



HORAM PARISH COUNCIL

GRANT APPLICATION for 2027-2028

The grant application window for 2027-2028 opens on Tuesday 1st September 2026 and the deadline for submission is Noon on Friday 9th October 2026.

A grant is any payment made by Horam Parish Council (HPC) to be used by an organisation for a specific, pre-agreed purpose in the furtherance of the wellbeing of the community, either general, or for a specific purpose and which is not directly controlled or administered by HPC.

The purpose of any grant given by HPC is to support initiatives in the local community and to help create opportunities for the residents of Horam that are not, as a matter of course, funded by HPC. Grants are made on the basis of the purchase of equipment and or capital projects only. Funds for ongoing maintenance are unavailable.

It is a condition of any grant application that the group or project must bring direct benefit to the residents of the parish of Horam. All applications must clearly demonstrate in the Grant Application how this will be achieved. Horam Parish Council will look favourably upon any applicants who have provided evidence of matched funding or other funding sources where appropriate.

Grant application forms are available from: the Clerk/RFO in the Parish Council Office, the parish council website [Community Grants – Horam Parish Council](#) or via email clerk@horamparishcouncil.gov.uk.

Application forms must be signed, dated and submitted along with the latest set of the organisation's audited accounts. It is important that all questions on the application form are fully answered and that any appropriate additional information, which supports an application, is provided. The deadline for submission each year of an application is stated at the top of the form.

IMPORTANT

Please read Grant Awarding Policy below before filling in this form

By submitting this signed and dated Grant Application Form to Horam Parish Council you are agreeing that the information herein and/or attached is correct and true and that the organisation named below, its' Members, Management, & any Committees and/or Trustees will be bound by and will follow the Grant Awarding Policy.

Name of Organisation.....

Contact Person.....

Position in Organisation.....

Address.....

.....

Tel No (Landline) (Mob)

Email.....

About Your Organisation

1. Briefly explain the aims and objectives of your organisation

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.....

(continue on additional sheet if necessary)

2. Are you a registered charity?.....If yes, charity no

3. Is your organisation commercial / non- profit making? (delete as appropriate)

4. How many Members do you have?.....

How many are Juniors..... Age Range.....

How many are Seniors.....(State retirement Age or older)

How many are Disabled.....

How many live in this Parish.....

About the Grant

5. What is the grant to be used for?.....

.....
.....

(continue on additional sheet if necessary)

6. Sum Requested £.....

7. Total Cost of Project (excluding any contingency) £.....

8. Please show breakdown of costs?.....

(Provide copies of any and all third-party &/or internally generated
quotations/estimates)

9. What other sources of funding have you investigated and what amounts have been
raised?.....

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(continue on additional sheet if necessary, and advise if these are firm or contingent
sources)

10. What would happen if this request for a grant is unsuccessful?

.....

(continue on additional sheet if necessary)

Additional Information

11. Please give any additional information which you feel to be relevant.....

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(continue on additional sheet if necessary)

GRANT AWARDING POLICY 2026

Please initial each separate condition to show that they have been read and understood

GRANT AWARDING POLICY CONDITIONS	INITIAL
1. HPC expects the applicant's co-operation at all times if additional information or further clarification is required.	
2. The group or project must bring direct benefit to the residents of the parish of Horam. All applications must clearly demonstrate in the grant application how this will be achieved. HPC will look favourably upon any applications which can demonstrate that other fund-raising efforts have been made & who have provided evidence of matched funding where appropriate.	
3. Grant application forms are available from the Clerk/RFO at the parish council office, the parish council website or by email clerk@horamparishcouncil.gov.uk Application forms must be signed and dated & submitted along with the latest set of the organisation's audited accounts. It is important that all questions on the application form are fully answered and that any appropriate additional information, which supports an application, is provided. The deadline for submission each year of an application is stated on the form.	
4. Grants will normally only be given towards specific items of expenditure – i.e. equipment or capital projects. Wherever possible Applicants are urged to provide details of such equipment or projects within their application including costings.	
5. Funds for ongoing maintenance are unavailable.	

