



GRANTS POLICY

1. Scope of Funding

A grant is any payment made by the Parish Council to an organisation for a specific purpose that will benefit the Parish or residents of Billingshurst, and which is not directly controlled or administered by the Parish Council. The law requires that Section 137 grants must be “in the interests of or will directly benefit the area or its inhabitants, or of part of it, or of some of it” and “the direct benefit should be commensurate with expenditure”.

Funding support will be considered to voluntary and community sector organisations that are:

- based in or around Billingshurst and delivering activities or services to the people of Billingshurst
- based outside of Billingshurst but are providing activities or services not otherwise available to the people of Billingshurst

2. Policy

Billingshurst Parish Council awards grants, at its discretion, to organisations which can demonstrate a clear need for financial support to achieve an objective which will benefit the Parish by:

- providing a service
- enhancing the quality of life
- improving the environment
- Promoting the Parish of Billingshurst in a positive way

The Parish Council will not award grants to:

- Private individuals
- Commercial organisations
- Purposes for which there is a statutory duty upon other local or central government departments to fund or provide
- “Upward funders” ie local groups where fund-raising is sent to a central HQ for redistribution
- Political parties



- Religious organisations, unless for a purpose which does not discriminate on grounds of belief.

Only one application for a grant will be considered from any organisation in any one financial year. Ongoing commitments to award grants in future years will not normally be made; Councillors are keen to support projects that will be sustainable going forward. A fresh application will be required each year. Grants will not normally be made retrospectively.

3. Availability of Funds

The availability of funds to support voluntary activity is dependent on the Council's overall financial position and the choices it makes when allocating its resources. The Council will support direct financial support in the form of grants to eligible bodies. It is not just the role of the Parish Council to award grants. Where possible it actively encourages organisations to seek grants from other agencies to finance projects.

4. Application procedure

Organisations requesting financial assistance will be invited to **submit a letter of application, completed application form and most recent certified accounts**, to the Parish Council for consideration, and organisations will be required to explain the reasons for the grant with clear aims and objectives.

Each application will be assessed on its own merits. However, to ensure as fair a distribution as possible of available funds, the Parish Council will take into account the amount and frequency of any previous awards. Due account may also be taken of the extent to which funding has been sought or secured from other sources or fund raising activities.

If the grant is for the purpose of purchasing equipment or towards a building project for example, then if the total cost of the project:

- i. is greater than £3,000, then the applicant must provide at least 3 quotes.
- ii. is less than £3,000, but greater than £500, then the applicant should endeavour to provide 2 quotes, if not, please advise why this has not been possible.

For the 2025-26 financial year onwards, grant applications will be considered twice per year, at the April and September meetings of the Finance & General Purposes Committee. Applications, together



with all supporting documentation as set out above, must be received by the 15th of the those months and no later. It is the intention to award 50% of the available budget on each occasion.

5. Giving of a Grant

If the application for a grant is successful the Council would welcome a report showing how the money was spent.

Should a grant be awarded but not then used for the purpose intended, it must be returned to the Council.

Where a grant is given for the purchase of a capital item or works, payment is made upon receipt of a copy of a paid invoice for at least the amount requested.

6. Helping with grants

The Council is willing to signpost organisations to various funding sources, but cannot assist with, complete or submit applications for funds on behalf of any third party.

Adopted 29 March 2017

Revised 17 March 2021

Revised 16 March 2022

Revised 29 January 2025



APPLICATION FOR GRANT FOR VOLUNTARY ORGANISATIONS

1.	Name of Organisation	
2.	Name, Address and Position of Contact in Organisation	
3.	Telephone Number of Contact	
4.	Is the Organisation a Registered Charity? If yes, Charity Number	Yes/No
5.	Amount of grant requested	£
6.	For what purpose or project is the grant requested?	
7.	What will be the total cost? (See 4i & ii of T&Cs)	£
8.	When will the money be spent?	
9.	Who will benefit from the project?	
10.	Approximately how many of those who will benefit are Billingshurst parishioners?	



Please submit this form together with a covering letter giving any other information which you feel will support the application, together with recent certified accounts. In signing this form you agree to abide by any Terms & Conditions included within the policy.

Signed Date

Name (In capitals)