



GRANT AND DONATIONS POLICY

Reviewed and adopted : January 2022

Next review date: December 2023

Introduction

The Parish Council will consider grant requests from voluntary groups and donations to charitable organisations. To qualify, the applicant(s) must be able to demonstrate that funding will benefit the Parish, or residents of the Parish. Grants will be considered by the full council at a parish council meeting, unless there are special circumstances which require more immediate consideration.

In determining the validity of an application or request, the Council will refer to the following guidelines:

1. GRANTS

a) Applications will be considered for the following purposes:

- To purchase equipment either in part or in full
- For the funding of transport to enable members to partake in a group trip or outing
- For training activities
- For activities that raise the profile of the area
- For running costs of a viable group that is experiencing a period of hardship
- For hosting special events or celebrations
- For the provision of recreational facilities

b) Eligibility

- Any Voluntary Group, Community Organisation or individual who can demonstrate a benefit to the parish
- Agencies that operate within the Parish that are of benefit to the local community, with the following provisos:
 - o The Parish Council will NOT normally fund activities that it considers to be the responsibility of a Statutory Authority
 - o Applications from schools for an activity that takes place within the school day will not be considered
 - o The Parish Council will not fund activities outside its powers and functions

c) Conditions

- Grants may be awarded to individuals in certain circumstances
- Additional applications within a 12 month period will not normally be considered
- The award must be used for the purpose for which the application was made

- If the group is unable to use the award before the proposed end date then an explanation should be provided to the Parish Council
- Grants must be accounted for and evidence of expenditure should be supplied within six months. If the council is not satisfied that the grant has been spent as defined; they reserve the right to request a refund
- Any grant must only be used for the purpose for which it was awarded unless the written approval of the Parish Council has been obtained for a change in use of the grant monies
- Any unspent portion of the grant must be returned to the Parish Council within 6 months after the proposed end date of the project
- An acknowledgment of the contribution should be made to the Parish Council and wherever possible, the Parish Council requests that reference is made to the grant in the organisations annual accounts

d) Submission of the Grant Application Form

- Applications must be submitted to the Clerk.
- The application form should be supported by a copy of the latest set of annual accounts
- The applicant should retain a copy of the form

2. DONATIONS

a) Applications will be considered for the following purposes:

- Where there is evidence that the donation will benefit the parish or its residents

b) Eligibility

- Any Charity or Voluntary Organisation who can demonstrate a benefit to the parish.

c) Conditions

- Clear evidence and supporting data of how the parish may benefit must be provided
- Additional applications within a 12 month period will not normally be considered
- The donation must be used for the purpose for which the application was made
- Any donation must only be used for the purpose for which it was awarded unless the written approval of the Parish Council has been obtained for a change in use of the monies
- An acknowledgment of the donation should be made to the Parish Council and wherever possible, the Parish Council requests that reference is made to the donation in the organisations annual accounts

This policy may be amended at any time by the Council following a motion having been published on the agenda.