

WHPC Community Grants Scheme Policy

1. Introduction

West Horsley Parish Council budgets a sum of money every year for grants to local organisations that contribute constructively to and enhance the life and community of the Parish and its residents. These grants are limited and are made available to organisations that can demonstrate a need for assistance. Grants are normally capped at £1000 but more may be possible in exceptional circumstances.

The application form can be downloaded from the council's website at [WHPC Community Grants Scheme - West Horsley Parish Council](#).

2. Eligibility

- Applications will only be accepted from charitable, voluntary and non-profit making groups and organisations.
- The organisation should be located within West Horsley Parish, or if outside the boundary, their work should be of benefit to the Parish and its residents.
- Grants will not be awarded to individuals.
- Applications from commercial organisations will not be considered. National appeals, with limited exceptions, are outside the scope of the Council's Grants Scheme.

3. Types of Projects

The Council may award grants towards specific projects or purchases of equipment and will only consider revenue costs if it can be demonstrated, by evidence, that funding from the Council will have a positive effect on the Parish and/or its residents. Preference will be given to initiatives/projects that:

- Promote wellbeing within the community
- Encourage community participation in sports and the arts
- Contribute towards the protection of the environment
- Support the conservation and restoration of local historical assets
- Are geared towards community engagement for all ages

4. Application Process

The council requires the following documents be submitted:

- Completed application form providing details of:
 - the organisation, group, or charity applying for a grant
 - the initiative/project/event for which funding is sought and how this will benefit the Parish and/or residents of West Horsley
 - how else the initiative is being funded including details of any other financial aid secured or applied for, and fundraising carried out in the same financial year
 - bank details for payment if successful
 - additional information that supports the application

- Copy of the organisation's last agreed accounts or financial statement
- Copy of the constitution or rules of the organisation

The completed application should be emailed to clerk@westhorsley-pc.gov.uk. Alternatively, applications may be posted to: West Horsley Parish Council, 99 The Street, West Horsley, KT24 6DD, marked 'Community Grant Application Form'.

5. Deadlines for Applications

The deadline for the receipt of applications is three weeks prior to any Finance Committee meeting, the dates of which are publicised on our website at www.westhorsley-pc.gov.uk. If your application is urgent, please let us know and we will do our best to process your application more quickly.

Applicants will be notified of the outcome of their application soon after the Finance Committee and subsequent Full Council meetings during which the application was considered.

6. General Conditions

- Grants should be spent for the purpose and on the initiative/project for which they were awarded.
- The Council will expect due recognition of any grant awarded.
- Grants will not normally be awarded for projects where the funds have already been spent.
- Organisations receiving a grant may be invited to give a presentation to the Council.
- Organisations may apply for more than one grant in any one financial year; however the history of previous applications may be considered in the decision-making process.
- Organisations receiving a grant are required to provide the Council with a written report within six months of the award date. This report may be included in the Council's newsletter or e-bulletins. Please submit your written report with photos to the clerk at clerk@westhorsley-pc.gov.uk.
- Any organisation receiving a total award of £2000 or more shall be required by law to provide, within twelve months of the award date, a statement in writing of the use to which the grant has been put (annual report or accounts).

7. Payment of the Grant

Ordinarily, the Council will pay the grant within one month of the award being made.

Adopted: 21 February 2023

Reviewed: 17 June 2025

Reviewed and updated by the Finance Committee: 12 January 2026

Reviewed by Full Council: 20 January 2026

Next Review: January 2028