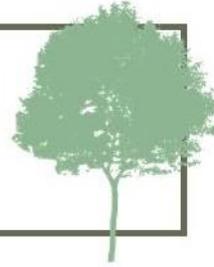


# **Fownhope Parish Council**

*Serving the community*



## **GRANTS AND DONATIONS POLICY**

This policy outlines the way grants and donations (hereafter referred to as ‘grants’) requested by outside bodies are treated. It does not cover grants made by the Parish Council on its own initiative.

The Parish Council has a small budget for the award of grants. The maximum sum set aside each financial year for grants is to be recommended annually by the Finance Working Group and agreed annually at the full Parish Council meeting. The aim of the grant scheme is to provide an opportunity for financial support to community organisations that benefit the Parish of Fownhope who would be unable to continue without such support. The objective is to provide services and facilities to the residents and area of Fownhope Parish which will enhance quality of life.

Fownhope Parish Council awards grants, at its discretion, to organisations which can demonstrate a clear need for financial support to achieve an objective which will benefit the Parish by:

- providing a service
- enhancing the quality of life
- improving the environment
- promoting the Parish of Fownhope in a positive way

It will not award grants to:

- Private individuals
- Commercial organisations
- Purposes for which there is a statutory duty upon other local or central government departments to fund or provide
- “Upward funders” ie local groups where fund-raising is sent to a central HQ for redistribution
- Political parties
- Religious organisations, unless for a purpose which does not discriminate on grounds of belief

### **Conditions and criteria for funding:**

1. Applications must be made in writing and submitted to the Clerk, together with appropriate accounts, supporting financial information, recent bank statement or evidenced projected costings, if available.

2. All applications will be considered on their merits but in general, grants will be awarded for specific projects or events.
3. The purpose for which the grant is made must be in the interest of Fownhope Parish.
4. Groups from outside the Parish can apply for a grant but must be able to demonstrate direct benefit to the area and the residents of Fownhope.
5. The Parish Council will take into account any previous grant made to an organisation or group when considering a new application.
6. The amount of the grant will be at the discretion of the Parish Council.
7. Retrospective applications may not be funded where the expenditure has been made, the project has been carried out or the event has taken place.
8. Payments for grants will not be paid to individuals unless under exceptional circumstances and only when eligible to do so under the General Power of Competence.
9. All grant payments will be conditional upon submission of audited accounts, if applicable, supporting documentation or invoices/receipts detailing costs of expenditure for projects or events for which the funding is being sought. These must be addressed to the Parish Clerk and dated after the date of approval.
10. All grant recipients are required to provide the Parish Council with a brief report, including photographs (if applicable) of how the grant has been utilised, how it has assisted the organisation and what it has achieved. This may appear in the newsletter and/or website.
11. If the grant is put to purposes other than those for which it was awarded without the prior approval of the Parish Council, the recipient organisation will be required to repay the grant to the Parish Council.
12. Applications will not be considered from organisations as identified above.
13. Organisations applying for a grant should normally be properly constituted, with appointed officers.
14. Grants will be awarded on the assumption that other sources of income have been considered.
15. Only one grant will be considered for an organisation during the year unless there are exceptional circumstances.
16. All invoices to be settled directly with suppliers by the Parish Council must be sent within 28 days of the event. This will ensure that any unspent funds can be re-distributed to other applicants.

17. The Parish Council reserves the right to refuse any grant application which they consider to be inappropriate or against the objectives of the Parish Council.

### **How will the application be assessed?**

1. How well the grant will meet the needs of the community, providing positive benefit to the inhabitants.
2. How effectively the group will use the grant.
3. Whether the costs are appropriate and realistic.
4. What level of contributions has been, or will be, raised in addition to the grant.

### **General:**

- Grant applications will be considered by the Full Parish Council.
- If grant requests received exceed the grant monies available in a financial year, then councillors will target projects/donations which benefit as many people as possible within the parish.
- Applicants should not assume that a grant will be awarded by Fownhope Parish Council each year and should not be relied upon.

Adopted at a full council meeting on : 5<sup>th</sup> September 2018, amended 7<sup>th</sup> November 2018  
Reviewed and adopted at a full council meeting on: 7<sup>th</sup> December 2022

To be reviewed: May 2027

FOWNHOPE PARISH COUNCIL

## APPLICATION FOR A GRANT

This application form is to be read in conjunction with our policy on grants and donations. Please continue with the application even if you do not consider all questions to be applicable as each application is considered on its own merit. If you have any questions whilst completing the form, please contact the Clerk.

Name of organisation (must be non-profit making voluntary organisation where membership is open)	
Name of person making application	
Address	
Contact telephone no.	
Email address	
Details of the project	
Overall cost of the project	
Amount sought	
Details of any other own or external funding considered or received	
Demonstrate clearly how the grant will help	
Detail how many people of Fownhope will benefit	
Any other additional information that supports the application	

To support your application, and if possible, please supply the following:

- A copy of your constitution and, if appropriate, membership rules;
- A copy of your organisation's audited accounts or accounts that have been examined by a suitably qualified person, or in the case of a newly formed organisation, a detailed budget and business plan (if applicable);
- A copy of your Child Protection Policy (if applicable).

Please return the completed form to:

Helen Tinson, Clerk to Fownhope Parish Council, Email: [fownhopeclerk@hotmail.com](mailto:fownhopeclerk@hotmail.com)

Tel: 07989 066782