

Drayton (Abingdon) Parish Council

Guidance Notes for Community Grant Applications

These guidance notes are provided to help organisations complete the Drayton Parish Council Community Grant Application Form. They set out the eligibility criteria, required supporting documents, and the process for assessment and monitoring of grants.

1. Who Can Apply?

The Council welcomes applications from:

- Local charities, voluntary groups, and not-for-profit organisations.
- Projects or initiatives that deliver clear benefits to the residents of Drayton.

Please note: Grants are not available for individuals, profit-making organisations, or national appeals.

2. What We Fund

Projects must demonstrate clear community benefit. Examples include:

- Activities that improve wellbeing and quality of life for residents.
- Community events or facilities open to Drayton residents.
- Services that meet a local need not otherwise provided.

The Council will not fund activities that are the statutory responsibility of another authority, political or religious activities (unless non-discriminatory and community-based), or projects outside Drayton parish.

3. Documents to Include with Your Application

Applications must include the following:

- A completed application form.
- A copy of your organisation's latest approved accounts.
- A copy of your organisation's constitution or governing document.
- A detailed budget or cost breakdown for the project.
- (If applicable) Your fundraising plan and evidence of funds already secured.

Incomplete applications may be deferred or declined.

4. How Applications Are Assessed

The Council will consider:

- The number of Drayton residents who will benefit.
- The community impact and value for money.
- Whether the project duplicates or complements existing provision.
- The organisation's financial need and capacity to deliver.
- Previous grants awarded and whether outcomes were delivered.

Applications are considered as part of the Council's annual budget planning and must be submitted at least two weeks before the relevant Council meeting.

5. Conditions of Funding

If awarded a grant, your organisation must:

- Use the grant solely for the purpose stated in the application.
- Return any unspent funds or funds no longer required.
- Provide at least two updates to the Council within 12 months of receiving the grant.
- Acknowledge Drayton Parish Council's support in publicity and materials where appropriate.

The Council reserves the right to reclaim the grant if conditions are not met, or if funds are misused.

6. Further Information

Completed applications and supporting documents should be emailed to clerk@draytonpc.org or posted to the address on the form.

If you need advice before submitting your application, please contact the Clerk.