

Adopted by Mickleton Parish Council:  
Adopted by full council: 29 May 2024  
Reviewed with amendments (dates only): 27 May 2026  
Date for next review: May 2027

## **Mickleton Parish Council Grants Policy and Application Form**

### **Grants Policy**

1. Mickleton Parish Council will consider making a grant under the provisions of the Local Government Act 1972, providing the applicant submits a grant application with appropriate details.
2. Mickleton Parish Council has a responsibility to ensure value for money for taxpayers and to make every attempt to ensure public money is spent in a responsible manner within Mickleton or for the direct benefit of Mickleton residents.
3. Mickleton Parish Council awards grants, at its discretion, to organisations which can demonstrate a clear need for financial support to benefit the parish of Mickleton.
4. Local groups and charitable requests will be considered, and must provide services that will benefit a significant proportion of the local community. Applications will not be considered from groups outside Mickleton unless there is an obvious benefit for Mickleton residents.
5. Organisations must be non-profit making. Applications will not be considered from private organisations or individuals.
6. Organisations must have a Safeguarding Children Policy where children and young people are involved, which is updated and in-line with current 'Keeping Children Safe in Education' Guidance.
7. Ongoing commitments to award grants or subsidies in future years will not be made. A new application will be required each year.
8. The organisation's accounts should be publicly available and are requested with the application – if accounts are not available, a reason should be given as to their unavailability.
9. An organisation should have a bank account in its own name with a minimum of two authorised representatives elected from within the organisation required to sign each cheque.
10. Grants will not be made retrospectively.
11. Applicants will need to demonstrate that match funding applications have been made.
12. Grant applications are considered at the parish council's October meeting, and the cut-off time/date for all applications, without exception, is **noon on Friday 11 September 2026.**
13. Applicants should note that Mickleton Parish Council holds the funds until the project has been delivered and copy invoices received. Funds not drawn down within 12 months of grant offer (or other time as specified by Mickleton Parish Council) will be made available to other projects.
14. The administration of and accounting of any grant shall be the responsibility of the recipient. All awards must be properly accounted for, and evidence of expenditure should be supplied to Mickleton Parish Council on request.
15. Any grant must only be used for the purpose for which it was awarded unless the written approval from Mickleton Parish Council has been obtained for a

change in use of the grant monies, and that any unspent portion of the grant must be returned to Mickleton Parish Council within three months of the completion of the project.

16. All opportunities should be taken to recognise the financial assistance from Mickleton Parish Council. The council may also publicise the grant and organisation which has benefitted.
17. The full council will make the decision on which grants are awarded. All applicants will be contacted following Mickleton Parish Council's decision.
18. The following documents are required with the application for funding:
  - Copy of written constitution or details of aims and objectives of the organisation/group
  - Copy of the previous year's accounts
  - Copy of the organisation's/group's recent bank statement
  - Evidence of match funding
19. The form below is to be used for all applications.
20. The parish clerk will receive all applications in the first instance and will collate all necessary information for presentation and discussion at the appropriate council meeting. You may be contacted for additional information.
21. Grants will not be made to projects that discriminate on any grounds.
22. Mickleton Parish Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. There is no guarantee that an application will be successful.

Applications should be emailed to [clerk@mickletonparishcouncil.gov.uk](mailto:clerk@mickletonparishcouncil.gov.uk), or a hard copy can be sent to:

**Mickleton Parish Council**  
**King's George's Hall**  
**Chapel Lane**  
**Mickleton**  
**Chipping Campden**  
**GL55 6SD**

There is a parish council post box outside the main door of King George's Hall.

## Mickleton Parish Council Grants Application Form

All questions on the application form must be fully completed and additional information, which supports the application, should be provided.

1. Contact name and email address:
2. Intended beneficiaries:
3. Purpose of project:
4. Project details:
5. Project timetable:
6. Project costings:
7. Please attach evidence of efforts made to match funding.
8. Details of other funding for project, if applicable:
9. Please attach copies of the previous year's audited accounts for the applicant organisation.
10. Please attach copy of the organisation's constitution or a written explanation of its aims and objectives.

Requests for grants will be considered at parish council meetings in October.

The cut-off time/date for all submissions, without exception, is:  
**NOON ON FRIDAY 11 SEPTEMBER 2026.**

Date of application: