



GRANT AWARDING POLICY

Introduction

A Town Council is empowered to incur expenditure in the execution of any works in order to exercise its statutory powers. There is also a power to incur expenditure for the benefit of the area, for some or all of its residents (Local Government Act 1972, section 137). Under these powers Steyning Town Council makes annual provision for grant aid for its residents.

As part of this commitment, the Council has for example, designated funds for two local organisations in order to support their work in the past. The first of these groups is *Steyning in Bloom*, which does so much to brighten up the look of our local community, and especially the High Street. Secondly, the *Vintage Years Group* which is a very significant partner in the Council's work to help combat 'Isolation and loneliness' in the Steyning Parish Community.

The remaining monies will be distributed to deserving volunteer groups and local charities to assist in their work within the parish of Steyning. The distribution of these general grant funds will be based upon their requirements and the compelling nature of their applications.

To qualify, the applicant must be able to demonstrate that funding will benefit the Town, or residents of the Town. Grants will normally be considered quarterly by Finance & General Purposes Committee (March, June, September, December), unless there are special circumstances which require more immediate consideration. In determining the validity of an application, the Council will refer to the following guidelines:

Examples of applications which will be considered include:

1. The purchasing of equipment either in part or in full.
2. The funding of transport (especially sustainable transport) to enable members to partake in a group trip or outing.
3. For training activities.
4. For activities that raise the profile of the area.
5. For temporary running costs of a viable group, that is experiencing a period of hardship.
6. For hosting special events or celebrations.
7. For the provision of recreational facilities.

NB As the Town Council has declared a climate emergency, it will look favourably upon schemes, projects, equipment, or provision that help create biodiversity or climate resilience, or which would help reduce energy or waste or water consumption.

Conditions:

1. Grants will not be awarded to individuals.
2. Additional applications within a 12-month period will not normally be considered
3. The award must be used for the purpose for which the application was made.
4. If the group is unable to use the award before the proposed end date, then an explanation should be provided to the Town Council.
5. Awards must be accounted for, and evidence of expenditure should be supplied as requested. If the council is not satisfied that the grant has been spent as defined; they reserve the right to require a refund.
6. Any grant must only be used for the purpose for which it was awarded unless the written approval of the Town Council has been obtained for a change in use of the grant monies.
7. Any unspent portion of the grant must be returned to the Town Council within 6 months after the proposed end date of the project.
8. Successful applicants that receive a grant are asked to submit a report within one year of the award date detailing how the grant has been used and the respective project costs. The report may include photos (if relevant to the project and use).
9. This policy may be amended at any time by the Council following a motion having been published on the agenda.

Eligibility:

Any Charity, Voluntary Group or Community Organisation operating within the parish that are of benefit to the local community, with the following two provisos:

- i, The Town Council will NOT fund activities that it considers to be the responsibility of a Statutory Authority.
- ii, Applications from schools for an activity that takes place within the school day will not be considered.

The Town Council will not fund activities outside its powers and functions, nor will it fund activities or services which are undertaken outside the Steyning Parish.

Submission of the Application:

1. Applications must be submitted to the Clerk via email or delivered to the Steyning Centre: Using and completing the grant application template attached.
2. Applications for grants over £250 should be supported by a copy of the latest set of annual accounts, these will be for the scrutiny of the Clerk and the F&GP Chair only.

Adopted by Full Council on the 18th May 2026

STC Grant Application

Organisation	Person responsible for financial Administration
Name	Name
Year of Formation	Telephone number
Current membership	Email address
Objectives (not more than 50 words)	Postal address

Steyping Parish Council has recognised there is a Climate Crisis and so it is desirable, though not essential, that your project, equipment, installation or other reason for funding focuses on one of the following - (please tick all that apply)
☐ Biodiversity - Rewilding to create more and better spaces for wildlife ☐ Carbon Reduction - Radically reducing carbon emissions ☐ Climate Resilience - Improving resilience to changing climate ☐ Energy - Transitioning to clean secure, affordable energy, or energy conservation ☐ Food - Developing a fairer or more sustainable food source ☐ Transport - Shifting to sustainable transport and improving air quality ☐ Waste Reduction - Reducing waste, increasing reuse, recycling and composting ☐ Water - Improving water quality and reducing consumption

Explain the purpose of your grant application and how this may benefit Steyping
Note - not more than 200 words + include pictures if possible of equipment to be funded, location etc to aid councillors understanding

Total anticipated cost of project / installation / other reason	Amount of Grant to be requested & when will it be required
£	£
Bank Account details for BACS Payment arrangements	
Bank Account Number -	Bank Sort Code - - -

☐ I hereby certify that to the best of my knowledge the above information is correct and that the grants eligibility criteria and the terms and conditions are complied with

☐ I confirm that I will submit updates to the Council informing how the Grant was used to improve Steyping

Signed Dated

Please return to the Council Office in person, by post or by email