Bishop's Itchington | Parish Council

Grants Policy

The council sets aside funds for community grants on an annual basis. Applications are welcomed from community groups and not-for-profit organisations subject to a few basic conditions which are explained below. Please make sure you read these before making your application.

Who can apply?
Organisations eligible to apply for grants include properly constituted charities and voluntary organisations who:

- contribute to the social, cultural and recreational life of the residents of Bishop's Itchington and /or
- provide a significant enhancement or improvement of the local environment or amenities.

Applications from individuals, commercial organisations or from groups whose activities are principally religious or political will not normally be considered.

What type of project or activity can be funded?
Applications should be for one-off projects, e.g. purchase of equipment, however, applications for revenue costs will be considered if the organisation can demonstrate the adverse effect on the local community due to lack of funds.

Applications must be for an organisation, event or project based in the parish of Bishop's Itchington.

Priority will be given to projects which:

- would otherwise fail to be delivered by the parish council or other local authority under statutory powers;
- benefit the whole community rather than minority interest groups.

Retrospective applications will not be considered. Applications should therefore be submitted well in advance of the start date for the project to allow sufficient time (a minimum of 2 months) for the council to consider the application.

How to apply
1. Complete and submit the attached application form.
2. Include a copy of your organisation's most recent bank statement.
3. Include details of your latest audited accounts.
4. Include copies of any quotations received.

Applications should include a fully costed proposal along with evidence of the organisation's current financial position and details of any other grant funding received or applied for. The council reserves the right to request any further information/documentation that it feels is necessary to support the application.

Terms & Conditions

- Grants should normally be spent within 6 months but an extension of time may be allowed by the parish council in special circumstances. If an extension is required, you should contact the clerk to the council to discuss the reasons.

- A brief report should be sent to the council within 2 months of completion of the project to confirm that the funds have been spent in accordance with the grant application. Paid invoices should be included.

- Unspent funds should be returned to the parish council within 2 months of completion of the project.

- Any variations to the project after a grant has been awarded should be notified to the council for further consideration.

- The council will report annually on the total spent on grants and will publish a list of the recipient organisations and what the grants were spent on.

- Any publicity material for your project should acknowledge that it is funded by Bishop's Itchington Parish Council.

This policy was reviewed and adopted at the Parish Council Meeting held on 2 November 2026 – Minute Reference 26/137 Item 11f. Next review date November 2029.

Community Grant Application Form

Name of organisation **Correspondence address** **Tel number** **Email**
Your name
Your role /position in the organisation
Name & address of one other officer (i.e. chairman, secretary or treasurer)
Project title
Description of project (please explain what you want to achieve and how this will benefit the community of Bishop's Itchington)

Funding required (please provide an itemised breakdown of how the money will be spent)
Other funding received (please give details of any other grants received or applied for in respect of this project and any fund raising events)

Project start date
Total amount applied for
Bank details (please state account number, sort code and name of the account)
DECLARATION **I have read and agree to the terms and conditions.** **Signed:** **Date:** **Name in block capitals:**

Office Use Only

Approved/ Refused at PC meeting on:

Total Amount of Grant Awarded:

Signed: