



Fordham Parish Council
GRANTS & DONATIONS POLICY

The Grants and Donations Policy was adopted by the Full Council at its Meeting held on 28 July 2020, minute no: 20-21/37.

To be reviewed July 2023

1. Definitions

- A grant is awarded for a particular defined purpose.
- A donation is awarded for general purposes.

Both are awarded for local Parish activities only.

2. Power

The Council regularly receives requests for grants and donations from a variety of organisations and the aim of the Policy is to encourage and support activities and projects which will benefit this Parish.

Section 137 Local Government Act 1972, places restrictions on Parish Councils when it comes to making grants to other organisations or bodies.

One of those restrictions (Section 131 para 1) requires that such expenditure “**...is in the interests of, and will bring direct benefit to, their area or any part of it or all or some of its inhabitants.....**”

The normal use to which this power is applied by Local Councils is to provide funding to local organisations, but clearly, one of the most important restrictions (as underlined above) is that the grant cannot be made to an individual for their own use, no matter what use and how good a cause that use may be (e.g. sponsorship for study exchanges).

3. Background

- a) Any grants made available for such purposes are funded directly from the Parish Precept.
- b) The Parish Council receives no other significant monies from any source (with the exception of grant monies received for particular projects and ring fenced for that purpose).

4. Policy

- a) Any grant made by the Parish Council must directly benefit the Parish and its Parishioners. The Parish Council cannot make donations to individuals unless the community directly benefit. (Thus the Parish Council cannot, for example, make a grant to a disaster appeal unless the disaster in some way affected the Parish or a substantial number of Parishioners.)
- b) Grants and Donations cannot be made to fund political activities.
- c) Grants will not support, routine running costs, salary or routine admin costs.
- d) All proposed expenditure must be detailed in the Parish Council's annual budget meeting, to enable the calculation of the Council's precept.
- e) The organisation making a grant request should be a non-profit making voluntary organisation where membership is open (i.e. no discrimination of membership on grounds of sex, race, religion etc).
- f) The Parish Council will not fund events or activities which can or will be self-supporting by means of donations, or grants from other organisations etc.

5. Applications

- a) All applications for grants or donations shall be made in writing to the Council Clerk by the end of October each year. The Council Clerk shall arrange for those applications which meet the Council's criteria to be considered at the December Finance Meeting.
- b) The grant available shall be limited to a maximum of £500 per application.
- c) Only one grant will be given to any group or organisation, or for any particular purpose, in any financial year (1st April – 31st March).
- d) If the Council considers that there are exceptional circumstances then it can decide to exceed these limits in 'b' and 'c' above.
- e) Grants cannot be awarded after the relevant event or project has been completed.
- f) Applications must be submitted on the Council's application form.
- g) Applicants whose application meets the criteria will be considered at the Council's December Finance Meeting. Successful applicants shall provide details of whom the payment should be made and acknowledge receipt of the payment.

6. Conditions

- a) Applications for Grant/Donations funding must be received by the Clerk by the end of October and will be considered at the Council's December Finance Meeting.
- b) The Parish Council will assess applications with particular reference to the number of Parishioners likely to benefit, or whether any particular category of Parishioners would receive specific benefit (e.g. children, the elderly, persons with disability etc).
- c) Where a request for a grant/donation is agreed, the Council shall determine the amount, using the figures stated by the applicant as a guide only.
- d) The grant/donation shall be used only for the stated purpose otherwise the monies shall be returned to the Council, except where the Council's prior written consent has been given for the funds to be used for another purpose.
- e) The Council reserves the right to request further information considered necessary to assess the application
- f) The Council will request that applicants provide written feedback within 12 months explaining how the grant/donation has benefitted their group/organisation. This requirement will be communicated in the decision letter.
- g) The Council reserves the right to request repayment of any grant/donation where an applicant does not comply with these conditions.

7. Notes

- a) The Council's decision on any application is final and there is no right of appeal.
- b) The Council reserves the right to decline any application without giving reasons for its decision.
- c) The Council will not commit to any continuing expenditure.
- d) Nothing in this Policy prevents the Council from providing a grant or donation to a group or organisation or project without application, where the Council considers that the giving of such a grant/donation will bring benefits to the residents of the Parish.
- e) Where a Member of the Council is a member of a group/organisation applying for funding, that member must declare, in accordance with its Code of Conduct, an interest in the matter and refrain from voting. Advice may be sought from the Monitoring Officer or the Parish Clerk.



FORDHAM PARISH COUNCIL
Grant / Donation Application Form

(Local Government Act 1972, Section 137)

Clerk: Kathryn Cameron
Tel: 07453 160831 Email: clerk@fordham-pc.gov.uk

	Description	Details
1.	Name of Organisation	
2.	Name, Address and Status of Contact	
3.	Telephone Number and Email Address of Contact	
4.	Is the Organisation a Registered Charity	Yes / No Reg Charity Number:
5.	Amount of Grant / Donation Should your application be successful, please complete your Bank details below for electronic payment Bank Sort Code Bank Account Name Account Number	£
6.	For what purpose or project is the grant / donation requested?	

7.	What will be the total cost of the above project?	£
8.	If the total cost of the project is more than the grant / donation, how will the residue be financed?	
9.	Have you applied for a grant / donation for the same project to another organisation? If so, which organisation and how much?	
10.	Who will benefit from this grant / donation?	
11.	Approximately how many of those who will benefit are Parishioners?	

You may use a separate sheet of paper to submit any other information which you feel will support this application.

Signed.....Dated.....

Print Name.....