

Sutton Weaver Parish Council

Grants and Donations Policy

The Parish Council sets aside a sum of money each year to donate to good causes in the parish as either a grant or a donation. The sum allocated by the Parish Council is part of the annual precept that the Parish Council collects from the electorate and is available for distribution from 1 April each year.

The Parish Council is governed by rules set out in the Local Government Act 1972 (section 137) which states the money must be spent on purposes for the direct benefit of the parish and be commensurate with the expenditure incurred, for example, spending a large amount for the benefit of only one or two people is not acceptable.

Contributions may be made to charities and bodies providing a public service on a non-profit making basis, but only in furtherance of their work in the United Kingdom. It is unlawful for a council to contribute to an individual or a charity or a public service body operating overseas. Contributions to UK charities and bodies providing a public service do not have to bring any direct benefit to the council's area or to its inhabitants.

No further amount will be allocated from the annual budget if the money is committed before the end of the financial year (end of March each year).

Policy

Applications will be accepted throughout the financial year from individuals (on behalf of a group) or not for profit community groups, or where the donation is to provide benefit to residents of the parish. Any expenditure under section 137 must be properly authorised by resolution and minuted it will be shown in the councils' accounts.

The Parish Council operate the following criteria:

- Only one application for a grant per activity/event in each financial year.
- A limit of £150.00 per organisation/event will be applied except for exceptional circumstances.
- The organisation must be non-profit making (and not an individual)
- Grants are not made retrospectively.
- The organisation must be one that, in some way, benefits the local community.
- The organisation maybe asked to demonstrate a clear need for financial support by providing a description of the project / activity for which a contribution is needed.
- The Parish council will not fully fund any event/activity.
- The Parish Council may ask for evidence of efforts to generate income from other sources.

- A set of audited accounts or suitable financial statement/bank statement may be required to ensure there is a genuine need for a grant.
- Organisations that have only recently set up and do not have audited accounts should provide a financial statement regarding their proposed budget instead.
- A report on how the money was spent maybe requested and if required should be submitted to the Parish Council with details of the outturn, this will be published in the newsletter.
- Monitoring may take place.

Procedure

Applications will be accepted throughout the year, they will be considered at the Parish Council meetings therefore applications should be submitted to the Clerk no later than seven working days prior to a Parish Council meeting, preferably well ahead of the activity/event to enable processing, using the Council's application form. The application will be placed on the agenda for consideration and will be decided upon based on the information provided. Please note that all agenda papers are published and therefore in the public domain. The Clerk will inform the applicant of the Councils' decision and arrange payment if you are successful or an explanation if the grant or donation was turned down.

Should you be successful:

A written receipt maybe requested to be provided by the organisation and a note to show the funds have been used for the purposes specified in the application.

- **The council reserves the right to require repayment in the event of the outcome not being achieved/event being cancelled.**

Grant/Donation Application Form

If you consider your organisation is eligible to apply for a grant or donation, please contact the Clerk at parishclerk@suttonweaver.com for an application form.

Adopted on xxxxxxxxxxxxxx