

**GRANTS TO LOCAL VOLUNTARY OR CHARITABLE ORGANISATIONS  
GUIDANCE NOTES FOR APPLICANTS 2025/26**

Please read these notes carefully when completing the form. It will help to ensure that all the necessary information has been supplied.

**ABOUT THE GRANT SCHEME**

The Town Council wishes to assist approved Local Voluntary or Charitable Bodies which provide services to residents within the Parish of Sevenoaks Town by making them grants or loans. Applications must be supported by financial statements and/or balance sheets over the previous two years, or business plan as appropriate.

The Council has various powers under which it can fund organisations by way of a grant. The Council can also make grants at its discretion to various organisations provided that **the grant will be spent for the benefit of Sevenoaks Town area or its residents**. Please refer to the maps attached to the application form. **The amount of the grant must be in proportion to that benefit.**

**Aims of the Grant Scheme**

- To encourage and support the activities of voluntary organisations within Sevenoaks Town
- To promote new community initiatives where real additional benefits are offered to the community

The Grant Scheme is to support projects at local level so applications benefiting the town area will be given priority.

**Terms and Conditions of Grant Awards:**

Our terms and conditions for grant awards are that:

- grant monies are used for the specific purpose approved only
- grant recipients submit a report to us by the second Friday in January 2026 detailing funds spent on residents of Sevenoaks Town Wards of Wildernes, Town, Northern, St John's, Eastern and Kippington
- the Town Council's logo is used to advertise and promote our support
- a representative attend next year's Annual Town Meeting, scheduled for 7pm on Monday 9<sup>th</sup> March 2026 at Bat & Ball Centre, Sevenoaks. Grant recipients will be asked to provide a stand to demonstrate to the general public how the grant funds have been spent and the benefits accrued.

**Where to get further information and an application pack**

Application Forms and Guidance Notes are available on our website

[www.sevenoakstown.gov.uk/Grant](http://www.sevenoakstown.gov.uk/Grant)

Or on request from: [council@sevenoakstown.gov.uk](mailto:council@sevenoakstown.gov.uk)

## **COMPLETING THE APPLICATION FORM**

### **PART 1**

#### **Who can apply?**

Any organisation which:

- Provides services that will directly benefit the area and residents of Sevenoaks Town Wards: Town, Kippington, St Johns, Eastern, Wilderness and Northern.
- Is independently established for charitable, benevolent, or philanthropic purposes.
- Has a constitution or written document setting out its aims and objectives
- Has a bank or building society account in its own name
- Can provide audited or, for smaller organisations, signed accounts for the last two financial years
- If starting up, has a feasible project or business plan

#### **We will not grant aid**

- National organisations, or local bodies with access to funds from national 'umbrella' or 'parent' bodies unless funds are not available from their national bodies, or funds available are inadequate
- Private concerns operated as a business
- Charitable trusts seeking capital to add to their investments
- "Upward funders", i.e. local groups whose total fund raising is sent to their Central HQ for redistribution
- Church Councils or Faith Groups although applications from voluntary groups linked to a church or religious body will be considered
- Individuals seeking sponsorship. [There is a separate Youth Services grant scheme which may be able to assist]
- Parent Teacher organisations

#### **Environmental Impact**

The Town Council is committed to climate change initiatives, seeking to use practical methods to reduce its carbon footprint within its general operation, including changes to its buildings and assets. The Council would like to hear how your organisation's activities seek to make a positive impact on the environment, and whether you adopt environmental policies for reducing your own carbon footprint and/or increasing biodiversity.

#### **Accessibility in Sports and Community Activities**

The Town Council is keen to ensure that those who are disadvantaged have access to sports and community activities and would like to hear within your grant application how your organisation makes this possible.

#### **Membership/Beneficiaries**

Please give the number of people who live in the Sevenoaks Town area only (exclude those living in the surrounding villages e.g., Riverhead, Seal, Otford, Kemsing etc.)

Please refer to the maps within the application forms.

## PART 2

The Grant Scheme could support the following types of expenditure:

- Equipment
- Training
- Hire of premises
- Information or publicity
- Other project costs
- Start-up or development costs for new community groups

Please note that:

- Grants are not made retrospectively.
- The Town Council would not normally support funding the core costs of any organisation.
- Any grant that is not used for the purpose for which it has been made must be repaid.

## PART 3

If your group benefits people from the surrounding area, please apply to the appropriate Parish Council for assistance and give details on the application form.

The application form asks - Does your Project:

- Cover a geographical area beyond the parish of Sevenoaks Town Council?
- If the answer on the application form is yes, have you also contacted the respective parish councils for grant funding?
- Please provide details of which other parish councils you have contacted.

## PART 4

The Council will not normally fund organisations who have reserves in excess of twelve months operating costs.

The Council requires recipients of grants to submit a brief report within six months confirming how the money has been spent and explaining what difference the grant made. Photographs of the project would also be appreciated.

## **SUBMITTING YOUR APPLICATION**

### **Timetable**

Applications will normally be considered only in September and February.

- Please advise which tax year the money is to be used by you in.
- The deadline for applications is **Thursday 31<sup>st</sup> July 2025**, for the September meeting and **Friday 9<sup>th</sup> January 2026** for the February meeting.

**NB:** Late applications received after these dates will be reviewed at the following grants meeting.

All applications must be signed: electronic signature is acceptable.

Applications may be submitted by email to: [council@sevenoakstown.gov.uk](mailto:council@sevenoakstown.gov.uk)  
or by post to: Sevenoaks Town Council

Council Offices  
Bradbourne Vale Road  
Sevenoaks TN13 3QG

If you are not sure whether you meet the criteria, please phone Alison Futtit on 01732 459953 or via email to [council@sevenoakstown.gov.uk](mailto:council@sevenoakstown.gov.uk)