



Parish Clerk to the Council: Karen Kuderovitch

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GRANT POLICY

Adopted at the Parish Council Meeting of 1st September 2025

1. Introduction

Each year Springfield Parish Council set aside a sum of money for the purposes of grant funding to local groups. This information will help guide you through the process of knowing whether you are able to apply for funding. You are advised to read this information prior to completing a written application.

Funding via this grant scheme is for the benefit of people who live within the parish of Springfield. Consideration will be given to applications from groups, charities and non-profit making organisations that provide a service within that community.

The initial policy was adopted at full Council on 6th October 2025 and within the Full Council approved budget, the grant awarding policy budget for 2025-2026 is a total of £1,000 per application, with a maximum award of £2,500 per application in exceptional circumstance.

Springfield Parish Council has the General Power of Competence and therefore the statutory power to award grants. When awarding a grant, the parish council shall believe it is in the interests of and will bring direct benefit to their area or any part of it or all or some of its inhabitants.

Grants must be formally applied for using the Springfield Parish Council Grant Application form together with all supporting documentation as requested in that form. The parish council particularly welcomes applications from organisations that can provide evidence of match funding.

Grants may be submitted and considered at any time of the year up to the financial limit of the grant awarding budget.

Grant applications will be assessed on the following criteria, which are in no priority order –

- The benefit to all or part of the parish of Springfield
- The benefit to all or some of the residents of Springfield
- What proportion of the residents will benefit from the grant
- The assessment of the viability and robustness of the application
- The availability of parish council funds for grants

The parish council reserves the right to reject applications or to reduce/increase the award made. The parish council wish to encourage applications from a wide range of different organisations and as such, will not guarantee the awarding of a grant to a single organisation on an annual basis.

Grants will not be considered if the applicant has any money overdue to the parish council.

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Awards will not be made to

- Commercial enterprises set up to generate profit
- Those supporting party political issues or supporting or opposing a political party
- Health, education or welfare organisations whose services should be provided by statutory funding
- Individuals

The parish council reserves the right to request copies of the organisation's audited accounts, or in the case of a charity, their annual return. A copy of the organisations latest bank statement is required to be included with the application, and it will be into this account that the grant will be paid and not an individual account.

Grant applicants if they wish, can address the meeting at which their grant is considered. For further details please contact the Clerk.

If awarded a grant, it will be expected that the funding will be described as coming from the parish council in all public communications, such as websites, press releases and newsletters

2. Conditions

- Applications will not be considered from individuals.
- Applications will not be considered from organisations intending to support or oppose any particular political party, or to discriminate on the grounds of race or religion.
- Applications will not be considered from private organisations operated as a business to make profit or surplus.
- Applications will not normally be considered from national organisations or local groups with access to funds from national 'umbrella' or 'parent' organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.
- The organisation must have clearly stated aims and objectives.
- The organisation must provide or propose to provide an activity or service that is believed to be clearly needed by the local community or by a particular group of residents.
- The organisation must provide a written constitution that has been formally adopted by the membership, or in the event of a less formal organisation, a similar written document.
- Springfield Parish Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified on the application form.
- Grants will not be awarded on a retrospective basis but only on future funding requirements.
- Organisations that receive a grant are required to acknowledge the contribution from Springfield Parish Council on publicity and printed material.

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3. Grant Criteria Check List

- Your group / organisation must be a charity, voluntary or non-profit making organisation.
- The group / organisation must benefit people who live in Springfield, Essex (your group may operate outside the parish boundary but a number of attendees / beneficiaries must live in the parish).
- A clear explanation of how the project will provide benefit to the community of Springfield will be required.
- No more than one application in each financial year will be considered from a group or organisation.
- Only in exceptional circumstances will a grant of more than £2,500 be awarded.
- Evidence of project costs will be required.
- Applications must be submitted to the Parish Council Office by the end of December in any year.
- All information requested on the application form must be completed.

4. Terms & Conditions of Grant

- The group must be able to provide at least one of the following:
 - a) Copy of a formal constitution
 - b) A set of audited annual accounts (where a group has operated for more than one year)
 - c) Evidence that a governing committee is in existence and meets at least three times a year.
 - d) A document detailing the organisations long-term aims and objectives.
- Details of the organisations staffing/volunteer structure and whether they receive a salary or remuneration of any kind.
- The number of people within the parish the grant is expected to benefit.
- Suitable evidence of spending any grant awarded must be submitted to the Parish Council Office (e.g. receipted invoice) within a maximum of six months.
- Any grant not utilised for the purposes specified in the application form will be returned to the Parish Council.

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- Any grant awarded must be spent within two years of date of receipt unless special authorisation has been given by the Parish Council to extend this period.
- The organisation making the application must nominate a responsible person to be their group representative/ correspondent.

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GRANT APPLICATION FORM

Please continue on a separate page if required or contact the Clerk for a word document version

Your organisations name and address

This should be as provided in your constitution or set of rules

Main contact and telephone number

This must be someone who we can contact to talk about this application

Contacts position in the organisation

e.g. Secretary, Treasurer

Address for correspondence if different from above

Please confirm the type of organisation (i.e. Charity, unincorporated association etc). If your organisation is a registered charity, please give a registration number

What are the main activities of your organisation?

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Please give the reason as to why your organisation has applied for money from the parish council and details of how the money will be used. If it is for a specific project, please provide an intended timetable and outcome for the project

Please explain how the provision of money to your organisation will be of benefit to the community of the parish of Springfield

Please indicate what your organisation has done to obtain funding from other sources

Include completed applications from other bodies, sponsorship from local businesses etc

Please indicate what fund-raising events your organisation has carried out or plans to carry out to raise funds for this project

Tell us how much money you need IN TOTAL for your project and give a break down of what the money is for.

Where possible, please include at least two estimates for work or equipment

Item or activity	Cost

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Total		

How much are you requesting from the parish council?

£

Please include with this application:

1. Any supporting evidence needed for the project
2. Evidence of secured funding or applications for other funding
3. Estimates or quotes for work / equipment where appropriate
4. A copy of your organisations latest bank statement

Declaration

I confirm that I am authorised to sign this declaration. The information in it is correct to the best of my knowledge. If this application is successful, the grant will only be used for the purposes specified in this application and in the grant award letter.

Signed

Dated

Position (if applicable)

Please return the completed form to the Parish Clerk, clerk@springfield-pc.gov.uk