



***Grant request Policy***  
***Adopted November 2025***

**OBJECTIVE**

The Parish Council wishes to support appropriate activities and causes which are likely to benefit Newdigate as a whole, or a significant number or group of persons residing within the Parish.

**BACKGROUND**

1. Any grants made available for such purposes are funded directly from the Parish Precept (i.e. monies collected from ratepayers for parish purposes via the Mole Valley District Council Tax.)
2. The Parish Council receives no other significant monies from any source (with the exception of grant monies received for particular projects and ring-fenced for that purpose.)
3. The majority of the Parish Council's precept is allocated in its annual budget to specific heads of essential expenditure, such as Insurance, salaries, communications, etc.
4. The Parish council is not permitted to carry over substantial surpluses at the end of its financial year.

**POLICY**

1. Any grant made by the Parish Council must directly benefit the Parish of Newdigate and its parishioners. The Parish Council cannot make donations to charities or groups, however deserving or worthy, whose activities do not directly benefit or contribute to the Parish in some way. (Thus the Parish Council cannot, for example, make a grant to a disaster appeal unless the disaster in some way affected the Parish or a substantial number of parishioners).
2. Grants will not be made to political parties or groups.
3. The Parish Council is not permitted to hold a reserve fund designated for unspecified local grants. All proposed heads of expenditure must be detailed in the annual budget, which forms the basis of calculation of the annual Parish Precept.
4. The Parish Council will not fund events or activities which can be funded by the relevant participants or which can or will be self-supporting by means of donations, or grants from other organisations etc.
5. The Parish Council will consider applications for funds in situations where:
  - There is no other way of obtaining the relevant funds.
  - The funds will enable the relevant group or organisation to access or 'unlock' funds or assistance from third parties.
  - Monies have been donated or raised but these are insufficient and funds are needed to bridge the resulting gap.
6. The Parish council will endeavour to provide assistance and support where appropriate to groups and organisations in the Parish wishing to access grants and other funds from third parties and local authorities.

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## HOW TO APPLY FOR GRANTS

1. Parish groups and organisations should notify the Parish Council by 30 October in any year if they anticipate specific schemes, projects or events that might require financial support from the Parish Council in the following financial year (1 April to 31 March). This will enable the Parish Council to consider the application and if appropriate make specific provision in its budget for the coming financial year. The process does not automatically require the Parish Council to commit to such a payment, nor does it place any absolute obligation on the relevant group to carry out its proposal.
2. Applications must be made in writing using a grant application form available from the clerk or downloaded from the Council's website. [clerk@newdigateparishcouncil.gov.uk](mailto:clerk@newdigateparishcouncil.gov.uk).
3. A copy of your organisations constitution should be attached to the grant application form if this is either your first application or if your constitution has changed.
4. The Parish Council review its budget and expenditure on a quarterly basis over the course of the year and may from time to time identify funds resulting from under-spends or grants received, or monies that can be re-allocated to other purposes. Such funds may be available in the last quarter of the financial year for other schemes not the subject of any specific budget and Parish groups and organisations will be invited to submit applications for funds in suitable cases.
5. Individual grants will not normally exceed £500.00 having regard to the relatively low level of funds (and accrued surpluses) administered by the Parish Council in any year.
6. Proper evidence of actual or estimated expenditure must be supplied to the Parish Council prior to the payment of any grant.
7. Grants cannot be awarded after the relevant event or project has been completed.
8. The Parish Council will assess applications with particular reference to the number of parishioners likely to benefit, or whether any particular category of parishioners would receive specific benefit (e.g. children, the elderly, persons with any form of disability etc.)

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**Form to be completed for application of Grant**

**Section1 – Contact details**

Name (Title, first name, surname .....

Position in group:-... ..

Contact Address including post code:-

Telephone numbers:- (*Day and Evening*)

Email:-

**Section 2 - About Your Group**

Name of Group:

(Please tick one of the 3 options below)

Community Group, Club or Society  
Registered Charity Other – please give detail

How long has your group been active?                      Years:    year                      Months:

How many people currently use/ attend your group?

**Section 3 – About your project**

Project name:-

Please give a brief description of your project:

Start date:

End Date:

How many people from Newdigate Parish will benefit from this project?

Please put a number. (An estimate is fine)

*Please note we do not fund projects retrospectively*

**Section 4 - Financial/ Viability and Value for Money**

What is the total cost of the project?

Please attach a copy of an estimate – if applicable)

Details of any application made to other bodies and amounts pledged/ received:

Details of any fund raising events planned:

Signed:-..... Date:.....

***Parish Council Use only***

Council meeting date presented:

Decision taken:

Date Council advised group of decision:

Date Council provided monies if approved:

Authorised and approved by :