

A REPORT ON A GRANTS AND DONATIONS POLICY

1. BACKGROUND

The Parish Council occasionally receives requests from charities and other organisations for grants or donations. The Council's resources are wholly derived from public funds and it has an obligation to ensure that any grant or donation made is generally in the interests of the Parish. Section 137 of the Local Government Act 1972 allows a local authority to spend a limited amount on activities which the authority considers "will bring direct benefit to the area or any part of it or all or some of its inhabitants".

2. POLICY

To ensure that all applications are dealt with fairly and in a consistent manner, the Parish Council is asked to consider adopting as its general policy the principles set out below. It is not intended that these principles should be applied rigidly but that they should be guidelines within which the Parish Council can consider any application on an individual basis:

- a) The Council will favour applications from local causes rather than appeals from national charities and other bodies. It will only consider making a grant or donation to a national charity or organisation if that charity or organisation can demonstrate that it is active in the Parish and that there are a number of people in the Parish capable of benefiting directly from its services currently or in the immediate future.
- b) The Council would prefer all such organisations to be self-financing and not to be reliant on donations from the Council. This means that the Council will look more favourably on applicants who can demonstrate that they have taken practical steps to address the funding needs of their activities on an on-going basis. The Council will be more inclined to make a grant or donation for a specific purpose or project where the costs and other sources of funding have been identified rather than a donation or grant to general funds.
- c) The Council will ask applicants to produce evidence of the constitution of their organisation and the latest audited accounts where this is deemed appropriate. Where an organisation operates on an informal or ad hoc basis, the applicant may be asked to explain the purposes of the organisation; how it operates; from where it obtained its existing funds; and how the use of its funds is controlled and accounted for.
- d) The Council will require the submission of a written application describing the substance and purpose of a particular project in sufficient detail to enable the Council to form an opinion about its merits without further enquiry, including details of the anticipated costs to be incurred and the steps taken to secure the necessary funding. The Council will require an organisation to report in writing to the Council on the manner in which a grant or donation was used and where appropriate on the progress, success or other outcome of the project for which the grant or donation was made.

3. RECOMMENDATIONS

Members are asked to agree to adopt as its general policy the principles set out above, and to publicise the procedure to the community.

Mr. K. Murray-Hetherington - Clerk to the Council