NORTHAW & CUFFLEY PARISH COUNCIL
7 Maynard Place, Cuffley, Herts, EN6 4JA
01707 875825

NORTHAW & CUFFLEY PARISH COUNCIL GRANTS FOR 2026/27

Background

A grant by a Local Council can be described as a payment made by the Council to be used by an organisation for a specific purpose in the furtherance of the wellbeing of the local community, either generally, or for a specific purpose, which is not directly controlled or administered by the Council.

The Northaw & Cuffley Parish Council values the important contribution that charity, voluntary and other not-for-profit organisations make to community wellbeing through the local services they provide and the community activities they sustain.

We have therefore, for the financial year 2026/27, created a fund of £12,500 for the provision of grants to Community Organisations who operate primarily within Northaw and Cuffley.

Eligibility for Grants

To be eligible for a grant the applicant organisation and its proposals must satisfy the following criteria:

- The organisation must be clearly not for profit, be voluntary in nature, and not operating for personal gain.
- The organisation must be operating mainly to benefit residents of Northaw & Cuffley Parish and any project funded must be focussed in the area. National organisations are eligible to apply but they must be able to demonstrate a strong local presence.
- Grants will only be provided for initiatives or projects. We will not consider providing funding towards operational losses, administrative costs, or where the project will take more than the financial year to complete. Grants for repairs to buildings, plant or vehicles will only be considered where there is an element of significant enhancement which leads to additional usage or provision of additional services.
- Grants will not be given to projects already underway or contractually committed.
- The maximum grant will be £5,000 and the minimum £250 for any one project or initiative.
- An organisation with cash resources, as shown by its latest accounts, will not be eligible if it has unallocated reserves in excess of ten times the grant requested.
    - All applicants must provide a brief reserves breakdown with their application, showing:
        - Total reserves
        - Amount held as general (unrestricted) reserves
        - Amount designated for specific future use (with purpose)
    - Applicants must explain their current level of reserves, how these are broken down (e.g. general vs designated), and justify the need for grant funding in the context of those figures.
    - Designated reserves held for specific capital projects (e.g. buildings, vehicles, infrastructure) shall not be counted toward any reserve limit when assessing grant eligibility, provided sufficient documentation is supplied.
- The organisation will be expected to have a clear and defined purpose and include written objectives and in most cases a constitution, with transparent and accountable governance which would typically include the organisation's management board being elected at an AGM and being accountable to either the organisations members, or the local community or specific nominated stakeholders.

- An applicant organisation must be able to demonstrate that it is properly managed, able to run its affairs responsibly and have the capacity and competence to deliver the project proposed.
- An applicant organisation will be expected to have bank account in the name of the organisation where 2 authorised representatives are required to sign.
- Start-up organisations are eligible providing they already have a clear purpose, as set out above, and have a bank account in the organisation's name.
- Only one application per organisation will be considered within each financial year (1st April – 31st March) but this application can cover several projects/requirements, for a maximum award of £5,000.

Rules for applications for Grants in 2026/2027

Grants will be for a minimum of £250 and a maximum of £5,000. A total budget of £12,500 is available for the financial year 2026-27.

Applications for grants may be made by email or by post, marked for the attention of the Parish Clerk, by the deadline of 5pm on Friday 18th December 2026.

The e-mail address for all enquiries and completed grant applications is: clerk@northawcuffley-pc.gov.uk or these can be posted to 7 Maynard Place, Cuffley, EN6 4JA

If an organisation wishes to apply for a grant, then it must submit a written application form, by the deadline of 5pm on Friday 18th December 2026, which should include the following information:

- Full details about the organisation, including history, objectives, constitution, and management arrangements.
- Details of financial affairs including a copy of the most recent annual accounts, which should have been independently reviewed or audited by a suitable qualified person, normally for at least two financial years except in the case of new voluntary organisations.
- Description of the activities currently or recently undertaken, and how they have benefited the local community in the past.
- Outline of the proposed project/s or initiative/s including detailed costs and funding.
- Projected future community benefits arising from the project.
- Projected delivery plan including timescales and management arrangements.

The administration and accounting for the use of any grant will be the responsibility of the applicant organisation.

Applications will NOT be considered from any organisations intending to support or oppose any political party, to discriminate against any group or individual relating to protected characteristics, as defined by the Equality Act 2010 ch1; or from any organisation operating in the pursuit of some form of personal gain.

