



CHOBHAM PARISH COUNCIL

The Clerk, Chobham Parish Pavilion, Recreation Ground, Station Road
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Grant Awarding Policy

Chobham Parish Council may award grants to volunteering groups and organisations which contribute to the welfare of the community by improving or supporting facilities and/or activities. Chobham Parish Council will award the allocation of grants in a transparent and consistent manner.

Guidelines for Applications

- Grants will only be awarded which benefit the Parish of Chobham and its Parishioners.
- An overall limit for the annual provision of grants will be determined as part of the budget setting process by Chobham Parish Council.
- Applicants must complete an application form and return it to the Clerk to meeting the following deadlines;
 - First tranche by 31st August for a decision at September Council meeting
 - Second tranche by 31st January for a decision at February Council meeting
- Applicants must provide details of the project/activity and the number of Chobham residents expected to benefit.
- The grant available is limited to a maximum of £250 per application.
- Groups or organisations may only submit one application per financial year (1st April to 31st March).
- Evidence of the financial position of the group or organisation must be included with the application. This should always include the cash balance and where possible the financial accounts. Applicants must be able to demonstrate a clear need for financial support.
- If other funding has been sourced, then the source and amount obtained must be completed on the application form. The Parish Council grant is conditional upon those monies being available.
- Grants cannot be made to fund political activities.
- The organisation making a grant request must be a non-profit making voluntary organisation, independent of any other commercial organisation.
- Grants cannot be awarded after the relevant event or project has been completed.
- The funding may only be used for the purposed disclosed on the application form. If for any reason all the grant monies are not fully used, then the applicant must return the surplus amount.

- The Parish Council may request confirmation in writing of the completion of the project /activity. The letter should verify that the funding has been used for the agreed purpose.
- The Council will not make on-going commitments to award grants in future years. A new application will be required for each grant application.
- The Council's decision on any application is final and there is no right to appeal.

Reviewed by Chobham Parish Council on 28th May 2021