



Sitlington Parish Council

Community Groups Grant application

Reviewed May 2026

Introduction

The Parish Council is committed to supporting and strengthening our local community by providing financial assistance to community organisations and groups. Through this grant scheme, funding of up to £500 is available to support projects, activities, and initiatives that deliver tangible benefits to residents and contribute positively to the social, environmental, and cultural wellbeing of the parish.

We welcome applications from eligible community organisations whose work aligns with the Council's aims and priorities. This form is designed to help you provide the necessary information about your organisation and the project for which funding is sought. Applicants are encouraged to clearly demonstrate how their proposal will benefit the local community and make effective use of the grant.

The evidence the Parish Council require to support the application are: -

- A group constitution
- A bank statement with the named organisation from the constitution
- Safeguarding Policy relating to the group applying (If applicable)
- Quote for the item's costs and details of benefits to your group
- Provide photo evidence to be used for promoted with permissions and evaluation form completion.(within two months of the project/purchase)

Please complete the form as clearly as possible and return it by e-mail or post to the Parish Clerk. (details below) The application will be circulated to all Members of the Finance and Management Committee for consideration and sent to full council for approval. Where * please delete as appropriate.

Parish Clerk: Mrs Julia Talbot

Email: clerk@sitlingtonparishcouncil.gov.uk

Telephone: 01924 261481

Mobile: 07771113258

Name of Organisation (e.g. Club, Group or Organisation):
Name of contact for this application:

Your personal information will be kept private and held securely. By submitting information you are agreeing to Sitlington Council using it for the purpose for which it was requested.

Position held within Organisation or Group (e.g. Chairman, Secretary or Treasurer):
Please state the amount of grant funding you are requesting (up to £500):
Contact details: - Address
Email
Telephone
What does your Organisation or group do? Please describe the services/activities it provides (or plans to provide) and its aims and objectives:
Describe the activity that this grant will be used for. Try to be specific about what the Organisation or group will do and how it will do it:
Is it for an event (e.g. a community event or festival)? Yes/No* If yes, complete Section A below, do not complete Section B, but go to Section C.
Is it for an item of capital expenditure or project? Yes/No* If yes, do not complete Section A, go to Section B below, then Section C.
<u>A. Grant funding for an event:</u> Please provide a detailed description of the event for which you are seeking funding. Detailed projected costings must be supplied with this application.

Please outline the event and give a breakdown of how the requested funding will be used.

Who will benefit from this activity in the community?

B. Grant funding for capital purchase/project

This application must relate to a specific item of capital expenditure or project; **it must not be for a regular item of maintenance or such other revenue item, e.g. ongoing expenses and staffing costs.**

Please provide a detailed description of the capital purchase or project for which you are seeking funding. **Detailed projected costings or quotations must be supplied with this application.**

What is the total cost of the capital purchase or project?

Please details the costings with supporting quotes.

Who will benefit from this activity in the community?

C. General

How much does the Organisation or group expect to raise by its own efforts and how?

How will the rest of the project be financed if more than the maximum amount requested?

Has the Organisation or group previously applied for a grant from this Parish Council in the last 3 years?

Yes/No* If YES, please give brief details and the date of any grant received:

Has the Organisation or group made any grant application to any other Authority or grant making body for grant aid for this event, project or scheme? Yes/No*

If yes, please provide name of the Authority/funding organisation:

Date/s of application:

If result of application/s known, amount of grant/s received: £

In what year was your organisation or group established?

Is the Organisation or group a registered Charity? Yes/No*

If yes, please provide Charity Registration No:

Do you charge membership fees as a group/organisation?

Yes/No

What is the normal membership fee?

Junior:

Adult:

How many members pay fees?

Junior:

Adult:

Please delete as appropriate. Are fees paid weekly/monthly.

Is there any other information which you consider to be relevant to your application?

Yes/No*

If yes, please give details overleaf or on a separate sheet.

To be signed by an authorised person within the Group, e.g. Committee Members, Office Holder or Trustee

I have read and noted the Parish Council's criteria relating to this application and agree to abide by the conditions listed if a grant is awarded by the Council.