If organisations require any additional information, requests may be made by post, e-mail, or telephone to the Parish Clerk, Northaw and Cuffley Parish Council, 7 Maynard Place, Cuffley, EN6 4JA, Tel: 01707875825, Email: clerk@northawcuffley-pc.gov.uk

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All grant applications will be considered by Full Council at their meeting on Wednesday, 13th January 2027.

The decisions of the Council regarding the awarding of grants to voluntary organisations will be final.

The Parish Council may make a grant subject to such additional conditions and/or requirements as it considers appropriate and may make an award of less than the grant amount requested.

Grants will be awarded on basis of eligibility, and added value to the community, and has no obligation to award any grants, or utilise fully the available budget in any one year.

Following the award of a grant, each organisation will be required to provide receipts and a full accounting of the expenditure relating to the grant monies. This proof is to be provided within 12 months of the payment of the award, or the organisation will be deemed to be in breach of terms and the money must be repaid.

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APPLICATION FORM 2026/2027

In deciding on the allocation of grants, the Parish Council will consider the financial status of the organisation/group and who in the community will benefit from the grant.

To enable the Parish Council to make this assessment, please provide as much information as possible to support your application. Where information has been requested, please indicate that the information asked for has been enclosed on the application.

The information provided in this document will be restricted to only those parish council officers and councillors directly involved in the grant application and grant awarding process.

Deadline for submission of applications is 5pm on Friday 18th December 2026. Applications will be considered at the 13h January 2027 Parish Council meeting.

Please provide a name and contact details of the best contact for your organisation			
Name of the organisation/group			
Grant requested in £'s	£		
Name of representative filling in form			
Address of Applicant			
Telephone	Home	Business	Mobile
Email			
Data Protection Act	All the information you enter on the application form will be stored and held in accordance with General Data Protection Act 2018 and used by Northaw & Cuffley Parish Council only for the purpose of analysing and recording grants.		

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Please give us details of your organisation/group if applicable		
Where does the organisation meet?		
What are the aims of the organisation? How do these aims benefit the economic, environmental, and/or social well-being of residents of this Parish?		
Approximately how many and what type of Northaw & Cuffley Parish residents will benefit from the grant? (Please give a realistic figure and explain in words)		
How would the grant benefit the local Community within the Parish?		
If you are an educational, health or social group/organisation please describe how you are working in partnership with other groups?		
In what areas within the Parish will the money be felt the most? Northaw Cuffley		
Are you a registered charity?	Yes / No	Registered charity number

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Please provide a copy of your written & approved aims, objectives, constitution, and membership notes – confirm here these are attached	
Please describe the governance and management arrangements for your organisation.	
Please tell us how the money will be spent. Please provide as much supporting information as you can.	
How will the money be spent?	
Copies of quotes or other relevant documentation have been attached? Please note what is attached.	
Finances. Please provide as much supporting information as you can.	
Please confirm that there is a bank account in the name of the organisation which 2 authorised reps are required to sign	
Please provide a copy of your latest audited accounts – confirm here these are attached.	
Please provide a breakdown of reserves held as: • Total reserves • Amount held as general (unrestricted) reserves • Amount designated for specific future use (with purpose)	

Please explain the current level of reserves, how these are broken down (e.g. general vs earmarked), and justify the need for grant funding in the context of these figures.	
Please provide further information regarding earmarked reserves for capital projects (e.g. buildings, vehicles, infrastructure) *These will not be counted toward any reserve limit when assessing grant eligibility, provided sufficient documentation is supplied.*	
What is the organisation's estimated income and expenditure for the year?	
Have you applied for any other grants in this financial year? Please provide details.	
Describe the extent to which funding has been sought and/or secured from fund-raising activities or detail any planned fundraising	
Any further information in support of your application Include separate sheets if necessary	

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I confirm that, as far as I know, the information contained in this application is true and accurate.

Signed……
Name……..
Position in the organisation…….
.....(date)

Final applications must be sent to the Parish Council, by post or E-mail, for the attention of the Parish Clerk, by 5pm, Friday, 18th December 2026. All grant applications will be considered by Full Council at their meeting on Wednesday, 13th January 2027. Any changes to this date will be communicated to applicants. The decisions of the Council regarding the awarding of grants to voluntary organisations will be final.