



FREETHORPE PARISH COUNCIL

serving Freethorpe and Wickhampton



GRANTS AND DONATIONS POLICY

DOCUMENT HISTORY

Reason

New document as part of CiLCA

Date

March 2023

NEXT REVIEW

May 2023

1. Policy Statement

1.1 Freethorpe Parish Council sets aside part of its budget each year to make grants and donations to community organisations serving the parish. Grants are for specific projects or purposes. Donations are for general purposes.

1.2 The Parish Council's aim is to benefit the whole community by its support of community organisations via grants and donations.

1.3 The Parish Council's objectives are:

- To make grants and donations legally, fairly and transparently within its budget
- To make the best possible use of its budget for the parish
- To support community organisations whose work is of benefit to the parish
- To benefit the whole community.

2. Criteria

2.1 Lawfulness

The Parish Council makes most of its grants and donations by its powers under section 137 of the Local Government Act 1972. The Parish Council must be assured that such expenditure directly benefits the area and its inhabitants and is commensurate with the benefits. Grants and donations are not normally made to individuals unless it is for carrying out a particular service which benefits the parish. The section 137 donations cap is calculated at £9.93 per resident.

The Parish Council can also make grants from its budget under separate powers for cemetery maintenance in the parish and to organisations providing information and advice on individuals' rights.

2.2 Priorities

The Parish Council will ask organisations applying for grants and donations to explain briefly what the money will be used for and how it will benefit the parish. The Parish Council will consider all applications and prioritise them based on the greatest benefit to the parish for the expenditure. Some may be rejected. Others may receive a different amount to that requested. Details of applications and awards will be

published in the minutes of the Parish Council and listed as items of expenditure in the published accounts.

2.3 Amounts

The Parish Council will award grants and donations up to the total value of its budget for this purpose. Only in exceptional circumstances will it exceed the budget. The amounts awarded may not be the same as the amounts requested, especially if the sum of all applications exceeds the budget. With the exception of the Village Hall donation, a grant or donation will not exceed £250. A community organisation can only make one application a year.

3. Procedure

3.1 Budget Setting

The Parish Council sets its budget in January each year, including the amount to be allowed for grants and donations.

3.2 Applications

Community organisations are invited to apply for a grant or donation between June and August each year. The application form should be used, explaining the amount required, what it will be used for, and how the parish will benefit. Applications for public money should only be made if the money is actually needed, and evidence of the need may be requested, such as a financial statement. Only in exceptional circumstances may applications be submitted at other times of the year.

3.3 Award

Applications will be discussed at the September meeting of the Parish Council. A list of grants and donations will be finalised and approved. The Parish Council's decision on an application is final and there is no right of appeal. The Parish Council reserves the right to reject an application or award a different amount to that requested without giving reasons. The award of a grant or donation is not a commitment to continuing expenditure in future years.

Where a Parish Councillor is a member of a community organisation applying for a grant or donation, they must declare an interest and not take part in voting.


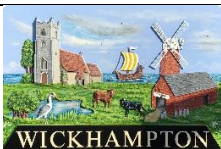
3.4 Payment

Payment will be made by cheque. The cheques will be made out to the organisation bank account name provided. The cheques will be approved and signed at the October meeting and issued afterwards. Cheques will not be made out to private bank accounts. The recipient is asked to acknowledge receipt.

3.5 Reporting back

Recipients of grants or donations are asked to reference the Parish Council in any publicity relating to the work in question. They are also expected to provide a report or verbal update to the Annual Parish Meeting in May on their work and the use of the grant or donation.

4. Application Form

		FREETHORPE PARISH COUNCIL <i>serving Freethorpe and Wickhampton</i>			
GRANT OR DONATION APPLICATION FORM					
ORGANISATION					
REPRESENTATIVE					
ROLE					
BANK ACCOUNT NAME					
AMOUNT APPLIED FOR					
WHAT THE MONEY WILL BE USED FOR					
HOW THE PARISH WILL BENEFIT					

I accept the conditions in the Grants and Donations Policy and hereby apply for a grant or donation.

Signed _____

Date _____