



NETHER STOWEY PARISH COUNCIL

Information for organisations applying for Grant funding from Nether Stowey Parish Council

These notes have been produced to help organisations to guide organisations through the Grant Application Form. Please ensure that you have also read the current Grant Policy which was adopted by the Parish Council in December 2020 (and reviewed annually since).

Section 1 – Applicant Organisation

- Contact's details – if possible please provide details of either someone we can talk to during Parish office opening hours (10am-1pm) or who can deal with queries by e-mail.

Section 2 – Organisation

Please read paragraph 2 the Grant Policy to check whether you are eligible to apply for a grant or contact the Clerk to discuss your status.

- Please give brief details of aims and objectives of the organisation. You may wish to include information about the number of people in Nether Stowey using the service or participating in or benefiting from the organisation's activities, and any plans to develop or extend your organisation's activities
- Status – please state if you are a local or national charity, unincorporated voluntary body, village club or society etc.
- Please tick if your organisation is a local branch of a national organisation, or of a religious or political organisation.

Section 3 – Finances

- Please include with your application a copy of your most recent audited accounts and a copy of your accounts and/or budget for the current financial year. If you have large reserves or a surplus is indicated, please explain why these funds are held and/or why you need additional funding from the Parish Council.
- If you are a new organisation, and do not yet have full accounts, please provide as much information as you can about your finances and include your spending plans for the current year.
- Please give details of any grants, sponsorship or other financial assistance you have applied for from other sources.

Section 4 – Grant

- Purpose of Grant – please provide any estimates (for work) or purchases (including costs) or similar. For a straight-forward purchase of equipment a catalogue or print of a page from a website will suffice.
- Activities – please include, if relevant, what difference the grant will make to increase or extend your activities, provide better facilities or offer a better service.
- Fund-raising etc – please give an approximate figure for your other sources of income, such as fund-raising, grants from elsewhere etc

- Payment – cheques or online transfers can usually only be made to an account in the name of the organisation, not an individual. If this is not possible, please explain why a payment needs to be made to an individual. The Parish Council cannot make payments in cash.

Section 5 – Additional Information

- Please provide any additional information or materials that will support your application, including details of suppliers or an estimate of items you want us to purchase.

Section 6 – Submission deadlines

Applications are considered at full Council meetings. Applications need to be received complete at the latest by the Friday 10 days before the Monday meeting at which it will be considered so that it can be checked and included on the agenda. Applications received later or that are incomplete will be held over until the next meeting after it is satisfactorily completed.

It is expected that a representative of the organisation attends the meeting to be on hand to answer any questions Councillors may have at the time. The decision may be deferred to a later meeting if there are issues which cannot be resolved at the meeting.

The deadlines for grant applications for the Council Year **2026/27** are:

	Application deadline	For consideration at meeting on:
2026	Thursday 30 April 2026	Monday 11 May 2026
	Friday 29 May	Monday 8 June
	Friday 3 July.....	Monday 13 July
	Friday 4 September	Monday 14 September
	Friday 2 October.....	Monday 12 October
	Friday 30 October	Monday 9 November
	Friday 4 December	Monday 14 December
2027	Friday 2 January 2027	Monday 12 January 2027
	Friday 30 January.....	Monday 9 February
	Friday 27 February.....	Monday 9 March
	Wednesday 1 April.....	Monday 13 April
	Thursday 30 April.....	Monday 11 May

Note: applications for grants are not usually considered at the Annual Parish Council meeting held in May and there is no meeting in August.

Please contact the Clerk to the Parish Council if you need any help or more advice about applying for a Grant or if you wish to discuss your plans before formally making an application.

The Clerk is available at the office on Monday, Tuesday, Wednesday and Friday between 10am and 1pm, and by phone (only) on Thursday morning – other times by appointment.

Nether Stowey Parish Council

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