

GREAT ADDINGTON PARISH COUNCIL

Grants and Donations Policy and Procedure 2024-25

A grant is any payment or gift made by the Council to an organisation for a specific purpose. The law requires that Section 137 grants must be ‘...in the interests of or will directly benefit the area or its inhabitants, or of part of it, or of some of it...’ and ‘...the direct benefit should be commensurate with expenditure.’ Similar considerations will apply when assessing applications for other non-section137 grants.

A donation, by contrast, is given without the need to be specific about how it is used. In reality most applications under this policy will be defined as a grant and be subject to the conditions below.

Each year, at a Full Council meeting between November and January when the annual budget is being set for the following financial year, an amount will be set from which grants will be allocated during year.

Once the grants budget is exhausted, the parish council will only consider emergency requests for assistance, and generally only from organisations with which it has close links.

Application Procedure

Organisations requesting financial assistance will be requested to submit:

- An application in writing (preferably by email) stating the sum requested and how the grant will be used.
- Copies of their last year-end accounts.
- Details, where possible, or otherwise an estimate of the number, or percentage, of users/members that belong to the organisation and live within Great Addington parish.
- Details of any restrictions placed on who can use/access their services.
- A completed and signed ‘Statement of Understanding’.

Organisations will normally be expected to have clear written aims and objectives, a written constitution and a separate bank account. Applications will not be considered from individuals.

Assessment Procedure

A grant request, once received in writing, will be considered at the next Full Council meeting. Each application will be assessed on its own merits. However, to ensure as fair a distribution as possible of available funds, the Council will take into account the amount and frequency of any previous awards. Due account may also be taken of the extent to which funding has been sought or secured from other sources or fund-raising activities. Proposals for match funding will also be considered.

Successful Applications

Organisations receiving grants are required to advise their users/members that the grant or equipment had been received from Great Addington Parish Council.

Conditions

- 1) Any grant is made at the discretion of the Parish Council and is not an entitlement for any organisation.
- 2) An award is made on the condition that it is used for the purpose for which the application was made.
- 3) If an organisation is unable to use all or any part of the award for the stated purpose then all or any monies not used for the stated purpose are to be returned to the Council.
- 4) All awards must be properly accounted for and evidence of expenditure is to be supplied as requested. If the Council is not satisfied with the arrangements, it reserves the right to a refund of monies awarded.
- 5) Ongoing commitments to awards or grants in future years will not be made. A fresh application is required each financial year.

Statement of Understanding.

I have read and understood the Great Addington Parish Council Grants Policy and Procedure information, and if a grant is awarded the organisation agrees to abide by the conditions outlined.

Signed.....date.....

Position in organisation.....

Name of Applicant

Organisation name

Address

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Please return your application and your signed Statement of Understanding to the Clerk and Responsible Finance Officer: clerk@greataddingtonpc.co.uk