








West Norfolk Rural Community Grants Application Guidance







Supporting happy, healthy people in inclusive, connected communities

- Are you a community-based group or organisation located in rural West Norfolk?
- Are you looking to invest in lasting capital equipment or undertake small building upgrades to improve community facilities or amenities by 31st March 2026?
- Do you need grant support to help fund your proposed project?

If so, the West Norfolk Rural Community Grants scheme could benefit you. This scheme provides capital funding opportunities to support local groups, volunteering projects, and inclusive community organisations.

What you need to know

1.  Projects must be located in **rural West Norfolk** (see 'Who can apply' on p2).
2.  Grants are to support **lasting capital equipment purchases or small building improvements**.
3.  Projects must improve **provision for a community facility, amenity or outdoor space**.
4.  Projects **must** be completed by **31st March 2026**.
5.  Grants are available from **£1,000 to £5,000** to cover up to **80%** of costs (min. project cost £1,250).
6.  Applicants must be a **constituted community** group or organisation with a **bank account in the organisation's name**.
7.  Applications for funding must be submitted by **11am Monday 12th January 2026**.

What could be funded...	What cannot be funded....
Purchase of equipment which has a useful lifespan of 12months+ or small building improvements to support local community groups or volunteering projects and improve provision.	Disposable or short-term items (less than 12-month lifespan) or running costs.
For example....	
 Catering equipment for a village hall to enable an expanded offer.	<input checked="" type="checkbox"/> Food and drink, cleaning materials.
 Gardening equipment for community allotments to maximise growing opportunities.	<input checked="" type="checkbox"/> Gardening gloves, soil, seeds, plants.
 Tables, chairs and gazebos for community events.	<input checked="" type="checkbox"/> Tablecloths, cushions, crockery.
 New permanent play equipment.	<input checked="" type="checkbox"/> Balls, nets, line painting.
 A projector / screen for community cinema.	<input checked="" type="checkbox"/> Advertising, licences, screening costs.
 Community venue improvements.	<input checked="" type="checkbox"/> Maintenance, repair or replacement costs.
Other exclusions	
Equipment installed or works undertaken after 31 March 2026.	
Items with no clear community benefit.	
Equipment which must be provided for statutory reasons e.g. legal health and safety.	
Retrospective applications.	
Projects which have already secured alternative funding.	
Projects which have received funding from the Dept. for Environment, Food and Rural Affairs (Defra).	
VAT (unless it's non-recoverable).	
Fossil fuel powered equipment or vehicles.	
Assets to be used for hire or profit.	

Who can apply for a West Norfolk Rural Community Grant?

Community led charitable or voluntary groups or organisations, social enterprises, community businesses, Parish or Town Councils located and operating with legal UK status, within the Rural England Prosperity Funding (REPF) West Norfolk boundary:

Check that the project is in an eligible rural area using the DEFRA Magic Map:

- Go to the [Magic Map Application](#)
- Click the diamond icon (top left) to open 'Map Layers'
- Tick Magic to expand Administrative Geographies.
- Tick and expand Other Administrative Boundaries
- Select Rural England Prosperity Fund
- Click the diamond icon again to hide the menu.
- Enter your postcode (including any spaces) in the search bar or zoom in manually.
- Click the 'i' identify icon and click on your project location on the map.
- A pop-up will confirm if your area is in King's Lynn and West Norfolk and eligible for REPF.

How to apply?

- Please complete the form in full as incomplete applications may not be considered.
- **Please check with your preferred suppliers to confirm that the project can be completed by the 31st March 2026 deadline. Activity after this date cannot be grant funded.**
- If you have any questions, please email westnorfolkspf@west-norfolk.gov.uk

Ready to submit your application?

 **Email your completed application by 11am on Monday 12th January 2026 to westnorfolkspf@west-norfolk.gov.uk**

Please attach:

1. Your completed application form.
2. A signed and dated copy of your organisation's constitution (or provide a web link to it).
3. Bank statements from the last two months.
4. Quotes or screenshots of prices for items listed in your budget £1,000 or above.

The next stage

1. Review & Scoring

- Your application will be reviewed by a grant panel at the Borough Council.
- Applications will be scored on eligibility, community impact, value for money and deliverability.

2. Notification

- You'll hear back by end of January 2026. If successful, you'll receive a formal grant offer letter by email, you must sign and return this letter to confirm acceptance.

3. Claiming Your Grant

- Wait for a grant decision before making any purchases.
- Make purchases directly from your group or organisation's bank account.
- **Make sure the project is completed by 31st March 2026**
- Submit a claim form to get reimbursed: instructions will be included with the offer letter.

4. Unsuccessful Applications

- Will receive feedback via email. The panel's decision is discretionary and final.

Grants are funded by Rural England Prosperity Funding (REPF) from the Department for Environment, Food and Rural Affairs (Defra) and administered via the Borough Council of King's Lynn and West Norfolk.