

WHIMPLE PARISH COUNCIL GRANTS AND DONATIONS POLICY

Grants and Donations

Whimple Parish Council sets aside a sum of money each year to donate to good causes in the parish as either a grant or a donation. 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 April each year.

The Parish Council is governed by rules set out in the Local Government Act 1972 (section 137) which states the money must be spent on purposes for the direct benefit of the parish and be commensurate with the expenditure incurred, for example, spending a large amount for the benefit of only one or two people is not acceptable.

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.

No further amount should be allocated from the annual budget if the money is committed before the end of the financial year (end of March each year).

Policy

The Parish Council awards grants, at its absolute discretion, to organisations which can demonstrate a clear need for financial support to achieve an objective which will benefit the Parish in one of the following ways:

- By providing a service to members of the Parish;
- By enhancing the quality of life for those living in the Parish;
- By improving the local environment;
- By promoting the Parish in a positive way.

The Parish Council will not award grants to:

- Private individuals;
- Commercial organisations;
- Political parties;
- Religious organisations: unless for a purpose which does not discriminate on grounds of belief.

The Parish Council will also not provide grants for purposes for which there is a statutory duty upon other local or central government departments to fund or provide.

This list is not exclusive and may be added to at the council's discretion.

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 Whimble. Any expenditure under section 137 must be properly authorised by resolution, minuted and shown in a separate column in the councils' accounts.

Whimble Parish Council operate the following criteria:

- Only one application for a grant in each financial year
- Ongoing commitments to award grants in future years will not be made
- A limit of £300.00 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 may be asked to 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 may be required 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.
- Efforts to generate income from other sources maybe required.
- A report on how the money was spent maybe requested and if required should be submitted to Whimble Parish Council with details of the outturn position.
- Monitoring may take place.

Procedure

Although applications will be accepted throughout the year, normally they will be considered three times during the financial year – in the months of July, November and March.

Therefore, applications and accompanying information should be submitted to the Parish Clerk no later than the end of the preceding month, i.e. by the end of June for consideration in July, by the end of October for consideration in November, and by the end of February for consideration in March.

In order to be open and transparent in respect of spending taxpayers money, the application and accompanying information will be included in the agenda pack and therefore in the public domain.

Representative from the organisation applying, are welcome to come to the meeting and speak for 3 minutes during the public participation section of the meeting.

The Parish Clerk will notify the applicant of the Councils' decision and arrange payment if you are successful or provide an explanation if the grant or donation was turned down.

Should you be successful:

- A written receipt maybe requested to be provided by the organisation and a note to show the funds have been used for the purposes specified in the application.
- The council reserves the right to require repayment in the event of the outcome not being achieved.

Grant / donation application form

If you consider your organisation is eligible to apply for a grant or donation please complete the application form and send to the Parish Clerk via email or post – clerk@whimpleparishcouncil.gov.uk or Whimple Parish Council, Whimple Victory Hall, School Hill, Whimple, EX5 2TS.

**Whimble Parish Council
Grants and Donation Application Form**

Name:	
Name of Organisation:	
Correspondence Address:	
Contact email address:	
Contact telephone number:	
Amount applying for:	
Reason for application: <i>Please provide details of how the money would be used and what benefit it would bring to the Parish.</i>	

Please return the completed form to:

Whimble Parish Clerk

Address: Whimble Parish Council, Whimble Victory Hall, School Hill, Whimble, EX5 2TS

Email: clerk@whimbleparishcouncil.gov.uk