustees.