

**Grant Application Form June 2025**

**This application will be reviewed at the Finance & Policy meeting on 2nd June 2025.**

Chinnor Parish Council is committed to giving financial grants to support local Parish initiatives but has a responsibility to distribute grants in a fair and equitable manner to reflect the value of the organisations, services or activities to the residents of Chinnor.

To this end the Council will consider only donating to organisations, services or activities which can demonstrate that the money will make a real difference within our community.

The Council makes grants at its absolute discretion to non-profit, charitable or voluntary organisations.

The Parish council will not fund activities outside its powers and functions or activities which it considers to be the responsibility of a Statutory Authority.

Chinnor Parish Council takes its environmental responsibilities seriously, therefore there is now an expanded required environmental considerations section as part of the grant application process.

In 2025/26 the Parish Council has a total budget of £20,000 for making **small grants**.

This Grant Application Form covers the financial year 2025/26.

Please be aware that if you do not answer any of the questions below it can lead to you application being turned down.

**Name of organisation:**

**Contact Name:**

**Address:**

**Telephone number:**

**Email:**

**If successful payment will be made direct to the organisations bank account.**

**Account Name:**

**Sort Code:**

**Account No:**

**Organisation Details**

**What are the aims and objective of your organisation?**

**What is the benefit of your organisation to the Chinnor community?**

**When was your organisation formed?**

**Where does your organisation usually meet?**

**What is the catchment area of your organisation?**

**Number of users:**

**Number of users per age group:**

**What is the cost of membership per person per annum?**

**Your Finances**

|  |  |
| --- | --- |
| What is your current balance at the time of application? |  |
| What is this earmarked for? |  |
| How is your organisation normally funded? |  |
| Have you received/applied for grant funding from Chinnor Parish Council before?If so, please expand in the table below. |  |
| Have you applied for or received a grant or other source of funding from elsewhere for this project? |  |

|  |  |  |
| --- | --- | --- |
| Project | Year | Amount |
|  |  |  |
|  |  |  |
|  |  |  |

**Your Project**

**What project do you plan to use this grant aid for?**

**Who will benefit from this project?**

**Why is this project needed?**

**When will the project start and finish?**

# Project Finances

|  |  |
| --- | --- |
| **Amount Requested** |  |
| Percentage of total project cost |  |
| What is the total cost of the project? |  |
| Please provide a breakdown on how this project will be funded (e.g., own reserves, fundraising) | Source | Amount |
|  |  |
|  |  |
|  |  |

# Environmental Considerations

|  |  |
| --- | --- |
| Please attach your organisation’s Environmental Policy. If this does not exist, please explain why and an indication of when you expect one to be implemented? |  |
| How does your organisation work towards minimising consumption of all resources? |  |
| How does your organisation minimise energy use and emissions to air? |  |

|  |  |
| --- | --- |
| How does your organisation use or encourage sustainable initiatives? |  |
| How does your organisation respect and protect natural resources? |  |

# Supporting Papers

|  |
| --- |
| Please indicate you have included the following supporting documents: |
|  Accounts [ ]  Constitution [ ]  Environmental Policy [ ]  |
|  Descriptive quotations or cost of project [ ]  Given above  |

# Declarations of Interest

|  |  |
| --- | --- |
| Do you or your organisation have any connection with current Parish Councillors? |  |
| If yes, please give details: |  |

# Conditions of Grant

Organisations that receive grant aid are required to acknowledge the Parish Council’s support on all publicity/printed material.

When the project has been completed or by 30th April 2026 a grant monitoring form must be completed and returned to the Parish Council

# Declaration

I apply for grant aid on behalf of the organisation stated and I declare that:

* I have noted the conditions under which grants are made and confirm that if successful, I, and the organisation which I represent, will abide by them.

It is understood on behalf of the organisation that Chinnor Parish Council may seek to receive the full grant or such part of it as the Council may determine if:

* The organisation ceases to operate
* The grant ceases to be used for the purpose (s) for which it was given, or the facilities cease to be used for the purpose for which the capital grant assistance has been given (within a period of ten years from payment of the grant)
* The organisation is found to be in breach of the conditions applied to the grant

**Signed……………………………………………Position………………………………………….**

**Name………………………………………………Date………………………………………………**

**Please email completed applications and supporting documents to** **admin@chinnorparishcouncil.gov.uk**

**The deadline for submission is 23rd May 2025.**