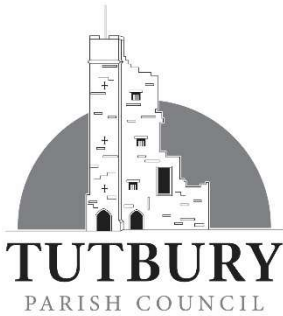


TUTBURY PARISH COUNCIL



9 PINFOLD CLOSE
TUTBURY BURTON UPON
TRENT STAFFORDSHIRE
DE13 9NJ

Telephone:
07486 406045
Clerk Karen Duffill

theclerk@tutburyparishcouncil.gov.uk
www.tutburyparishcouncil.gov.uk

Grant Awarding Policy (Updated 2025)

Telephone: 07486 406045

Email: clerk@tutbury.staffslc.gov.uk

Introduction

Tutbury Parish Council's grants policy aims to offer financial assistance to local community groups, organisations, and, under the General Power of Competence (GPC), individuals, where projects will benefit the parishioners of Tutbury.

Grants must demonstrate clear benefit to Tutbury and its residents. Applications will be considered at a quorate Parish Council meeting. Applications and supporting documents should be received at least 7 days before a meeting (usually held every third Monday of the month — please check the website for dates).

Who Can Apply for a Grant?

- Community groups and organisations.
- Individuals (only if the project will clearly benefit the local community).

Eligible projects must:

- Offer information, advice, or education.
- Provide opportunities for sporting or recreational activities.
- Promote community events or celebrations.
- Assist disadvantaged or less able residents.
- Develop projects of wider benefit to Tutbury.
- Raise the profile of Tutbury.
- Offer new services or activities within the village.

Eligibility

Applicants must:

- Hold a bank account in the organisation's name (individuals will need a named community account if possible).

- Provide a copy of audited or independently examined accounts (or budget plan for new projects).
- Demonstrate an organisation structure (constitution, minutes, or similar).

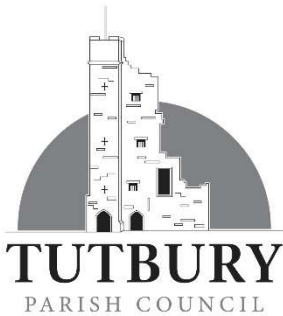
Grants will **not** be awarded for:

- General appeals for national or international disasters.
- National organisations without a Tutbury-based branch.
- Projects linked to political parties.
- Projects that discriminate against any group (equal opportunities must apply).
- Services that are the statutory responsibility of another public authority.
- Businesses or profit-making organisations.
- General running costs of existing organisations (unless exceptional circumstances).

Important Notes

- Only one grant application may be submitted per financial year.
- Grants may not cover the full amount requested.
- The Parish Council requires public acknowledgement of its support.
- Successful applicants must provide a post-project report (including evidence of expenditure and outcomes).
- Grants will be awarded from within budgeted funds and within the Council's legal powers (using GPC where applicable).

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Grant Application Form

Name of organisation/applicant: _____

Contact person: _____ Position: _____

Address: _____

Phone (daytime/evening): _____ Email: _____

Purpose of grant (continue on a separate sheet if needed):

Categories (tick all that apply):

- Young People
- Older People
- Arts and Culture
- Charitable advice, guidance, or education
- Enhancing the environment
- Raising the profile of Tutbury
- Community event or celebration
- Sporting or recreational activities
- Improving/Developing activities or services in Tutbury
- Assisting less able or disadvantaged groups

Project start date: _____ Finish date: _____

Amount of Parish Council grant applied for: £ _____

Applicant/Organisation's own contribution: £ _____

Approximate beneficiaries (numbers):

Age Group

In Tutbury

Outside Tutbury

0-12 years

12-18 years

Age Group**In Tutbury****Outside Tutbury**

19-50 years

50+ years

All ages

Specify minority group (if any)

Account name payable to (name): _____**Bank Details Bank name** _____**Sort Code** _____**Account Number** _____**Alternative address (if different):** _____

Supporting Documents (tick):

- Bank statement to show evidence of the account sort code and account number.
- Minutes or evidence of organisation structure
- Audited accounts or budget plan
- Charity registration (if applicable)
- Project plan
- Other (specify): _____

Declaration:

I declare that the information given on this form is correct and that any grant aid received will be used solely for the purpose described above.

Signed: _____**Name (print):** _____**Position:** _____**Date:** _____

Please return completed applications to:

Karen Duffill, Clerk to Tutbury Parish Council

9 Pinfold Close, Tutbury, Burton upon Trent, Staffordshire

Email: theclerk@tutburyparishcouncil.gov.uk

Review and Approved: April 2026

(Next Review: May 2027)