

Pitsford Parish Council www.pitsfordvillage.co.uk

Adopted: Nov 2012
Reviewed: July 2026

Grants Policy

Parish Council will consider grant applications at the council meetings held in November and March. Closing dates for applications will be at the end of October and February. Applications outside of the above dates will be considered at Parish Council meetings.

Guidelines for Grant Applications

1. It is a condition of any grant application that the group or project must bring direct benefit to the residents of Pitsford.
2. The Parish Council will not award grant aid to individuals or National Charities except Royal British Legion Poppy Appeal.
3. Evidence of progress of the project e.g., accounts must be provided at the Annual Parish Meeting or before if required as part of the grant application.
4. The project must be reported on in the Parish Newsletter.
5. The size of any grant awarded is at the discretion of the Parish Council.
6. Any grant awarded must be spent in the financial year it was awarded.
7. Grant applications cannot be made retrospectively.
8. The Parish Council reserves the right to refuse any grant application which they consider to be inappropriate or against the objectives of the Parish Council

It must be understood that any grant must only be used for the purpose for which it was awarded unless the written approval of Pitsford Parish Council has been obtained for a change in use of the grant monies. Any unspent portion of the grant must be returned to the Parish Council by the end of the financial year in which it was awarded.

The application forms can be found at the end of this document.

Parish Council Policy on Awarding Grants to Village Organisations

AIM

To ensure that the Council gives financial support to village organisation that make the efficient use of its limited funds by targeting support where it will most benefit the residents of the village.

POLICY

The Council will consider such applications for financial support on their merits.

Each applicant will be asked to provide the Council with the following details.

a) The amount requested
b) The purpose of the grant
c) How the organisation will, if necessary, supplement the amount they are seeking.
d) Any other funding sources identified and approached



e) Copies of any quotations where the grant is for work to be carried out or goods to be supplied.
f) An up-to-date summary of the accounts of the organisation

In considering applications the Council will bear in mind.

1. Other relevant funding sources available to the organisation
2. The likely benefits to village residents
3. The amount of funding previously given to the organisation
4. Whether the organisation has sought competitive quotes for the work or goods to be supplied.

Organisations receiving a grant will be asked to provide the Council with evidence that the grant has been used for the purposes specified and how it has brought maximum benefits to residents of the village. Receipts will be requested. Funds should be spent, and the project completed within six months of the original grant, if longer - by agreement. Any Grant not used for the purpose applied for must be returned to Pitsford Parish Council.



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GRANT APPLICATION FORM

1	Name of the organisation making the application with Charity Registration number if you have one.			
2	Name and address of contact:			
3	Objectives of the organisation and activities in the Parish:			
4	Grant Applied for: Previous Grant Applied For: £			
5	Details of intended use of the grant.			
6	What are the assets of your organisation?			
7	a) Estimated expenditure of the organisation for the current financial year.			
	b) Total funds held by the organisation at the time of this application			
	c) If part funding, how will the balance be provided:			
8	a) Is the request for part or full funding of the project?			
	b) Has the balance already been received? If so, state the date	Day	Month	Year
	c) If not, when is receipt expected?	Day	Month	Year
	d) Do you have to satisfy any conditions to receive the balance? If yes, state those conditions.			



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9	Is there any further information you wish to be considered with this application?
10	Is there any other way in which the Parish Council could assist your organisation?
11	Please provide bank details (these must be for the organisation not an individual)

Please

Please note, we may also request other relevant information – for example a breakdown of your organisation's expenditure and income in past years, audited accounts if available, more details concerning the assets of the organisation, rent or leases, payments made to individuals and details of your organisation's policies such as Child Protection, Equal Opportunities, Health and Safety as appropriate.

Signed..... .....

Position Held .....

Organisation.....

Date.....

Completed forms should be returned to: clerk@pitsfordparishcouncil.org.uk