



Working for the Community in Rotherfield, Mark Cross, ErIDGE Green, Boarshead and surrounding areas

ROTHERFIELD PARISH COUNCIL - GRANTS POLICY

Under Section 137 of the Local Government Act 1972, Rotherfield Parish Council has discretionary powers to award grants to local groups or organisations for the purposes of bringing a direct benefit to the parish or its residents.

Grant applications will normally be considered at the April meeting of the Finance and General Purposes Committee for recommendation to the April Parish Council meeting. The dates are available from the Clerk or from the Council website. Additional grants can be considered at the monthly Parish Council meeting by agreement with the Parish Clerk.

Applicants are welcome to attend the meeting at which the application is to be considered, and at the Chairman's discretion, may address the council to give background and further information for a maximum period of three minutes.

To be considered for an award, applicants must submit a grant application using the form at the end of this document.

What can be funded?

1. Purchasing equipment either in part or in full.
2. Funding of transport that will enable group members to partake in a group trip or outing, regardless of their incomes.
3. Contributing toward the running costs of a group/organisation/charity serving parishioners.
4. Training activities, or to purchase the expertise of an outside trainer/ instructor/ facilitator.
5. Activities that raise the profile of the Parish.
6. Hosting special events or celebrations.
7. Provision of recreational facilities.

Conditions of support

The Council may make the award of any grant subject to all or some of the following conditions:

1. The grant should benefit residents of the parish.
2. The project should be something that makes the local community a better place to live, work, or visit.
3. Additional applications within a 12 month period will not normally be considered.
4. The group will write to confirm receipt of the payment for audit purposes.
5. Funding must be used only for the purpose agreed with the Parish Council, and if all the money is not spent on the agreed items, the balance must be returned.
6. All awards must be properly accounted for, and evidence of expenditure should be provided upon request. If the Council is not satisfied with the arrangements, it reserves the right to request a refund of the monies awarded.
7. Donations to registered charities in response to a general fundraising appeal will normally be restricted to an upper limit of £100.
8. If project costs are more than anticipated on the application, any shortfall must be met by the group.
9. Groups operating outside the parish boundary, or where parish residents are not the primary users, will normally be limited to an upper limit of £250.
10. You should give a written report on how the group spent the money and, if appropriate, how the group or project is progressing.



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Who Can Apply?

1. Any registered charity, voluntary group or community organisation.
2. Agencies that operate within Rotherfield Parish for the benefit of the local community, with the following provisos:
 - The Council will not normally fund activities that it considers to be the responsibility of a Statutory Authority.
 - The Council cannot fund activities outside its legally defined powers and functions.
 - The Council will not fund individuals or businesses.

Adopted **February 2026**

Review Date: **February 2027**



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Eridge Green, Boarshead and surrounding areas**

GRANT APPLICATION FORM	
Name of organisation:	
Is the organisation a Registered Charity?	*YES/NO (*please delete as appropriate)
If yes, please indicate the Charity Number:	
Objects and aims of your organisation:	
Is the grant requested for a specific project?	*YES/NO (*please delete as appropriate)
If no, please proceed to the next section	
If yes, please give details of the specific project:	
Please state the amount requested:	
Would the grant that you seek be applied for the general benefit solely of the parishioners of Rotherfield Parish or for a wider area?	
Approximate number of parishioners who would benefit from the grant?	

Name of Applicant.....

Position

Address.....

.....

Email

Telephone Number

Signed..... Date

This application form should be submitted to the Council at the address below to assist their decision making accompanied, if possible, by audited annual accounts for the last financial year.