



ALBURY PARISH COUNCIL

Serving Farley Green, Brook, Little London & Newlands Corner

Grants Award Procedure

Eligibility Criteria

1. To be eligible for a grant, applicants must:
 - Be a non-profit organization, community group, or charity.
 - Demonstrate that the project will benefit the residents of Albury Parish Council.
 - Provide a clear and detailed project plan, including objectives, activities, and expected outcomes.

Large Grant Applications (Over £5,000)

2. Applicants must submit a formal grant application including:
 - A detailed project proposal.
 - Budget breakdown and financial statements.
 - Evidence of community benefit and sustainability.
3. Applications are reviewed annually and decided by the full Parish Council.
4. The Parish Council may request additional documentation or a presentation before making a decision.
5. Organisations applying for more than £5,000 over a five-year period must follow this formal process.

Small Grant Applications (Under £5,000)

6. Applicants must submit a simplified request, either as a short form or a letter outlining:
 - The requested amount.
 - The purpose of the grant.
 - How the funds will benefit the local community.
7. Applications are reviewed by the Chair, Vice-Chair, and Clerk (or designated backup) within four weeks.
8. Small grants are assessed based on:
 - The direct impact on local residents.

Albury Parish Council: Grants Award Procedure, May 2025

- Past funding history within the Parish Council.
 - The ability to use funds efficiently without extensive administrative burden.
9. A simple confirmation report will be required from successful applicants details how the funds were used.

Decision and Appeals Process

1. Applicants will receive a decision in writing within four weeks of submission.
2. If an application is rejected, the organisation may request a review.
3. The Parish Council's decision is final, but unsuccessful applicants may reapply in future rounds.

Contact Information

For any questions or concerns regarding this policy or our co-option practices, please contact us at:

Phone: 07856 010 600

Email: clerk@alburyparishcouncil.gov.uk

Address: 1 Mint Cottages, Park Road, Banstead, Surrey, SM7 3DS