6. Grants will only be available towards amounts up to the cost of the project before any contingency. Any contingency payments that become due are the responsibility of the applicant organisation to pay from funds that have not been derived from HPC by grant or otherwise.	
7. Where other organisations or individuals are also contributing to funding the project, any grant considered by HPC will be the amount to cover the gap between the sum total of all the other contributors and the cost of the project before any contingency.	
8. Any and all unspent portion of the grant must be returned to HPC by the end of the financial year in which it was awarded. When considering if there is any unspent portion your attention is drawn to point 6 above.	
9. Grant applications cannot be made retrospectively.	
10. The scheme provides start-up awards as well as grants for existing organisations. For start-ups without a full first year's accounts, a business plan can be submitted instead of accounts.	
11. Applications will not be considered from: • Organisations intending to support or oppose any particular political party or to discriminate on the grounds of race or religion. • Private/commercial organisations operated as a business to make a profit or surplus. • "Upward funders", i.e. local groups whose fund raising is sent to their central HQ for redistribution. • National Charities – the exemption is local branches • Statutory Organisations	
12. Applications will not normally be considered from national organisations or local groups with access to funds from national "umbrella" or "parent" organisations, unless funds are not made available from their national bodies, or the funds available are inadequate for a specified project; and in either case there are clearly identifiable benefits to residents of the Parish.	
13. Applications will not normally be considered from groups from outside the Parish, unless there are identifiable benefits to residents of the Parish.	
14. Applications from religious groups will be considered where a clear benefit to the wider community can be demonstrated irrespective of their religious beliefs. Compliance with this requirement will need to be demonstrated throughout the project.	
15. HPC will only grant aid to churches for parish clocks and possibly for environmental purposes. Church Halls can also be grant aided if they are used by the community.	

16. Applications from education, health or social service establishments will be considered where the organisation can demonstrate that it is working in partnership with other groups and where there are benefits to the wider community within the parish.	
17. It must be understood that any grant must only be used for the specific purpose for which it was awarded unless the written approval of HPC has been obtained in advance for a change in use of the grant monies.	
18. Although HPC will give as much advice as possible, the administration of and accounting for any grant or subsidy (including any unspent portion) shall be the responsibility of the recipient.	
19. HPC reserves the right to request any further information that it deems necessary to assist in the decision-making process. HPC will take account of the amount and frequency of previous awards and of the extent to which funding has been sought or secured from other sources or own fund-raising activities.	
20. On-going commitments to award grants in future years will not be made. A fresh application will be required each year.	
21. The size of any grant awarded is at the sole discretion of HPC.	
22. HPC may make the award of any grant subject to such additional conditions and requirements, as it considers appropriate. Any such conditions are additional to, not instead of, the policies contained herein.	
23. HPC reserves the right to refuse any grant application which is considered to be inappropriate or against the objectives of HPC or to keep within budgetary constraints.	
24. All grant monies must be claimed and supported with detailed project expenditure documentation (including invoices for the work done and bank statements showing any and all payments against those invoices and any and all payments received from all other funders/contributors) and digital photographs showing the completed project/purchase in the fiscal year for which it has been awarded and before funds are released. In exceptional circumstances due consideration will be given to transferring the award into the next fiscal year, for payment in that year (Earmarked Reserves). This would be subject to a written request from the applicant and approval by Full Council; in that case the expenditure documentation must cover both fiscal years. HPC reserves the right to request any further information that it deems necessary prior to paying the grant money claimed.	
25. The photographs provided to HPC showing the completed project/purchased equipment will be used by HPC in electronic &/or hardcopy format to showcase the involvement of HPC in providing the grant.	
26. The applicant will, at their own expense, ensure that HPC's support in providing the grant is clearly displayed on any equipment purchased or completed project; HPC reserves the right to edit any such wording.	
27. Confirmation of receipt of any grant and that the grant has been used for its designated purpose must be given by all grantees. This	

confirmation must be provided in writing to HPC no later than 31 st March following the release of the grant to the grantee. This is to be completed for our records and to fulfil our Risk Register.	
28. The grant will be available for payment from May of the following year after a successful application has been approved and after the Parish Council has received the applicant's Grant Monitoring form and relevant evidence of project completion and expenditure. 29. A more detailed Grant Monitoring form may be required to be completed for grants in excess of £999.99 (i.e. one thousand pounds and over)	

Organisation Date

I understand that as an applicant I am binding the organisation by the terms and conditions of the grant awarding policy

SignedPrint Name.....

Position in Organisation.....

For office use

Date Received..... Approved/Refused.....

Finance Committee Date.....

Conditions attached

Accounts Received.....Date Paid.....

Confirmation of use of grant for specific purpose received from grantee.....

September 2026