



**THERFIELD**  
Parish Council

# **Therfield Parish Council**

# **Grant Application Policy**

## **1. Introduction**

- a. A Grant is defined as any payment made by Therfield Parish Council to be used by an organisation or individual for a specific purpose in the furtherance of the well-being of the local community, either generally, or for a specific purpose and which is not directly controlled or administered by the Council.
- b. Grant applications will be considered as part of the Therfield Parish Council budget setting process in November and December of each year. Applications will be considered at a Meeting of Full Council. Grants to be paid at the start of the next financial year.
- c. All Applicants will be expected to complete and submit the “Therfield Parish Council Application Form”; a copy of which is attached to this Policy.
- d. Ongoing commitments to award grants in future years will not be made. A fresh application will be required each year. Only one grant award per year will usually be made to each applicant.

## **2. Scope / Conditions of Funding**

- a. Applications will be considered from individuals as well as organisations. Applications will be considered for (but not limited to)
  - Capital grants for equipment
  - Revenue grants to pay running costs
  - Funding for events
  - Funding for projects
- b. Applications WILL NOT be considered from:
  - Organisations that intend to support or oppose any political party or to discriminate on the grounds of any of the Protected Characteristics as defined in the Equality Act 2010
  - Private organisations operating as a business to make a profit or surplus
  - “Upward funders”, i.e. local groups whose fund raising is sent to their central HQ for redistribution

- c. Applications will not normally be considered from national organisations or local groups with access to funds from national “umbrella” or “parent” organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.
- d. Applications from education, health or social service establishments will be considered where the organisation can demonstrate that it is working in partnership with other groups and where there are benefits to the wider community within the Parish. The Council will not normally be able to provide grants for services that should be funded by other statutory authorities.
- e. Due account will be taken of the extent to which funding has been sought or secured from other sources or own fund-raising activities
- f. The Council may make the award of any grant subject to such additional conditions and requirements as it considers appropriate.
- g. The organisation will normally be expected to have clearly written aims and objectives, a written constitution and membership rules, copies of which should be submitted as part of the application. In addition, an organisation must demonstrate that it is properly managed and able to run its affairs responsibly. Individuals should include references to back their application.
- h. All applications must demonstrate clearly how a grant will be of benefit to the local community within the Parish.
- i. An organisation is required to have a bank account in its own name with two authorised representatives required to sign each cheque.

Date Adopted: 10<sup>th</sup> March 2026

Minute Reference: 27.03.26

Review Date and Minute:	
Review Date and Minute:	
Review Date and Minute:	



## THERFIELD PARISH COUNCIL GRANT APPLICATION FORM

Therfield Parish Council has a limited budget to make grants on a discretionary basis to voluntary organisations and community groups that provide services that benefit the economic, environmental and/or social well-being of residents of the Therfield Parish. This includes, but is not limited to:

- a. Capital grants for equipment
- b. Revenue grants to pay running costs
- c. Funding for events
- d. Funding for projects

In deciding on the allocation of grants, the Parish Council will consider the financial status of the organisation/group and who in the community will benefit from the grant.

To enable the Parish Council to make this assessment, please provide as much information as possible to support your application.

**Deadline for submission of applications is 31<sup>ST</sup> October 2026**

Please provide a name and contact details so that we can contact you			
Name			
Position in the organisation			
Address			
Telephone	Home	Business	Mobile
Email			
Data Protection Act	All the information you enter on the application form will be stored and held in accordance with the Data Protection Act 1998 and GDPR and used by Therfield Parish Council for the purpose of analysing and recording grants.		

Please give us details of your organisation/group		
Name of the organisation/group		
Where does the organisation meet?		
What are the aims of the organisation?  How do these aims benefit the economic, environmental and/or social well-being of residents of the Parish?		
Approximately how many and what type of Therfield Parish residents will benefit from the grant? (Please give a realistic figure and explain in words)		
Is it a registered charity?	<b>Yes / No</b>	<b>Registered charity number</b>

Please tell us the amount that you are applying for and how the money will be spent. Please provide as much supporting information as you can.

Amount	
How the money will be spent	
Attach copies of quotes or other relevant documentation	
Please provide a copy of your latest accounts	
What is the organisation's estimated income and expenditure for the year?	
Have you applied for any other grants in this financial year? Please provide details.	

Please return the completed form, together with supporting information, to:

[clerk@therfieldparishcouncil.gov.uk](mailto:clerk@therfieldparishcouncil.gov.uk)

**I confirm that, as far as I know, the information contained in this application is true and accurate.**

**Signed:**

**Name:**

**Position in the Organisation:**

**Date:**