



Chilton Town Council

GRANTS POLICY & APPLICATION

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Next Review Date	May 2027

GRANTS POLICY

The following is a statement of the Town Council's Policy for the awarding of grants to local groups, clubs and societies.

Principle: The Town Council will consider funding grants to support activities that directly benefit our community. The Council draws funds from Parish Tax income (Precept). Our grants policy helps ensure consistency, fairness and transparency of the Council's handling of applications.

1. Applicants are asked to submit their applications on the Town Council application form, which can be obtained from the Town Clerk or the Council's website.
2. The time period for the applications to be submitted will be agreed by the council annually and then publicised with the timeframe for when applications need to be submitted. If not all grants or available funds are taken up, the Council retains discretion to award grants later in the year.
3. The Town Council will consider applications from groups and organisations which are operating within the Town and playing a key role in the community. The application should clearly detail the outcomes that are hoped to be achieved and how this will benefit the Town.
4. The Town Council encourages applications from organisations which have not previously applied or been awarded funding.
5. There may be circumstances where Chilton Town Council may wish to consider providing match funding or working in partnership with or alongside the organiser. This will be discussed with organisations as appropriate.
6. The Council will not consider applications from individuals.
7. Only in exceptional circumstances will more than one grant be made to any group or organisation during the same financial year.
8. A copy of the group constitution / rules, details of membership / subscription fees charged and the most recent set of bank statements and financial accounts, detailing any cash reserves, must be sent in with the grant application form. The application cannot be considered without this information.
9. New groups that do not have all the information set out in point 6 can still apply, but must explain how they expect to fund their group, event or project, and detail any other financial arrangements they plan to make over the medium to long term (where appropriate).
10. Every applicant should also show any other sources of funding applied for/obtained. Applicants are encouraged and expected to explore match funding from other sources (The Town Clerk can advise on other potential funding routes).
11. The Council decision is final and awards are dependent on funds being available and a maximum of £500 per grant application.
12. The Council reserve the right to withdraw the grant offer if the grant is not used within 12 months of approval.
13. All receipts & supporting evidence **MUST** be kept and submitted for audit purposes at the end of the project.
14. A grants register will be kept by the Council and is available for inspection on request.
15. No grant shall be awarded retrospectively under any circumstances.
16. All grant recipients must not carry out any activity that may bring the council into disrepute.

CHECKLIST

Have you enclosed:

- ✓ Your completed application form?
- ✓ A copy of your group constitution / rules and details of membership & subscription charges
- ✓ Your most recent bank statement and set of financial accounts including details of any cash reserves held?

The application cannot be considered without all of this information

Please note you may be invited to attend a Town Council meeting to discuss your application if it is felt more detail is needed.

You may also wish to attend to present your application in person, which can be arranged via the Town Clerk.

Please send your completed application to:

Chilton Town Council
Hutton House
Durham Road
Chilton
County Durham
DL17 0HE

Please ensure you check the deadline date for applying for the grant which will be publicised each year.

If you have any questions, please feel free to contact the Town Clerk on:

Telephone: 01388 721788 or Email townclerk@chiltondurham-tc.gov.uk

Thank you for your application.

Grant Application Form

If completing this form in Microsoft Word, the boxes will expand as you type.

If completing hand written please feel free to continue any boxes where you run out of space on the continuation pages at the end of the form.

Should you have any questions regarding the form please speak to the Town Clerk.

Group / Project / Event Details	
Name of your group / project / event:	
About your group: <ul style="list-style-type: none">• Where are you based?• What do you do?• How many participants in your group?• How many members live in Chilton• Where do the rest of your members live?• How long have you been running?• What age range do you cater for?• What are your membership subscription / fees etc? If an event or project: <ul style="list-style-type: none">• Who is involved• What are the timescales for your project and / or the date(s) of the event(s)• Where will the event(s) take place	
Contact name	
Contact phone number	
Contact email address	

Rationale and details of the grant request

What will this grant be used for? Please share as much information as you can:

How will this benefit the residents of Chilton?

COSTS (Individual Item Description)	COST per Item
	£
	£
	£
	£
	£
	£
	£
	£
TOTAL COST OF PROJECT	£

TOTAL AMOUNT OF GRANT REQUESTED	£
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Constitution / Governing document / Set of rules (tick to confirm)

I have enclosed a copy of the group's most recent bank statements	<input type="checkbox"/>
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Finances for an existing group (tick to confirm)

I have enclosed a copy of the group's most recent bank statements	<input type="checkbox"/>
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I have enclosed a copy of the group's accounts for the last financial year	<input type="checkbox"/>
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Finances for a new group

Please tell us how you plan to fund your group for the coming year

Please tell us how you know there is a need for your project. Tell us about the evidence you have gathered

Match funding (Please tell us about other funds you have applied for:

Which funding body did you apply to?

What costs did this funding application cover?

When did you apply?

Was your application successful? YES NO (Delete as required)

If not, why not?

Is your funding grant still current? YES NO (Delete as required)

Supporting statement

Please tell us anything else that you think we should know that would support your application?

Grant Payment

The payment will be made by bank transfer. The grant will be paid to the account details in the bank statements supplied with this application.

Name & position of applicant	Signature of applicant	Date

This application cannot be considered without ALL the information requested

Continuation page

Please continue any information you could not fit on the form here, clearly marking which answer it is a continuation of.

Continuation

For office use only:

PAYMENT AUTHORISATION FORM
COMMUNITY GRANT

Name of group receiving the payment: _____

Amount to be paid: £ _____

Purpose of the Grant Application:

Date of meeting the Grant was approved:

3 signatures required below to confirm payment can be made:

FULL NAME (PRINTED)	SIGNATURE

Any additional comments: