



## WEST HOATHLY PARISH COUNCIL

representing Highbrook, Selsfield, Sharpthorne, Tyes Cross and West Hoathly

### Community Grants & Donations Policy

Approved 20<sup>th</sup> May 2024

Minute ref: 2409/11e

- The Parish Council welcomes applications from organisations with a local connection to West Hoathly parish or those that are directly involved in helping residents of the village.
- An application for a grant or donation from the Parish Council should be submitted on the approved form.
- All applications for grant or donation funding must be approved at a full Parish Council meeting.
- Expenditure should be targeted at improving or maintaining the quality of life for the majority of residents of West Hoathly parish, or at least a significant minority of the residents such as young people or the elderly.
- Grants or donations will not be considered for financing the aims of political or religious organisations, nor of individuals.
- Checks are to be made to ensure that all expenditure is used for the purpose for which it was agreed. If any variation to the agreed expenditure is required, it must be approved by the Council, or the funding will be cancelled, and the grant repaid.
- Applications for donations from national organisations and charities will be considered on a case-by-case basis but in general will not be met unless there is a proven link with the parish.
- Copies of receipts and invoices may be required **before** the grant or donation monies are released.

## **Application for Grant or Donation Funding from West Hoathly Parish Council- 2025**

Please send applications to the Parish Clerk, by email [clerk@westhoathly.gov.uk](mailto:clerk@westhoathly.gov.uk) or in writing to, Parish Office, Village Hall, North Lane, West Hoathly, West Sussex, RH19 4QG **by 9:00am on Monday 2<sup>nd</sup> June 2025**

Applications will be reviewed by the Finance Committee on Monday 9<sup>th</sup> June, with the recommendation going to full Parish Council for approval, on Monday 30<sup>th</sup> June.

### **Description of Organisation**

Name of organisation:

Address where activities are based:

Primary activity and purpose of organisation:

Please provide details of your link to the parish of West Hoathly:

Contact name and address for correspondence:

Position within organisation:

Further contact details (telephone no. and email):

**Details of Grant or Donation Application**

Describe your project or activity and how it will benefit residents of West Hoathly parish

Please provide any further information you think may be relevant to your application  
(Continue on a separate sheet if necessary)

Total cost of project or activity:

Amount requested:

Other funding received or applied for:

What fund raising activities do you undertake: