

# Easebourne Parish Council

## Grants and Donations Policy

### Introduction

Each financial year, Easebourne Parish Council allocates a sum of money within its budget to providing financial support to other local (as defined below, see 4) voluntary and non-profit making organisations which provide services or events for the benefit of Easebourne Parish residents.

The present allocation for 'Grants and Donations' is set at a total of £1,000, unless other unexpected monies are forthcoming, in which case the total amount may be increased. The maximum amount awarded to any single organisation is currently up to a maximum of £250.00, within a financial year and individual awards will only exceed this amount in exceptional circumstance.

As grants are paid from public funds, which are subject to scrutiny, the Parish Council must be able to demonstrate that monies have been appropriately spent and therefore provided below is information for applicants including the conditions of receiving a grant, the details which must be submitted when requesting a grant and the conditions which must be met once a grant has been awarded.

### Information for Applicants

- 1) Applications may be submitted at any time, but are generally considered at the June and November meeting of the Finance Committee. The Finance Committee meets in public regularly and the dates are advertised in advance on the Parish Council Noticeboards and on the Parish Council website).
- 2) At the beginning of each Finance Committee meeting, public 'question time' is available and representatives from Organisations submitting grant applications may choose to attend to speak in support of their applications.
- 3) Capital or revenue funding will be considered.
- 4) Organisations applying for a grant do not need to be based within the Parish or adjacent to the parish, but they must provide a service (local events will also be considered) to the residents of the parish in order to be awarded a grant. For example, a branch of a national organisation may seek a grant if they specifically provide a service to all

Easebourne Parish residents or individual Easebourne Parish residents.

- 5) Organisations with separate branches, services or projects may only request a single grant, for example an organisation with multiple branches or providing a number of services, cannot submit multiple applications and should this occur, the organisation will not be successful in more than one application in any one single financial year.
- 6) In awarding grants, preference will be given to awards which will produce some **prompt and tangible benefit for the Residents of the Parish of Easebourne.**
- 7) A previous successful application does not guarantee further successful applications, but each will be considered on its own merits alongside other requests which the Parish Council has received.
- 8) The Application Form can be found on the Parish Council website or can be provided in printed form on request from the Parish Clerk (contact details are at the end of the policy).
- 9) The Application Form must be completed in full and returned to the Parish Clerk either by email or to the address provided. If any assistance is required with the completion of the form, applicants may contact the Parish Clerk for advice.
- 10) The Organisation's recent accounts must also be submitted with the Application Form.
- 11) The Finance Committee may require further information from an Organisation before reaching a conclusion regarding an award, in which case the Organisation will be contacted by either the Parish Clerk, Finance Committee Chairman or Chairman of the Parish Council to gain further written evidence or to invite a representative from the Organisation to attend a Finance Meeting to provide verbal evidence.
- 12) If funding is granted, it must only be used for the purposes set out on the Application Form. If it later transpires that the funding cannot be used for the agreed purpose, the Parish Council must be notified at the earliest opportunity.
- 13) If for any reason all the monies awarded cannot be utilised within the time specified on the Application Form, the Parish Council must be notified at the earliest opportunity and the surplus returned to the Parish Council.
- 14) Confirmation in writing is to be given by the 'Project End Date' that the project has indeed been completed. The letter should verify that the funding has been used for the agreed purpose.

- 15) If an application for a Grant is funded, financial support from the Parish Council should be acknowledged in any publicity relating to the service, event, or item funded and in the Organisation's annual report. Copies of this material should be sent to the Parish Council. Where possible, items purchased with the Parish Council's support should be marked as such.

*This Policy was approved and adopted by Easebourne Parish Council on 12<sup>th</sup> July 2017 and a review will take place in July 2018.*

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