



MORETONHAMPSTEAD PARISH COUNCIL

GRANT APPLICATION FORM 2026

(Including Section 137 of the Local Government Act 1972)

Introduction

Organisations based in the Parish, and which deliver community-led projects that provide a service, enhance quality of life, improve the environment, or promote the Parish of Moretonhampstead in a positive way, are invited to apply for a grant using this form.

Before applying, please read the Council's Grant Awarding Policy.

Applications are considered twice a year. Completed forms must be returned by midnight on 28 February 2026 or 31 July 2026, either in hard copy or by email.

What can the grant be used for?

The Council funds **capital costs only**, such as equipment, materials, or physical improvements.

The Council **cannot** fund staffing, salaries, running costs, or any other revenue expenditure.

Projects must demonstrate clear benefit to the Parish or its residents.

How much can we apply for?

The Council will fund **up to 50% of the total project cost**. The grants budget is limited (£2,000 for 2026/27). Typical awards range from £100–£1,000.

Applicants must show how the remaining funding will be secured.

When will the grant be paid?

- Applications submitted by **28 February** will be paid in **May 2026** (if approved).
- Applications submitted by **31 July** will be paid in **October 2026** (if approved).

How will the grant be monitored?

The Council will request:

- A progress update six months after payment
- A completion update twelve months after payment, if required

Failure to provide monitoring information may affect future eligibility.

Important Notes

1. Grants are awarded from limited public funds and are intended to support specific capital projects. They are not intended to cover recurring or general operational costs.
2. Applicants must ensure they meet the eligibility criteria before applying. No assumptions should be made when preparing organisational budgets.
3. Applicants must hold adequate insurance appropriate to the project or activity.
4. Potential applicants may seek advice from the Parish Clerk before applying.
5. The Council may request that its support is acknowledged in publicity materials where appropriate.

GRANT APPLICATION FORM

1. Organisation Details

Name of organisation:

.....

Address:

.....

.....

Postcode: **Telephone:**

Name of main contact / representative:

.....

Address:

.....

.....

Postcode: **Telephone:**

2. Project Details

Nature of the Project

Please describe what you propose to do, who will carry out the work, and the expected community benefits.

.....
.....
.....

(Please continue on a separate sheet if necessary.)

Capital Expenditure Confirmation

This project involves capital costs only (equipment, materials, physical improvements). **Yes / No**

If no, please explain:

.....

Project Costs and Match Funding

Total project cost: £.....

Amount requested from the Parish Council (max 50%): £.....

How will the remaining funding be secured?

.....

Beneficiaries

Estimated number or proportion of beneficiaries living in the Parish:

.....

Insurance

Please confirm your organisation holds adequate insurance for this project. **Yes / No**

If no, please explain:

.....

3. Supporting Documents

Please attach the following:

- Constitution or statement of aims
- Evidence of community benefit
- Estimated number of Parish beneficiaries
- Explanation of the need for funding

- Previous year’s accounts or, for new groups, a detailed budget and business plan
- Evidence of adequate insurance
- Applications submitted without the required supporting documents will not be considered. The Council will not request missing documents from applicants.

If you cannot supply any of the above, please explain why on a separate page.

4. Declaration

I hereby apply for a grant from Moretonhampstead Parish Council and confirm that:

- The information provided is accurate
- The organisation meets the eligibility criteria
- The grant will be used only for the approved purpose
- Any unspent funds will be returned to the Council
- Monitoring information will be provided when requested

Signed:

Name (print):

Position in organisation:

Date:

5. Bank Details (for payment if the grant is approved)

(These details will be used solely for processing grant payments and will be handled securely in accordance with the Council’s [Information and Data protection Policy.](#))

Account name:

Sort code: / /

Account number:

Name of bank/building society:

Return Completed Forms To:

Samantha Parkin, Parish Clerk Moretonhampstead Parish Council Green Hill, Fore Street, Moretonhampstead, TQ13 8LL **Email:** clerk@moretonhampstead-pc.gov.uk

Applications must be received by **midnight on 28 February** or **31 July 2026**.