

SHALFLEET PARISH COUNCIL. GRANT APPLICATION POLICY

Dated: January 28, 2026. Adopted February 11, 2026.

Signed.

1. Introduction

Shalfleet Parish Council is funded primarily through the local precept. Each year the Council sets a budget and allocates a specific amount for community grants. These funds must be used responsibly and for the direct benefit of residents within Shalfleet Parish.

The Council aims to support voluntary and community organisations that deliver clear, measurable benefits to the parish. It actively welcomes new ideas, innovative projects, and creative initiatives that bring fresh benefit to the local community, particularly those that strengthen community life or improve the parish environment. Repeat or previously funded projects will not normally be considered unless they demonstrate clear development, added value, or a significantly new approach.

2. Summary of Main Criteria

1. Grants are awarded based on need, merit, and benefit to Shalfleet Parish residents.
2. Applicants must show clear community or environmental benefit within the parish.
3. All grants are subject to monitoring and evaluation.
4. Applications must include an element of match funding.
5. Applications from organisations outside the parish will be assessed on the number of Shalfleet residents benefiting.
6. Funding is not guaranteed annually.
7. The Council encourages applications that introduce new, locally focused ideas or innovative approaches, rather than repeat requests for previously funded activities.

3. Aims of the Grant Policy

The Council provides grants to:

- Support participation in local voluntary activities
- Strengthen the effectiveness and sustainability of local groups
- Maintain valued community services
- Support residents facing social or economic challenges
- Promote equality of access to services
- Improve or enhance the local environment
- Ensure value for money

A voluntary group is defined as a non-profit organisation run by an unpaid management committee.

4. Eligibility

Applicants must be a charity, community group, or voluntary organisation with:

- A constitution or articles of association
- A dedicated bank account
- Publicly available accounts
- Activity or services benefiting Shalfleet Parish and its residents

In exceptional circumstances, the Council may consider applications from individuals who do not meet the eligibility criteria set out above. Such applications will only be assessed where the proposal demonstrates clear and measurable benefit to Shalfleet Parish and its residents, is supported by a robust business plan showing viability and value for money and includes an appropriate element of match funding from other sources. If other funding has been applied for, full disclosure will be required.

5. Key Assessment Criteria

- Compliance with the grants process and policy
- Level of benefit to Shalfleet residents
- Evidence of good governance and previous project success
- Financial sustainability and viability
- Match funding sought from other sources
- Previous grants received from the Council
- Submission of up-to-date audited accounts
- Evidence that the proposal represents a new idea, a new benefit, or a meaningful development of previous work

6. The Council Will Not Fund

- Organisations not demonstrating benefits to Shalfleet Parish or its residents
- An individual or private companies
- General appeals
- Statutory bodies or replacement of statutory funding
- Political or religious promotion
- Arts/sports projects without community benefit
- Medical research or treatment
- Retrospective projects
- Groups with closed or restricted membership
- Revenue funding, ongoing running costs, or repeat applications for routine expenditure

7. Types of Grants

Small Grants

For one-off projects, events, equipment, or start-up support. Applicants must demonstrate clear benefit to parish residents and show that the proposal represents a new or clearly developed idea, not a repeat request for previously funded activity.

Urgent Grants

Considered only in exceptional circumstances. Applications must include a covering letter explaining the urgency.

8. Application Process

- Applications should normally be submitted in November for the following financial year.
- The Council assesses applications in November and confirms awards in December.
- Applications may be accepted at other times in special circumstances.
- Forms are available from the Clerk or the Council website.
- Applicants will be notified of decisions by year end.

9. Payment Timetable

- Small grants: Paid in December or at the Annual Parish Meeting (April).
- Urgent grants: Paid within one month of approval.
- Payments are made by cheque to the organisation only.

10. Monitoring and Reporting

All grant recipients must:

- Complete the evaluation form
- Provide evidence of expenditure (invoices, receipts)
- Provide evidence of community benefit (attendance numbers, photos, press coverage)

Reports must be submitted within one month of project completion or by the end of February, whichever is sooner.

11. Conditions of Grant Funding

1. A grant awarded one year does not guarantee future funding.
2. Funds must be used only for the purpose stated in the application.
3. Retrospective applications will not be considered.
4. Grants cannot be used to repay loans or cover costs incurred before approval.
5. Small grants must be spent within one year or returned.
6. Organisations must comply with all legal and statutory requirements.
7. If a project is not completed or a group disbands, funds may need to be repaid.
8. Council support must be acknowledged in publicity and materials.
9. Organisations must have a bank account; payments will not be made to individuals.
10. Only one application per organisation per year.
11. Additional conditions may be applied and will be stated in the award letter.
12. Failure to comply may result in repayment and affect future applications.

All applications must be submitted on the official form

If you have any queries, please contact the Shalfleet Parish Clerk.