



# West Horsley Parish Council

## WHPC Community Grants Scheme Policy

### 1. Introduction

Every year West Horsley Parish Council gives grant aid to local groups, charities and organisations. Any group, charity or organisation can apply, but the following criteria must be met.

- The group, organisation or charity must either be based in West Horsley or be of significant value to the West Horsley community.
- The grant must be for a capital cost (not revenue).
- Grants will not be awarded to individuals.
- The Council will not contribute towards salaries.
- Grants are normally capped at £1000 but more may be possible in exceptional circumstances.

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
- are geared towards community engagement for all ages

### 2. Application Process

The council requires the following documents be submitted:

- a completed application form providing details of:
  - the organisation, group, or charity applying for grant aid
  - the project or event for which funding is sought
  - how the project will benefit the community
  - how else the initiative is being funded
  - any other financial aid applied for in the same financial year
  - bank details for payment if successful
- a copy of your last agreed accounts or financial statement

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

The application form and financial statement should be emailed to [clerk@westhorsley.info](mailto:clerk@westhorsley.info). Alternatively, applications may be posted to: West Horsley Parish Council, 99 The Street, West Horsley, KT24 6DD, marked 'Grant Application Form'.

### **3. Deadlines**

West Horsley Parish Council will distribute grants twice a year, with application deadlines as follows:

- 30th June
- 31st December

Applications received by 30th June will be considered in July and the applicant notified by the end of the month. Applicants submitting before 31st December will be notified by the end of January. Any applications received between 1<sup>st</sup> January and 1<sup>st</sup> March will be considered in March, providing there is still funding available.

### **4. General Conditions**

- Grants should be spent on the project/activity for which they were awarded.
- Grants will not normally be made for money already spent.
- The Council will expect due recognition/publicity for grants awarded.
- Organisations receiving a grant are asked to provide a written update on the success of the project within twelve months of the award date.
- Organisations may apply for more than one grant in any one financial year.
- 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).

### **5. Payment of the Grant**

The Council will pay the grant within two months of the award being made.

Adopted: 21 February 2023

Reviewed: 17 June 2025