



GREAT BOUGHTON COUNCIL

GRANT AWARDING POLICY 2025/26

Who can apply?	Voluntary and community groups and organisations within the Great Boughton Council geographical area.
What can it be used for?	<ul style="list-style-type: none">• To enable local people to participate in voluntary groups and activities• To help the area's voluntary and community groups to improve the impact on the community• To ensure the provision of services, needed by the residents of the Great Boughton community, via the voluntary sector• To support organisations which meet the needs of people experiencing social and economic difficulties• To ensure that there is equality of access and opportunity for all Great Boughton residents to the services it provides and funds• To improve or enhance the local environment
What/who is excluded from the grant scheme?	<ul style="list-style-type: none">• Organisations that do not provide a service to the community in Great Boughton• General national appeals or charities• Statutory organisations to replace funding for core activity• Political groups or activities promoting political beliefs• Religious groups or the promotion of religious beliefs• Arts & sports projects with no community or charitable element• Retrospective applications



How often can the same organisation apply for grant?	Not more than once for the same project or activity in the same financial year
General Principles	<ul style="list-style-type: none">• Assistance will be given on the basis of need, merit and contribution to the local community and availability of funds• Applicants must clearly show how any assistance given will benefit the people living in Great Boughton or will benefit the environment of the area• There can be no presumption that funding will continue on a year to year basis• Where applicable the Council should be given credit for supporting the project• Payments can only be made to organisations or partnerships not to individuals• The Council reserves the right to see the organisations accounts and may require supplementary information to support the application• Payment will be made in advance to assist in the project delivery, but any unspent monies must be returned to the Council
Process	<ul style="list-style-type: none">• All applications must be made on the Grant Application Form• All applications will be considered first by the Council's Service Delivery Committee and then referred to the full council for a decision• Applicants will be advised in writing which Parish Council meeting will consider the application and will be advised within 5 days of the meeting of the success or otherwise of the application



GREAT BOUGHTON COUNCIL
Small Grants Application Form

Section 1:

Project title:		
Organisation's Name:		
Applicant's Name:		
Address:		
Telephone	Mobile	e-mail

Section 2:

<p>Project Description:</p> <p><i>Please set out what your project aims to achieve as clearly as possible – you may continue on a separate sheet if necessary</i></p>
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Section 3:

Estimated cost of project:			
Description	Materials	Labour	Total
Sub-total			
VAT (if applicable)			
TOTAL			£

Section 4:

Details of contributions from other organisations?	£
Total amount of grant applied for (max £1,000)	£

Section 5:

Signed on behalf of the applying organisation:	
Dated:	Position:
Signed on behalf of the parish council	
Dated:	Position:
Please return completed application to the Clerk: Mrs Sophia Samuel, Parish Council Office, Vicars Cross Community Centre, Thackeray Drive, Chester CH3 5LP email: clerk@greatboughtonparishcouncil.gov.uk	