



ALDWICK PARISH COUNCIL

Aldwick Parish Offices, 88 Pryors Lane, Aldwick, West Sussex. P021 4JF
Tel and FAX: 01243 263330 **E-mail:** clerk@aldwickparishcouncil.gov.uk
Chairman: Cllr Guy Purser **Clerk:** Heather Knight

Please note:

The Discretionary Grant application period opens on 1st July 2025 and closes on the 30th September 2025.

DISCRETIONARY GRANT APPLICATIONS 2025 - 2026

The purpose of this pack is to help you to make a successful bid within the criteria applied to the Aldwick Parish Council Discretionary Grant Fund. Please read the notes before completing the application form. It may help make the difference between a successful and an unsuccessful bid.

WHERE DOES THE DISCRETIONARY GRANT MONEY COME FROM?

The fund is part of the money which the Council receives via the Council Tax from its residents and is controlled both in the amount available for grants and their destination.

We are able to award funding by use of specific legislation, including where appropriate Section 137 of the Local Government Act (1972.). Under the discretionary power, grants may be awarded to local groups or organisations for **“purposes, not otherwise authorised” which may bring a direct benefit to the area or any part of it for some or all the inhabitants.** It cannot be made to an individual nor can it be retrospective and the expenditure and benefit must be in balance. That is, we cannot allow a large grant to benefit 3 people when only a small grant is made for the benefit of many.

For legal reasons applications cannot be considered from organisations which;

- Support or oppose political parties;
- Discriminate on the grounds of age, sex, disability, race, religion and belief or sexual orientation;

Or

- Where Central Government, Health Authorities, County or District Councils are the statutory funder for the equipment or service for which the bid is being made. However, schools for example, may wish to bid for something that is not supplied through state funding.

HOW DO YOU APPLY FOR A GRANT?

To be considered for an award, applicants must make a written application and provide the necessary details as requested. An application form is supplied with this pack.

WHO ALLOCATES THE GRANTS?

The funds are allocated annually by Aldwick Parish Council (Council) which meets to consider the amounts and destination of the grants. The list of grants awarded is therefore in the public domain. Applications made at times other than the annual allocation may be considered at the Council's discretion providing any limits of the amounts available have not been reached.

HOW DO I KNOW IF WE'VE BEEN SUCCESSFUL?

All applicants are notified regardless of the outcome.

WHAT ARE THE COUNCIL'S EXPECTATIONS?

Cheques/payments for successful applications may be presented at a Parish Council Reception or alternatively will be posted / collection arranged. Funding awarded must be used for the function shown on the application and within one year (you will be notified if these arrangements need to be changed). If you do not use funds for the purposes given, you must return them.

If your application is successful, the Council may issue a Feedback Form together with the funding. This needs to be completed and returned to the Council as soon as possible.

Success in being awarded a grant one year does not guarantee an award the following year. Failure to let us know about the effectiveness and use of the grant will not help with future bids. We also ask that you mention us in any publicity attached to the successful use of the grant.

WHAT WILL HELP MY APPLICATION

Make sure you supply the information asked for and don't miss out any part of the application form – we supply a check list to help with this. It tells us clearly:

- Who you are and the organisation you represent;
- How many and in what way the residents of Aldwick will benefit. For example, “there are 4 Aldwick residents in our group of 20, they are brought here every week for a hot meal which we supply.”;
- How much you are requesting and whether the Council is the only donor. For example, “the local supermarket also gives us an annual voucher for £50 to spend on vegetables for the meal.”;
- Some information regarding your financial situation. We are not expecting every organisation to have professionally audited accounts, but we do expect that applicants will supply details of their income, expenditure and current balances signed off by an independent person. Without this, we have no information to assure us that an organisations bid is legitimate. As a Council, we are accountable for the use of these funds; and
- How the grant will be spent. For example, “a new tent for the next summer camp as our old tent has holes in it. Half the costs will come from subscriptions and we include a catalogue description and price of the tent.” The Council cannot merely add funds to existing bank balances – some of which may be considerable – without a clear outcome and an indication of why funds already in existence are not being used.

REQUIREMENTS AND CONDITIONS FOR AWARDING GRANTS

Any organisation, club or society that wishes to make an application for grant aid **must**:

- not be applying to benefit one person;
- be non-profit making;
- submit a fully completed application form;
- understand that retrospective grants cannot be awarded;
- identify how the grant will benefit the residents of the parish and the number who will benefit;
- agree to provide receipts for transactions made with the grant to the Council within 28 days if requested;
- agree to acknowledge the contribution made by the Council in any publicity;
- be aware that all recipients of Council grants may be subject to a visit by a small group of Councillors to see how the grant has been spent;
- be aware that provision of a grant does not authorise the activity to be undertaken. The applicant is responsible for all legal permissions and insurances; and
- be aware that the Council will pursue repayment of the grant and costs if any criteria have not been adhered to.

The completed application must:

- be accompanied by the most recent annual audited accounts or a certified income and expenditure account together with a copy of the chairman's or secretary's report;
- state the names of any other organisations to which an application has been made and understand that where the project is dependent on the receipt of these, the grant is conditional on those other sources being made available;
- indicate that the grant is **exclusive** of any VAT should the applicant be able to reclaim it; and
- be submitted by the published application deadline (usually 11..59am 30th September each year).

DISCRETIONARY GRANT APPLICATION FORM 2025-2026

Name of Organisation.....

Purpose of organisation.....

Date founded.....

Charity registration number (if registered).....

Contact details of person applying:

Name.....

Address.....

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Post code.....

Telephone number.....

Email address.....

Position in organisation.....

Number of Aldwick residents in, or supported by, the organisation.....

Purpose of grant (give details and dates and continue on a separate sheet of paper if required)

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Estimated total cost of proposal/project (please attach copies of estimates or evidence of cost of proposal)

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Amount of discretionary grant requested.....

Indicate how the total cost of the proposals/project will be met.....

Please give details of other grants applied for in the last calendar year.....

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How will the use of this grant benefit the residents of Aldwick?

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Please feel free to give additional details of these items on a separate sheet of paper and to provide other documents to support your application but **DO NOT** send original documents as we do not accept any responsibility for their security.

Signed

Date

Position in organisation

Check list:

- ☐ Have you given information regarding yourself and the club/organisation?
- ☐ Have you said how many residents are in your organisation and how many will benefit from the grant?
- ☐ Have you supplied the financial information (most recent audited annual accounts/certified income and expenditure account, and Chair or Secretary/Treasurer's Report)?

If you do not have audited accounts, please provide 3 months' of recent bank statements, or if newly formed, a detailed budget and business plan

- ☐ Have you given information regarding any other applications for grants? and
- ☐ Have you supplied us with costs and quotes if relevant?
- ☐ Please provide details of organisation cheque payee and/or online bank account number/sort code for use should your application be successful.