

# Allesley Parish Council

## GRANTS AND DONATIONS POLICY

**Date approved: January 2018**

**Date to be reviewed: January 2019**

# Allesley Parish Council

## GRANTS AND DONATIONS POLICY

1. The Parish Council will allocate a budget each year specifically for donations and grant funding which will be determined as part of the annual budget process. The sum allocated by the Parish is part of the annual precept the Parish Council collects from the electorate and is available for distribution from 1<sup>st</sup> April each year.
2. 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.
3. 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 Allesley Parish.
4. Allesley Parish Council operate the following criteria:
  - Only one application for a grant in each financial year
  - A limit of £200 per organisation 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 must demonstrate a clear need for financial support by providing a description of the project / activity for which a contribution is needed
  - A set of audited accounts or suitable financial statement must be submitted 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 should be submitted to Allesley Parish Council with details of the outturn
  - Monitoring may take place
5. Grants would normally be given to fund the following:
  - 5.1 Core costs essential to the administration and management of community and voluntary groups' operations.
  - 5.2 Meeting project costs for a specific piece of work undertaken by community or voluntary groups.
  - 5.3 Support for local community groups to develop the infrastructure of the Parish.
  - 5.4 Support the provision of facilities and activities of a sporting nature in the Parish. In particular to organisations or individuals that introduce participation in sports or in areas where there is no existing provision.
  - 5.5 Coaching schemes and set-up costs for the provision of activities.

- 5.6 Support activities and encourage participation in the arts. Particular support for organisations that introduce participation in the arts to new audiences or in areas where there is no existing provision.
- 5.7 Enable community groups to make environmental improvements.
  
- 6. Applicants must be able to provide:
  - 6.1 Estimated costs of the project or activity for which the donation is required.
  - 6.2 An explanation as to how the grant is to be spent.
  - 6.3 A copy of the current financial status and latest audited accounts.
  - 6.4 Facilities for the Parish Council to monitor the project or activities.
  - 6.5 A report to the Parish Council on how the donation has been spent on conclusion.

This policy for Charitable and Other Donations was approved for issue at the Parish Council meeting held on 22<sup>nd</sup> January 2018

# Allesley Parish Council

## GRANT APPLICATION FORM

Please complete this form after reading the parish council's Grants and Donations policy; upon completion please return to Allesley Parish Council, Belby, Common Lane, Corley CV7 8AQ (office postal address) or via e-mail to [clerk.allesleypc@outlook.com](mailto:clerk.allesleypc@outlook.com) In the event of any queries, please telephone the Clerk on 07877 559825

**Name of organisation applying for grant:**

**Name of contact:**

**Contact details:**

**Postal Address**

**Post code**

**E-mail**

**Telephone**

**Amount of grant requested**

**£**

**Please state here the reason for requesting grant funding and include the total cost of the project.**

**Continue on separate sheet if necessary**

**Have you applied elsewhere for funding?**

**If yes, where?**

**Signed on behalf of applicant**

.....

**Position eg chairman**

**Date:**