

Amersham Town Council

Draft Guidance notes for community grants fund (updated June 2026)

Amersham Town Council provides financial assistance to local voluntary groups, charities, and not-for-profit organisations to help deliver projects and services that benefit the community. Funding is available only for initiatives that directly serve residents within Amersham.

COMMUNITY GRANT SCHEME 2026/27

Guidance for Applicants – Amersham Town Council

Overview

Amersham Town Council provides financial assistance to local voluntary groups, charities, and not-for-profit organisations to help deliver projects and services that benefit the community. Priority is given to initiatives that directly serve residents within Amersham.

Funding is intended to strengthen community life, support wellbeing, and enhance the local environment.

Strong and Inclusive Communities

We encourage initiatives that bring people together, celebrate diversity, and promote a sense of belonging. Projects should help create safe, supportive, and connected neighbourhoods.

Environment and Connectivity

We are committed to enhancing green spaces and improving how people move around the town. Projects should support sustainability, accessibility, and environmental quality.

Climate Responsibility

We encourage proposals that contribute to reducing environmental impact, improving sustainability, and promoting climate awareness within the community.

Heritage and Identity

Projects that protect, celebrate, or raise awareness of Amersham's history, traditions, and character are welcomed, particularly where they balance preservation with thoughtful progress.

Health and Wellbeing

We support activities that improve physical and mental wellbeing, offering opportunities for residents to lead active, healthy lifestyles in a safe and accessible setting.

Eligibility Criteria

Who Can Apply

Funding is open to organisations that:

- Operate on a not-for-profit basis
- Deliver clear community benefit to Amersham residents
- Are formally constituted (e.g. club, charity, association, or community group)

Applicants must also have:

- A governing document (constitution or similar)
- A dedicated bank account in the organisation's name
- Appropriate insurance cover (e.g. public liability where applicable)

Funding may be requested for:

- New initiatives or pilot projects
- Ongoing services that demonstrate continued community value
- Match funding as part of a larger funding package

Grants available

- Grants of between £100 to £1,500 are available to community organisations to deliver projects that provide clear benefits to Amersham residents.
- *In exceptional circumstances, grants between £1,500 and £5,000 may be considered. However, applicants are encouraged to deliver a presentation to the council before completing and submitting an application form.*

Ineligible Applications

The Council will not normally fund:

- Commercial or profit-driven activities
- Individuals (except in rare cases where there is clear wider community benefit)
- Projects that do not primarily benefit Amersham residents
- Retrospective costs (items already purchased or projects already completed)

Assessment Process

Each application is reviewed on its own merits by the Grants Sub-Committee. Decisions are based on factors including:

- The level of benefit to the local community
- Value for money and realistic budgeting
- The organisation's ability to deliver the project effectively
- Evidence of local fundraising or partnership support
- Whether alternative funding sources have been explored
- The strength of governance and management arrangements

Decision-Making Timeline

Applications are considered three times annually:

- Summer (June)
- Autumn (October)
- Winter (February)

Recommendations are subsequently approved by the relevant Council committee and full council.

Applicants could be invited to attend a meeting to present their proposal and respond to questions.

Application Requirements

To apply, organisations must submit:

- A completed Community Grant Application Form
- A copy of their constitution or governing document
- Recent financial information (accounts or budget)

Additional supporting materials (e.g. reports, flyers, or evidence of past work) are encouraged.

Important Notes

- Only one application per organisation per financial year will be accepted
- Repeated applications for the same project over multiple years may be less likely to succeed

- Applications must be submitted by the stated deadline (late submissions will not be considered)

After a Decision

- Successful applicants will receive funding via bank transfer
- Grant recipients must acknowledge Amersham Town Council in publicity and communications
- A short monitoring report will be required to demonstrate how the funding was used and the outcomes achieved

All application details (excluding personal data) may be published as part of Council meeting papers.

Final Remarks

All decisions regarding grant awards, including the amount offered, are at the discretion of Amersham Town Council. The Council must be satisfied that public funds are used appropriately and deliver clear benefit to the local community.

Key Dates

Application deadlines and meeting dates will be published separately each year. All submissions must be received by 1:00pm on the specified deadline day.

Application Deadlines for 2026-27

Date of submission	Consideration by grants sub-committee	Ratification by Full Council
8 June	15 June	27 July
9 October	19 October	23 November
5 February	15 February	22 March

AMERSHAM TOWN COUNCIL

Draft (14 April) COMMUNITY GRANT APPLICATION FORM 2026/27

Important:

Please complete all relevant sections. Incomplete applications may not be considered.

