



**PATCHWAY TOWN COUNCIL**  
Callicroft House, Patchway, Bristol, BS34 5DQ  
[www.patchwaytowncouncil.gov.uk](http://www.patchwaytowncouncil.gov.uk)

## **Community Grants Policy and Guidance**

### **Introduction**

**Patchway Town Council** offers grants that benefit and support our local community within Patchway. All eligible groups and organisations can apply for a grant.

Grant funding will only be given to groups, organisations and projects who represent the residents of Patchway, which demonstrate a long-term benefit to the Community, and the point of delivery is within Patchway.

**All** grant funding is only available to groups and organisations and cannot be paid to individuals or businesses.

A condition of receiving all types of grant funding from Patchway Town Council is the completion and return of a completed Grant Application Form and a formal receipt for the money granted. This can be in the form of a letter or email to the Clerk of the Council. A further condition is to produce at least one update report or presentation for the Town Council.

Grant funding application period opens on **1<sup>st</sup> June 2026** and will run until **21<sup>st</sup> August 2026**. Applications will be considered by the Grant's Working Party who make recommendations to Full Council on which applications should be approved. The timetable for grant applications to be received and considered is below:

1 <sup>st</sup> June 2026	Applications open
21 <sup>st</sup> August 2026	Submission closing date
2 <sup>nd</sup> September 2026	Grants Working Group meet to consider applications
16 <sup>th</sup> September 2026	Agreed grants formally approved by Full Council
30 <sup>th</sup> September 2026	Grants received by successful applicants

Organisations should only apply once for a grant award from Patchway Town Council. Grant applications are awarded for the current financial year to be used by 31<sup>st</sup> March of the following year. A report must be submitted to the Annual Assembly Meeting in the following year (approx. April) to confirm to the Council how the grant allocation was used. Any unused grant funding should be returned to the Council.

#### **1. Scope**

The policy applies to all grant funding awarded by the Town Council.

#### **2. Grants Available**

Grant applications can be for £500 to £750 and must clearly demonstrate benefit to the Patchway community. All applications require evidence of need (eg survey, resident feedback).

Patchway Town Council will only consider applications over £750 if the following criteria is specifically met and may offer a lower amount depending on overall grant applications:

- A cut to service or provision in the Patchway area.



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- Immediate running costs to ensure the provision is retained.
- An immediate impact the local community.

### **3. Guidance and conditions of applying for community grants**

Patchway Town Council is empowered to award grants to groups running projects in Patchway or benefiting the residents of Patchway, for example: young persons support, environmental improvements, youth projects, elderly persons, local groups, cultural activities, recreational activities, international links.

- A.** The Town Council reserves the right to use its discretion in the operation of its community grants policy.
- B.** Priority will be given to groups which benefit the residents of Patchway and which demonstrate a long-term benefit to the community.
- C.** Upon receipt of properly completed forms, the Council will consider grant applications at the next scheduled meeting of its Grants Working Party and Full Council Meeting.
- D.** The Council will consider applications received from 1<sup>st</sup> June to 21<sup>st</sup> August 2026 for items between £500 and £750 The Council will only consider grants over £750 if they meet the specific outlined criteria.
- E.** Grant applications cannot be considered in retrospect.
- F.** A condition of receiving a grant from Patchway Town Council is the completion and return of this form and evidence of your organisation's present bank balance and your annual accounts, if applicable.
- G.** If your organisation has a written constitution and/or Equal Opportunities Policy, please enclose copies with your application form.
- H.** A detailed update report or presentation should be sent to the Town Council once the project has been completed.
- I.** All opportunities should be taken to recognise assistance from Patchway Town Council. All printed material should include the following statement: ***This group has received financial assistance from Patchway Town Council Community Grants programme***
- J.** You may in future be approached by Patchway Town Council to contribute items towards a display which depicts activities within the community that have been supported by the Council. In order that your project is represented, please retain photographs, programmes, press cuttings etc. for this purpose.
- K.** Please complete all questions. If a question does not apply then indicate this in your answer. Failure to give the relevant information may delay your application.
- L.** If you need further clarification or further assistance in the completion of the application, then please contact the Town Clerk or Deputy Town Clerk.
- M.** Completed applications forms should be sent to the **Patchway Town Council, Callicroft House, 150 Rodway Road, Patchway, Bristol BS34 5DQ** or returned via email to [office@patchwaytowncouncil.gov.uk](mailto:office@patchwaytowncouncil.gov.uk).