



Sutton Courtenay Parish Council

Grant awarding information for potential applicants

The Parish Council considers applications for grants annually when setting its budget for the next financial year in November. If granted, the monies would be available from 1st April in the following year.

Who can apply?

Any charity or organisation whose work primarily benefits some or all of the residents of Sutton Courtenay.

Applications cannot be made by commercial entities or individuals, nor can the Parish Council fund activities which are the responsibility of another statutory authority.

How to apply?

The attached application form, along with a copy of the organisation's constitution and most recent independently reviewed accounts should be forwarded to:
info@suttoncourtenay-pc.gov.uk

Applications must be received by 2nd November 2026 for grants for the following financial year which runs from 1st April to 31st March.

Conditions of grants

- Grants must be spent on the purpose for which the application was made. Evidence (invoices/receipts) of this must be proved to the Council within 12 months of approval of the grant.
- The Council may reclaim any grant funding if not used for the purpose specified in the application form.
- Ongoing commitments to grants in subsequent years is not made with the awarding of a grant for one financial year.

Grant request application form

Name of organisation			
Registered charity number (if applicable)			
Please provide details of the organisation, its aims and activities and the work it undertakes for the benefit of the inhabitants of parish of Sutton Courtenay.			
Please give full details of the purpose for which the grant is required, with financial details of the proposed scheme and/or funding requirement. Continue on a separate sheet if necessary.			
How many residents of Sutton Courtenay are expected to directly benefit?			
How many residents of Sutton Courtenay are expected to indirectly benefit?			

What is the total cost of the project?	
How much grant are you seeking and how will the balance be funded?	
Please list all other funding providers that you have approached and offers of funding that have been agreed to date:	
At the end of the most recent financial year how much funding did the organisation hold in general funds:	
in ring fenced funds for this project:	
in ring fenced funds for other projects:	

Notes

All questions on this form must be answered, otherwise your application will not be considered.

Any organisation which receives a grant will subsequently be required to submit financial details showing how the grant has been used. If receipts cannot be provided the Council may demand that the grant be returned.

Copies of this form and accompanying papers will be included on the Council agenda, and discussed by Council in the presence of the Press and Public. (Excluding the contact details and account page.)

Please ensure you complete the information on the following page.

The following information will not be published.

Contact details of person making the application:

Name	
Position within the organisation	
Email	
Telephone	
Postal address	

Account details to which any grant awarded should be made payable:

Account name	
Sort code	
Account number	
Reference (if applicable)	

- I confirm that the above details provided in this application are correct to the best of my knowledge.
- I confirm that I am authorised to make this application on behalf of the organisation.
- I attach a copy of the organisation's constitution and latest audited accounts.
- If the application is for a project, I also attach quotations for the work associated with the grant request.

Signed	
Date	