I agree to provide an evaluation sent when the funding has been confirmed., including photographs, to the Council indicating how any grant awarded has been spent, within two months of completion.

Signed:

Date:

Checklist	Tick to confirm
Have you answered every relevant question to your application?	
Have you signed this form?	
Have you included a copy of your Organisation's constitution?	
Have you included a copy of your most recent bank statement with income and expenditure on the named organisation.	
Have you included projected costings for any event/festival, or project, and quotes/expenditure to support the application	
Have you submitted any other supporting documents other than the named evidence above? If so, please provide a separate list of these. (such as safeguarding documentation)	
Detail other supporting documents included to support the funding application below: -	

TERMS AND CONDITIONS FOR GRANT APPLICATIONS

- [1] Each application to be considered on its merit; the amount of grant will be at the discretion of the Parish Council and will include both capital and revenue projects.
- [2] Any Group, Club or Organisation applying for a grant must demonstrate the benefit of the purpose of the grant to Sitlington or its inhabitants by means of a proposal to the Parish Council.

Sitlington is defined by the boundaries of the Parish Council. The benefit to the area or inhabitants should be commensurate with the expenditure.

- [3] Groups, Clubs or organisations will be expected to contribute some of their own funds to the Your personal information will be kept private and held securely. By submitting information you are agreeing to Sitlington Council using it for the purpose for which it was requested.

project.

- [4] The Parish Council will endeavour to treat projects equitably.
- [5] The Parish Council will take into account any previous grant made to the group, club or organisation when considering a new application.
- [6] No grant to be payable to or for any commercial venture for private gain.
- [7] Retrospective applications will not be funded.
- [8] The Parish Council cannot give financial assistance to individuals under this scheme
- [9] Groups, clubs or organisations that apply annually will be expected to reserve sufficient funds to become self-sufficient where possible.

Conditions

- [1] All grants will be conditional upon submission supporting documentation as stated at the introduction of the form.
- [2] (a) Applicants for grants from the Parish Council may be required to attend a meeting of the Parish Council to inform members of the purpose of the grant requested.

(b) All grant recipients are required to complete an evaluation form, including photographs, of how the grant has been utilised, how it has assisted the beneficiary and what it has achieved; Details of successful applicants may be published on the Parish Council's website and social media. This evaluation must be completed within two months of purchase of the capital equipment, or completion of the project or event for which the funding was awarded.

(c) Acceptance of a grant will be taken as permission for the Parish Council to publish such articles on its website but the group, club or organisation is responsible for ensuring that all necessary permissions are obtained for publication of photographs.
- [3] If the grant is put to purposes other than those for which it was awarded without the prior approval of the Parish Council, the recipient organisation or group will be required to repay the grant to the Parish Council within 30 days. If the grant has not been spent within 12 months, it must be repaid within 30 days notification.
- [4] The group, club or organisation should supply such information as the Parish Council may request regarding the impact of the grant on the Parish Council's area.
- [5] Recognition of the grant from Sitlington Parish Council must be made in any publicity.

Safeguarding

The Parish council is committed to ensuring the safety of Children, Young People and Vulnerable Adults.

Please ensure when submitting safeguarding documents/policies they are relevant to the group organisation requesting grant funding.

- a) Does the project involve work or contact with Children, Young People or Vulnerable Adults in any way? YES / NO

If yes, do you as a minimum -

- b) have a member of the organisation with Safeguarding training/experience? YES / NO

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| c) have a Safeguarding Policy suitable for both the work you do and for the project this grant will be used for? | YES / NO |
| d) have workers been checked to ensure they are safe to work with Children, Young People or Vulnerable Adults? | YES / NO |
| e) Are there any Health and Safety implications in this project? | YES / NO |
| f) If yes, has a risk assessment been carried out? | YES / NO |
| g) Does your organisation meet all the above requirements? | YES / NO |

How will the Application be assessed?

All applications will be considered regardless of the financial stability of the groups.

Upon receipt of the application, it will initially be considered by the Finance Committee and their recommendations will be presented to a full Parish Council meeting.