SECTION 1: PROJECT SUMMARY

Project Title (max 25 words):

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Amount Requested:

£.....

SECTION 2: ORGANISATION DETAILS

Organisation Name:

.....

Main Contact Person:

Title:

First Name:

Surname:

Role in Organisation:

.....

Address (including postcode):

.....

.....

Postcode:

Telephone:

.....

Email:

.....

SECTION 3: ORGANISATION PROFILE

3.1 Organisation Type (tick as appropriate):

- ☐ Registered Charity (No:)
- ☐ Voluntary / Community Group
- ☐ Company Limited by Guarantee (No:)
- ☐ Other (please specify):

3.2 When was your organisation established?

.....

3.3 About your organisation

Provide a brief overview including your activities, membership, and services.

(If newly formed, describe your planned work.)

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.....

.....

3.4 Parent Organisation (if applicable):

.....

3.5 Governance

Do you have a formal governing document (e.g. constitution)?

☐ Yes (please attach) ☐ No

3.6 Main Sources of Income/Funding:

.....

SECTION 4: PROJECT DETAILS

4.1 Description of the Project

Explain what you intend to deliver and how the funding will be used.

.....

.....

4.2 Community Need and Benefit

Explain how you identified the need and how the project will directly benefit residents of Amersham. Include expected timescales.

.....

.....

4.3 Number of Beneficiaries

Estimated number of Amersham residents who will directly benefit:

.....

4.4 Contribution to Council Priorities

Indicate which objectives your project supports and explain how:

Council Priority	Tick	Explanation
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Strong & Inclusive Communities	☐	
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Environment & Connectivity	☐	
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Climate Responsibility	☐	
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Heritage & Identity	☐	
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Health & Wellbeing	☐	
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SECTION 5: PROJECT OUTCOMES

How will you measure success?

Include expected outcomes and impact.

.....

.....

SECTION 6: SAFEGUARDING & RISK

6.1 Insurance Cover

Provide details of your insurance (e.g. public liability):

.....

6.2 Skills and Experience

Outline the qualifications or experience of those delivering the project:

.....

6.3 Policies in Place

Tick those applicable (copies may be requested):

☐ Health & Safety

☐ Safeguarding / Child Protection

☐ Vulnerable Adults Policy

☐ Equality & Diversity

☐ DBS Checks

☐ Other:

SECTION 7: FUNDING INFORMATION

7.1 Previous Funding from Amersham Town Council

Year Project Amount (£)

7.2 Project Budget

Expenditure

Item Cost (£)

Total £

Income (including other funding sources)

Source Amount (£)

Total £

Funding Gap (amount requested):

£.....

7.3 If Full Funding is Not Awarded

How will you proceed if you receive less than requested?

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7.4 Financial Sustainability

How will your organisation reduce reliance on grant funding in future?

.....

SECTION 8: FINANCIAL POSITION

Provide details from your latest accounts:

Description	Amount (£)
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Total Income	
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Total Expenditure	
-------------------	--

Surplus / Deficit	
-------------------	--

Reserves	
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(Please attach accounts or a financial forecast if newly established.)

SECTION 9: BANK DETAILS

Account Name:

.....

Sort Code:

.....

Account Number:

.....

Bank/Building Society:

.....

Authorised Signatories:

1. Name: Role:
2. Name: Role:
3. Name: Role:

SECTION 10: ADDITIONAL INFORMATION

Include any further details to support your application:

.....
.....

SECTION 11: DECLARATIONS

Senior Officer Declaration

(To be completed by a different person from the main contact)

I confirm that the information provided is accurate and that the organisation agrees to comply with the grant conditions if successful.

Name:
Role:
Signature:
Date:

Applicant Declaration

I confirm that the information in this application is correct to the best of my knowledge.

Name:
Signature:
Date:

CHECKLIST

Before submitting, please ensure you have included:

- ☐ Completed application form
 - ☐ Governing document
 - ☐ Latest accounts or financial forecast
 - ☐ Supporting documents (if applicable)
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SUBMISSION DETAILS

Please return your completed application to:

The Town Clerk
Amersham Town Council
Flint Barn Court, Church Street, Amersham HP70DB

Email: admin@amersham-tc.gov.uk

Telephone: 01494 434000