



Itchingfield Parish Council

GRANT APPLICATION POLICY

All Grants will be made from the Council's Grant Budget, set at the beginning of each financial year. The total amount of Grant money may vary from year to year.

Parish councils can award grants to local organisations, community groups, charities, and sometimes individuals where there is a clear benefit to the parish and its residents. Grants are usually given to support projects, services, events, or facilities that improve community wellbeing, recreation, culture, the environment, or other local needs.

The council can use Section 137 of the Local Government Act 1972 to fund activities directly benefiting the community. The amount for 2026/27 is £11.60 per elector.

Request for Grants will only be accepted for consideration provided that the Council's Grant Application form has been completed and appropriate supplementary information provided. A Grant Application form can be requested from the clerk at clerk@itchingfieldparishcouncil.gov.uk

The Council will not normally make Grants to Organisations outside of the Parish, unless there are direct benefits to the Parish.

Organisations employing Staff must provide a full breakdown of Staff and salaries.

The Council requires all recipients of Grants in excess of **£500** to provide a written report of how the Grant money has been used within 12 months of receipt of the Grant. It may take the form of an annual report or set of accounts that clearly identify the manner of spending. The written report must be deposited with the Clerk to the Council, and hence becomes a document which members of the public have a right to inspect under the provision of Section 228 of the Local Government Act 1972 (as amended).

Grant recipients may be requested to provide evidence of purchase.

Recipients may be asked to acknowledge Council support on stationery and promotional material.

PAYMENT OF GRANTS

In the case of Organisations/projects receiving a single Grant from the Parish Council only they have the choice of a single one-off payment, OR the funding can be held by the Parish Council and released by the Clerk on an authorised request (ie authorised by the Chairman of Council and the Responsible Financial Officer).

In the case of Organisations/projects in receipt of match funding of which the Parish Council is one of the Partners/funding agencies, the Parish Council will pay their contribution against an Invoice.

Note: The Parish Council has to conform to the requirements of VAT legislation applicable to Local Authorities.

EXTENDED GRANTS

Extended Grants ie Grants that run over a period of more than one year will not normally be considered. However, in exceptional circumstances the Council may consider such an Application which should be supported by a Business Plan or a Service Plan in respect of the period for which a Grant is being sought. If you wish to make an application for an Extended Grant please contact the Clerk to the Council in the first instance.

Approved at the meeting held on the 22nd June 2026