

CHIEVELEY PARISH COUNCIL

Guidance for grant applications payable in the financial year 2027-28

Chieveley Parish Council is committed to supporting and strengthening the many community groups and organisations that help to make a positive difference to residents in the Parish. Please read the following guidance before completing an application form.

Standard Criteria

Any organisation may apply for a grant, provided that:

1. The organisation would normally be non-commercial and, within its remit, operate without undue restrictions or limitations on membership.
2. The organisation has clearly defined aims, objectives and operational procedures.
3. The organisation must be undertaking a project or providing a service that can be demonstrated to benefit the people of Chieveley Parish.
4. The organisation can demonstrate evidence of its need for financial support. Payment will not be made where the organisation could reasonably meet costs from its own or other available funds. The organisations will need to submit copies of its most recent accounts to provide proof of its current financial situation.
5. The organisation is based within or immediately adjoining the geographical boundaries of Chieveley Parish. Applications from organisations based outside this area or from national organisations may also be considered.
6. The organisation has a bank/building society account in the organisation's name with evidence of financial control.
7. The organisation submits a copy of the Minutes from the meeting when the decision to apply for a grant was agreed.
8. The organisation submits only one grant application per Parish Council financial year (1 April to 31 March).

The organisation should demonstrate that it will raise a minimum of 50% of the grant. Grants will not normally be awarded for more than 50% of the cost of the project and will not normally exceed £1,000.

Standard Conditions

1. The grant shall only be used to fund the project or service for which it was given. The Parish Council may require evidence/evaluation that the grant was used appropriately and that any conditions imposed on awarding the grant were satisfied.
2. If the organisation ceases to operate or the grant was not used for the purposes specified in the application, the Parish Council reserves the right to recover the grant, and/or moveable equipment purchased with grant.
3. The Parish Council may require applicants to attend a meeting to explain their application or to provide further information.

Process Guidelines

The Parish Council may award the full amount requested, a proportion of it, or support specific items/activities identified in the application.

1. The previous award of a grant does not guarantee the success of a current or future application.

2. When considering grant applications, the Parish Council will apply the standard criteria (listed above) but it reserves the right to take into account of special or unique circumstances.
3. The number of grants awarded may vary from year to year. The Parish Council is under no obligation to award any grants.
4. Applicants should also consider other grant opportunities available to them.
5. The Parish Council's decision (in considering, awarding, or rejecting an application for a grant) is final.
6. Grants are paid in May.

Although the Parish Council is not directly responsible for the Curridge Playground, Curridge WI Hall and Chieveley Village Hall and Recreation Centre, it endeavours to safeguard these facilities for the community. Grant applications received from these facilities will be given specific consideration by the Parish Council.

All applications for grants/donations must be received by the Parish Clerk **by 31 October 2026**.