



OXTED PARISH COUNCIL

APPLICATION FOR GRANT AID 2025

1. Each year Oxted Parish Council considers applications for grant aid. The purpose is to provide cash assistance to projects, charities or community programmes which are *expressly supporting the Oxted and Hurst Green areas*. The Council prefers to provide funds for specific capital investment or projects but requests for support towards running costs will also be considered. Please refer to the notes over before completing the attached application form.
 - The completed application form should be sent to [Mrs Maureen Gibbins, Parish Clerk, Oxted Parish Council, Salmons, Salmons Lane, Whyteleafe, Surrey CR3 0HB](#) by **30th May 2025**. The Council is unable to consider late submissions.
 - Applicants should complete all parts of the attached form and provide all the information requested (please indicate not applicable as appropriate). A lack of information could result in the Parish Council being unable to make a balanced decision, which could adversely affect the application.
 - The latest audited accounts **must** be attached to the application together with a stamped addressed envelope.
 - If you have any questions please contact the Parish Clerk on 07510 226989 or e-mail clerk@oxted-pc.org.uk.

SECTION A – About your organisation

2. The purpose of this section is to give the Council a clear description of your organisation – its aims and objectives and how it is organised:-

1. The name of the organisation.
2. The address of the organisation.
3. In a few sentences describe the main aims.
4. If you are a registered charity or affiliated to a church organisation please answer yes.
5. The number of active members or volunteers.
6. The number of people benefiting from the organisation.
7. The Parish of Oxted covers the areas known as Oxted North and Oxted South including Hurst Green, Holland, Broadham Green and Merle Common. *Grant Aid will only be given to those organisations that are able to demonstrate that they operate within the Parish.*
8. The date of your audited accounts as attached to the application.
9. This section requests extracted data from those accounts.
 - (a) Total income from all sources including interest received.
 - (b) Total expenditure from all sources including depreciation and interest paid.
 - (c) This is a) minus b) show loss in brackets.
 - (d) Income from members fees and subscriptions which are included in a).
 - (e) Net cash position is cash at bank less any loans or overdraft.

SECTION B – About your grant request

3 When requesting an amount please bear in mind that funds available for grant aid are limited.

Experience has also shown that

- applications that do not state an amount are unlikely to receive a grant.
- where a grant is for a specific item or project the application is more likely to be successful.
- where the organisation benefits an area wider than Oxted and Hurst Green it is important to indicate how people living within the Parish of Oxted benefit from the organisation.
- the Council tends to support organisations that support the wider community especially the young, disabled and the elderly.

**Please remember to state the amount you are requesting.
Clearly describe the purpose of the grant.**

4 The Auditor also requires the Parish Council to be aware of organisations which apply for grant aid elsewhere as in general organisations should not be dependant on grant aid from local authorities.

SECTION C – Supporting information

5 This section can be used to provide any additional information you consider would be helpful to the Council when considering your grant.

6 The Council looks favourably on attempts to raise funds from other sources. Please outline your success with fund raising in the last twelve months. Please also outline your involvement with the community in the Parish of Oxted.

SECTION D – Contact for further information

7 Contact details in case we need to ask for further information.



Oxted Parish Council Grant Aid Policy

Eligibility and Priorities

- Oxted Parish Council will consider applications for Grant Aid from charities, community groups or other voluntary organisations. The purpose is to provide financial assistance to projects or programmes which are expressly supporting the Oxted and Hurst Green areas.
- The Council will give priority to locally based organisations or groups.
- The Council's preference is to provide grants for specific projects involving capital expenditure. While grant applications for specific projects/items are more likely to be successful, requests for support towards running costs will also be considered.
- The Council's aim is to support projects or programmes which support the wider community and applications must show how people in Oxted and Green will benefit.
- The Council will take account of applicants' access to other sources of funding and grants and the amount of funding received from other sources.

Grant Aid Working Group: Assessment of Applications

The Council's Grant Aid Working Group will be responsible for assessing applications and making recommendations for grants. The Working Group will develop a set of criteria based on the principles set out above to assess and score applications as a measure of their absolute and relative merits. Based on this assessment and the amount of funds available for Grant Aid, the Working Group will make recommendations for grants to the full Council.

Staging of Grant Aid allocation

A budget for Grant Aid will be set for the start of the financial year and applications invited for submission by 31st May. Subject to Council approval, the Grant Aid Working Group will allocate a proportion (typically 75%) of the Grant Aid budget for grants to applications received by 31st May, the remainder being held in reserve for distribution later in the year to support suitable projects.

June 2022



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A ABOUT YOUR ORGANISATION

1. NAME
2. ADDRESS
3. Brief details of aims
4. Registered charity YES/NO Registered Number:
5. Number of enrolled or subscribing members:
6. Number of people in the Parish who benefit from your organisation.
7. Is your organisation based in the Parish of Oxted? YES/NO If no, please explain why Oxted Parish Council should support you.
8. Audited accounts are enclosed for the year to Month Year
9. Extracted from the accounts, please state:
(a) Total Income
(b) Total Expenditure
(c) Operating surplus/loss [a minus b]
(d) Income from fees/subscriptions
(e) Net cash position

B ABOUT YOUR GRANT REQUEST

1. The amount requested	£
2. The proposed use of funds	
(a) Item or project description	
Total cost of item or project	
Or (b) Brief explanation of how the grant will be used:	
3. Are you applying to other local authorities for grant aid	YES/NO
If yes, please specify:	

C SUPPORTING INFORMATION

1. The action taken in the last twelve months to raise funds by your own resources or effort
2. The amount raised:
3. The main beneficiaries of your organisation eg the elderly, children and youth, those in need because of ill health or financial circumstances (please specify).
4. Any further information that would be helpful to the Council in considering the application. Please continue overleaf or on a separate sheet if necessary.

D CONTACT FOR FURTHER INFORMATION

Name	Role in the organization:	
Address		
Postcode	Tel No	Email:
Signature	Date	
Bank Details should your application be successful		
Account Number:		
Sort Code:		
Account Name:		