Aylesham Parish Council

General Grants 2026/2027- Guidance Notes

Please read these notes before completing your application.

1) How to apply

Complete all sections of the form and ensure it is signed and dated.
Submit the form and all supporting documents as PDF files by email, or by post/hand delivery to Aylesham House.
You will be notified within 10 working days that your application is being processed.

2) Decision-making

Decisions on grant applications are normally made at the next appropriate Parish Council committee meeting following validation of the application.

3) Eligible projects and costs

Grants must be used only for the purpose stated in your application.
A full breakdown of

costs and supporting quotes/estimates must be provided.
Only one application per organisation per financial year may be submitted.
The maximum grant available this year is £2,000.

4) Safeguarding

Where projects involve children, young people or vulnerable adults, appropriate safeguarding policies and procedures must be in place and provided to Aylesham Parish Council on request.

5) Data Protection (GDPR)

Aylesham Parish Council will use the personal data in this application solely to administer, assess and monitor your grant application and any award made.

Information may be shared with councillors, the Responsible Financial Officer and relevant committees for decision-making and audit purposes.

Details of successful grants (organisation, project and amount) may be published in council minutes or on the Parish Council website.

Personal contact details will not be shared more widely except where required by law or for legitimate governance purposes.

6) After you receive a grant (Post-Grant Reporting)
A short written report must be submitted to Aylesham Parish Council by 31 March 2027.

The report should include:

- What the grant was spent on (brief financial summary)
- What was achieved by the project
- Approximate number of beneficiaries
- Outcomes or benefits for Aylesham residents
- Photographs or examples of publicity where appropriate

This report will be presented to the community at the Annual Parish Meeting.