



# GREATWORTH AND HALSE PARISH COUNCIL GRANT AWARDING POLICY



Greatworth and Halse Parish Council is committed to providing assistance and support to local community groups which are set up to promote community life for the residents<sup>1</sup> of Greatworth and Halse. The Council runs an annual Small Grant scheme and village groups and clubs are invited to apply.

## Application process

- Applications for grants must be made between 1<sup>st</sup> – 31<sup>st</sup> July. Grant applications received outside of that period will not be considered for that financial year.
- All applications must be made using the Small Grant application form in this policy and available on [www.greatworthparishcouncil.gov.uk](http://www.greatworthparishcouncil.gov.uk) or requested from the Clerk.
- The Parish Council will consider the applications in their main meeting at the beginning of September.

## Notification and payments

- All applicants will be notified of Parish Council decisions by the Parish Clerk.
- If an application is successful, payment will be made to the Organisation by bank transfer.

## Grant criteria and conditions

- Grants will be awarded up to a maximum of £250<sup>2</sup>.
- All applications must directly benefit the Parish of Greatworth and Halse and its parishioners.
- Grants cannot be issued to individuals.
- Applicants should be a non-profit making organisation where membership is open (i.e. no discrimination of membership on grounds of sex, race, religion etc.)
- Grants will not be made to fund political activities.
- Grants must be for a specific cost or project, they cannot be requested for general reserves.
- Applicants must provide the Clerk with a copy of any quotes for the item(s) to be purchased or a summary of the specific costs involved in the project.
- Applicants must provide the Clerk with a copy of their most recent audited accounts.
- Successful applicants will be required to provide the Council with an update during the same year, providing details of how they have spent the grant money.
- Only one grant will be given to any group or organisation, or for any particular purpose in any financial year.
- Grants will not be awarded after the relevant event or project has been completed.
- Where an application is successful, the Council shall determine the amount, using the figure requested by the applicant as a guide only.
- The Council reserves the right to request repayment for any grant where an applicant does not comply with these conditions.
- The Council's decision on any application is final and there is no right of appeal.

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<sup>1</sup> Subject to available funds.

<sup>2</sup> Unless the Council considers that there are exceptional circumstances

- The Council reserves the right to decline any application without giving reasons for its decision.
- Where a Councillor is a member of a group/organisation applying for funding, the Councillor must declare an interest in the matter and refrain from voting.
- Nothing in this policy prevents the Council from providing a donation to a group, organisation or project at any other time.

Approved by Council: 18<sup>th</sup> May 2026

Signed (Chair): Cllr Simon Bingham

Next review: May 2027

## SMALL VILLAGE GRANT APPLICATION FORM

Please note that this application will only be considered if it is accompanied by a copy of the latest set of annual accounts showing the organisation's income, expenditure and level of balances. If an organisation does not prepare annual accounts, copies of the bank statements covering the previous 6 months must be enclosed.

By submitting an application you are confirming that you abide by the grant conditions in Greatworth and Halse Parish Council's Grant Awarding Policy.

### PLEASE COMPLETE IN BLOCK CAPITALS:

<b>Name of Organisation:</b>				
<b>Registered Charity no (if applicable):</b>		<b>No of Members:</b>		<b>No of members in the Parish:</b>
<b>Purpose of Organisation:</b>				
<b>Contact Name:</b>				
<b>Contact Address:</b>				<b>Telephone no. :</b>
<b>Contact email:</b>				
<b>Amount requested:</b>	£			
<b>Purpose of Grant :</b>				
<b>Organisation's banking details:</b>	<b>Account name</b>	<b>Account number</b>	<b>Sort Code</b>	

**PLEASE RETURN THIS FORM TO THE CLERK BY 31<sup>st</sup> JULY 2026**

### This Section for Parish Council use:

Date application received:	Date payment sent:	
Amount of Grant offered: £	BACS:	Cheque/FPS No.:

Parish Council Decision:

Approved: Yes/No

Date: