

# KINGS CAPLE PARISH COUNCIL

## DONATIONS & GRANTS POLICY

**Kings Caple Parish Council adopted the following policy on 14<sup>th</sup> July 2016:**

- 1) The maximum sum set aside each financial year for donations, *is to be agreed upon annually at the full Parish Council meeting in which the precept is set (or) is to be recommended annually by the Finance Committee and agreed annually at the full Parish Council meeting in which the precept is sent.*
- 2) All applications for donations must be made in writing and submitted to the Clerk.
- 3) All grant applications must be decided by a full parish / town council meeting (after recommendation by the Finance Committee – *delete if not applicable*).
- 4) .....Parish / Town Council must satisfy itself that the grant will benefit the area and a significant number of residents. Ideally there should be clear evidence of local need or demand for the proposed project / activity.
- 5) Each **application** must be accompanied by supporting documents:
  - Summary of the applicant's accounts for the last financial year
  - Proposed project details including a breakdown of costings
  - Details of the applicant's organisation, committee and meeting structure, appointed officers, etc. Councillors must feel confident that appropriate management mechanisms and financial controls are in place within the applicant's organisation
  - Other funding sources / grants applied for in relation to the project concerned
- 6) If the donation 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.

/ continued....

## DONATIONS / GRANTS CONDITIONS

1. Grants will not be awarded to individuals. / or .....Parish / Town Council is entitled to award grants to individuals by using the Power of Wellbeing. (*delete as applicable if your PC has the Power of Wellbeing*).
2. Grants will not be made retrospectively.

3. Grants will not be awarded to fund activities of a political nature, nor activities considered to be the responsibility of the principal authority.
4. Grants will not be awarded to organisations that make, or attempt to make, profit for the benefit of members or owners over and above revenue expenditure, e.g. running costs, staff costs, premises maintenance and general overheads.
5. Organisations applying for a grant should be properly constituted, with appointed officers.
6. Grants will be awarded on the assumption that other sources of income have been sought.
7. Grants will only be considered accompanied by sufficient and appropriate documentation, including financial records. If there is insufficient documentary evidence the application will not be considered.
8. If the organisation / body is unable to use the grant for the stated purpose, monies must be returned to ..... Parish / Town Council.
9. The grant must be used for the purpose for which the application was made
10. Any applicant receiving a grant is required to acknowledge .....Parish / Town Council's contribution and explain how this will be done.
11. All applicants receiving a grant must provide an End of Project Report, including a breakdown of expenditure, together with (copy) receipts within 3 months of the project completion. (Unless agreed otherwise, projects should be completed within 1 year of a grant offer).
12. Failure to comply with the above may result in the rescinding of the grant and a request for its return.
13. These conditions will be included in a letter offering a grant from .....Parish / Town Council. The applicant must sign and return to the Parish Council, a copy of this letter, to indicate they will comply with the conditions, before the grant is issued.
14. All grants are awarded at the Parish / Town Council's discretion. .... Parish /Town Council's decision is final and there is no right of appeal.

### **NOTES TO DONATIONS / GRANTS POLICY**

Before adopting an appropriate policy regarding a grants budget and awarding grants or donations, parish councillors should have:

- a full understanding of the **Powers** granted to a Parish Council under which they can spend money.

*(available from HALC & can also be viewed at the back of the “**Good Councillor’s Guide**” or under **Parish Councils FAQ** on HALC’s website)*

Parish councils should make every effort to grant money under a “**Power**” available to them and should only use Section 137, or the Power of Wellbeing, as a last resort.

- For more information on **Section 137** of the Local Government Act 1972, including the current annual limit of expenditure, see NALC’s **Legal Topic Note 31 Section 137 of the Local Government Act 1972** and NALC’s **Legal Briefing L05-09 s.137 expenditure – limit for 2010-2011**

*Both the above are available from HALC and can be viewed on HALC’s website under **Finance** in the Members section)*

- For more information on the **Power of Wellbeing** please review this section on *HALC’s website, under **Developing your Council***. Alternatively you can contact the HALC office for a hard copy of this information.

The attached Donations and Grants Policy can be amended and adapted to suit your particular Council’s circumstances.