Hurstpierpoint & Sayers Common Parish Council
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Accompanying Information for Applicants for Sustainable Communities Grant Aid 2025/2026

Hurstpierpoint and Sayers Common Parish Council aims to operate a grant aid system. Applications are considered by the Community Engagement Committee of the Council. The total budget for the Sustainable Communities Grants Scheme 2025/26 is £1500.

N.B Applications for Community Events, Health and Wellbeing or Small Grants will be considered separately under different terms and conditions from those for the Sustainable Communities Grants discussed in this document. Please ensure you are working from the correct guidelines.

The Community Engagement Committee diary 2025/26:

Date of Meeting	Deadline for Application to be received
3rd April 2025	20th March 2025
12th June 2025	29th May 2025
11th September 2025	28th August 2025
13th November 2025	30th October 2025
12th February 2026	29th January 2026

All grant applications must be received two weeks before the Committee date. Any received after the cut-off date will be deferred to the next Community Engagement Meeting.

The system aims to:

- Support projects in the Parish which are aimed at meeting one or more of the Key Objectives in the Parish Council's Sustainability Strategy.
- Support local voluntary groups and charities whose focus is on community efforts to address the climate and/or biodiversity crisis.

The Parish Council values the diversity and strengths of the local voluntary sector and acknowledges its independent role in the community as:

- A source of valuable services.
- A means of enabling people to work together.
- A channel for campaigning and advocacy
- The Parish Council defines a voluntary group as a 'not-for-profit' organisation, set up and run by a voluntary, unpaid management committee.

This document gives the Parish Council's general funding principles and details its expectations of all groups in receipt of grant aid. Groups applying for grant aid should note:

- Grants are made only to groups meeting the needs of the Parish.
- Grants may be made to encourage new groups or new projects, or to help with the costs of one-off expenditure.
- Grants will only be made to groups which need financial help. Accumulated reserves will be considered when grant levels are decided. Grants are normally made for one year's expenditure at a time and should be spent within the year for the purpose for which they were given. They should not be added, wholly or partly, to reserves unless part of a previously approved programme of funding for a particular project.

If a grant is to be considered as part of a larger expenditure/project, clear evidence of additional monies must be shown before any grant is released.
Grants will not be made to groups which operate for private gain or are connected with any political party. Grants may be made to religious organisations for social or welfare purposes, but not to cover the costs of evangelising, worship or conversion.

Voluntary Groups grant-aided by the Parish Council are required to:

- Ensure efficient levels of administration such as holding regular meetings, keeping minutes etc.
- Keep proper accounts. Grants may only be made to groups which have submitted satisfactory accounts, unless the group is recently formed.
- Be inclusive and promote equal opportunities for all members of our community.
- Acknowledge the Parish Council's support in annual reports and publicity such as newsletters, websites, and social media.

Supporting Documents:
All applications should be accompanied by a copy of the financial details of the requesting organisation.

- Account details showing income, expenditure, and the level of balances.
- Bank Statements.
- Quote(s) for any proposed work.
- If your organisation is newly formed, a budget and business plan should be included including an indication of how the project will be managed.
- **If your organisation works with children or vulnerable adults, a copy of your safeguarding policy and procedures must be submitted with your grant application.**

Please note if you are not a registered charity, we will still request to see an income and expenditure statement or balance sheet. When your grant application is received, all supporting documentation will be checked. If any paperwork is missing the Parish Office will contact, you. Any additional documents must be submitted a week before the date of the meeting otherwise it will be deferred to the next Community Engagement date.

Community Engagement Meeting:
A representative from the organisation is invited to attend the Community Engagement Meeting. The representative will be invited to speak about their grant application and answer questions from Councillors.

Outcomes:
The Community Engagement committee gift grants on the agreement of receiving the following information from the gifted organisation within a year of the grant being awarded:

- At least one photograph (where possible) which shows how the grant was spent.
- Written summary on what happened with the project, who was involved, who benefited?

All outcomes should be submitted to the Parish Office. Please note this information and photographs may be used in newsletters, Hurst Life articles, social media, or the Parish Council website. Failure to provide outcomes may negatively impact future grant applications.

NB. Any Councillor who attends the Community Engagement meeting must declare an interest in a grant before it is discussed.