

# 2025/26 Community Planning Grant Application Guidance

## 1. What is the Community Planning Grant Scheme?

We recognise that access to sufficient resources, such as funding, is an important part of supporting communities to produce community plans. This grant can help towards the costs incurred throughout the process, including the production of the final plan. The grant values available are tiered according to the population size and type of community plan, taking into account the additional complexity involved in producing a Neighbourhood Plan.

## 2. Who can apply?

- Parish Councils
- Town Councils
- Parish Meetings

## 3. What types of Community Plans are eligible?

- Village Design Statement
- Parish Plan
- Town Plan
- Neighbourhood Plan

## 4. What can the grant pay for?

Costs associated with the production of an eligible community plan, such as printing costs of questionnaires and publicity material, resources for any community engagement event and the publication of the final plan, amongst other costs incurred.

## 5. How much can be applied for?

<b>Population</b>	<b>Neighbourhood Plan</b>	<b>Village Design Statement, Parish Plan or Town Plan</b>
Parish population of more than 5,000	Maximum grant £2,000	Maximum grant £1,000
Parish population between 1,000 and 5,000	Maximum grant £1,500	Maximum grant £750
Parish population up to 1,000	Maximum grant £1,000	Maximum grant £500

- If a community plan covers more than one parish, then a grant for each of the parish involved, can be applied for.
- If a Parish undertakes more than one type of community plan, such as a Parish Plan and Village Design Statement, then a grant for each plan, can be applied for, providing they are not in the same financial year.
- No grant will be awarded where the community plan has already been completed and published.

## 6. How do I apply?

- Applications must be submitted online and before the community plan has been completed and published. This grant cannot be retrospectively applied for.
- Please speak to the Community Engagement Officer for your area before applying. For details of the Community Engagement Officers visit: [www.testvalley.gov.uk/ceofficers](http://www.testvalley.gov.uk/ceofficers)
- Read the Eligibility Criteria via the link on the right of this page
- Click the link below to access the online grant system and begin your application. If this is the first online grant application you have made to Test Valley Borough Council, then you will need to 'Register' first to create an account before beginning your application. You can save your application and complete it in stages if necessary.

## 7. What conditions must be satisfied?

All applications must support the Council's key corporate priority 'Sustainability – Delivering lasting benefits for our communities' as outlined in the Corporate Plan '2023 -27 A Place for Everyone – Supporting our Communities to Thrive'.

Further details on the website: [Corporate Plan 2023-2027 | Test Valley Borough Council](#)

- Only one grant will be made from this Grant Scheme for a particular project in any financial year.
- The grant is solely for the work involved in producing a community plan and not to use in delivering outcomes as specified in the community plan, for which other funding streams exist.
- Any grant would be payable as soon as the grant is approved.
- We will not fund any activity which may be construed as radicalising or encouraging people into terrorism. Should any allegation be received, or if the

Council has reason to suspect non-compliance, the Council will investigate and may decide to cancel, modify or withdraw any offer or grant made to ensure compliance with the Counter-Terrorism and Security Act 2015.

#### **8. What information must be provided?**

- A copy of the Parish Council minutes confirming support for this plan  
OR  
A letter from the parish council confirming support.
- A copy of the terms of reference for the steering group leading the work on the plan (if applicable)
- A fully completed, signed, dated and submitted online application form.  
Further details on the website: [www.testvalley.gov.uk/cpg](http://www.testvalley.gov.uk/cpg)