



KIRKBURTON PARISH COUNCIL

Small Annual Grants Scheme rules and criteria for 2025-2026

Timescale

September	Forms become available. They can be downloaded from the website and are also available on request from the Clerk and local Parish Councillors.
24 October	Closing date for receipt of completed forms with all supporting documentation. Late applications will be automatically refused.
November	The decisions on all the applications will be listed in the Grants and Community Projects Committee minutes.
December	Payments will be made.

Can my group apply?

To be eligible, your group must fulfil the following criteria:

1. You must be a community group with no restrictions on membership, located within the Parish and provide a benefit to local residents.
2. You must have a Constitution or Mission Statement showing what the organisation does and how it operates.
3. You must have a bank account in the name of the organisation making the application.

Churches and schools are not eligible for a small annual grant, but they may apply for a general grant and a clock grant if they meet the criteria.

What kind of activity will the Council fund?

The purpose of the small annual grant is to help organisations to keep operating. It can be for running costs or equipment.

The Parish Council can fund most things, but occasionally there are some items which it cannot legally cover. If your application falls into this category, the Clerk will contact you.

The grant cannot fund the cost of any items already purchased: sometimes referred to as a “retrospective grant.” So you must wait until the Council has taken the decision on the application before placing any orders or buying anything. If orders or purchases have been made before the decision on the grant has been taken, the application will be invalid.

The maximum grant award is £300.

How do we apply?

You just need to answer all the questions on the small annual grant application form, and supply the most recent Constitution or Mission Statement, unless the Parish Council already has a copy on file. The application and supporting documents must be received by the deadline or it will be automatically refused.

If you are emailing the application to the Parish Council, please put SMALL ANNUAL GRANT in the subject line so the email does not get lost. We advise community groups to have a generic email address, such as happy.group@gmail.com, so that the group email address stays the same if volunteers change or leave.

How will the Council process our application?

The Grants and Community Projects Committee will consider all the applications and make recommendations to the Council. The Council will normally take the final decision at the December Parish Council meeting.

The outcome of the applications will be included in the November Grants & CP Committee minutes, which will be uploaded to the Parish Council website after the December Parish Council meeting.