



## WEST HANNINGFIELD PARISH COUNCIL

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### GRANT POLICY

#### 1. Budget and Award Limits

The Parish Council sets a grant budget of £400 for 2026-2027, with a maximum award of £250 per application, subject to change upon full Council approval.

#### 2. Purpose

Grants may be awarded to organisations where the Council believes the funding will:

- Benefit all or part of the Parish of West Hanningfield, or its residents
- Support activities or services clearly needed by the local community

#### 3. Application Process

- Grants must be formally applied for using the West Hanningfield Parish Council Grant Application Form, including all supporting documentation requested.
- Applications may be submitted and considered at any time of the year, subject to the annual grant budget.
- Applications will be considered on the following criteria (no particular order):
  - Benefit to all or part of the parish
  - Benefit to all or some residents
  - Proportion of residents who will benefit
  - Viability and robustness of the application
  - Availability of Parish Council funds

#### 4. Priority and Restrictions

- The Council particularly welcomes applications demonstrating match funding.
- Applications from groups within the Parish will be given priority.
- The Council will not guarantee grants to the same organisation annually.
- Applications will not be considered if the applicant has money overdue to the Parish Council.
- Grants will not be awarded to:
  - Commercial enterprises set up to make a profit
  - Organisations supporting or opposing political parties
  - Health, education, or welfare organisations normally funded by statutory bodies
  - Religious organisations
  - Individuals

## **5. Documentation and Accountability**

The Parish Council reserves the right to request:

- Copies of audited accounts or charity annual returns
- A copy of the latest bank statement (the grant will be paid into this account)

If awarded a grant, recipients must:

- Use the funds only for the purpose specified
- Acknowledge the Parish Council in public communications, including websites, newsletters, and press releases
- Provide evidence that the grant has been spent within an agreed timeframe

## **6. Conditions**

1. Applications will not be considered from individuals.
2. Applications must not discriminate on the basis of race, religion, or political affiliation.
3. Applications from commercial or profit-making organisations will not normally be considered.
4. National organisations or local groups with access to national funding will not normally be considered, unless funding is insufficient for a specific project.
5. Organisations must have clearly stated aims and objectives.
6. Organisations must provide or propose an activity/service clearly needed by the local community.
7. Organisations must have a written constitution or similar governing document.
8. The Council reserves the right to reclaim any grant not used as specified.
9. Grants will not be awarded retrospectively.
10. A timeframe for spending and reporting back will be agreed.
11. Organisations must acknowledge the contribution from West Hanningfield Parish Council on publicity and printed material.

**Approved:** February 2026

# Grant Application Form 2026-2027

Please continue on a separate page if required or contact the Clerk for a word document version

**Your organisation's name and address**

This should be as provided in your constitution or set of rules

**Main contact and telephone number**

This must be someone who we can contact to talk about this application Contacts position in the organisation e.g. Secretary, Treasurer

**Address for correspondence if different from above****Please confirm the type of organisation (i.e. Charity, unincorporated association etc).**

If your organisation is a registered charity, please give a registration number

**What are the main activities of your organisation?****Please give the reason as to why your organisation has applied for money from the Parish Council and details of how the money will be used.**

If it is for a specific project, please provide an intended timetable and outcome for the project

**Please explain how the provision of money to your organisation will be of benefit to the community of the parish of West Hanningfield**

**Please indicate what your organisation has done to obtain funding from other sources**

Include completed applications from other bodies, sponsorship from local businesses etc

**Please indicate what fund-raising events your organisation has carried out or plans to carry out to raise funds for this project**

Tell us how much money you need IN TOTAL for your project and give a breakdown of what the money is for.

Where possible, please include at least two estimates for work or equipment

| Item or activity | Cost |
|------------------|------|
|                  |      |
|                  |      |
|                  |      |
|                  |      |
|                  |      |
|                  |      |
|                  |      |
| <b>TOTAL</b>     |      |

How much are you requesting from the parish council? £

**Please include with this application:**

- 1. Any supporting evidence needed for the project**
- 2. Evidence of secured funding or applications for other funding**
- 3. Estimates or quotes for work / equipment where appropriate**
- 4. A copy of your organisations latest bank statement to which the grant will be paid.**

Declaration I confirm that I am authorised to sign this declaration. The information in it is correct to the best of my knowledge. If this application is successful, the grant will only be used for the purposes specified in this application and in the grant award letter.

Signed Dated Position (if applicable)

**Please return the completed form to the Parish Clerk.**