



Dormansland Parish Council

Grant and Donation Awarding Policy and Procedure

1. Introduction

Under Section 137 of the Local Government Act 1972, Dormansland Parish Council has discretionary powers to provide financial support, to local groups or organisations, for purposes that bring a direct benefit to the Parish or its inhabitants. To be considered for an award, applicants must complete an Application Form and provide the details as requested.

A grant is awarded for a specific purpose or project whereas a donation is awarded for general purposes. The maximum limit for a grant is £1,000 and for a donation is £300. The Council will, in general only approve grants up to a level of 10% of the annual budgeted amount. This level will be found on the application form.

To apply successfully for a grant from Dormansland Parish Council, the charity, voluntary organisation or not-for-profit group seeking funding must show how its activities support the Council's strategic aims:

- To work closely with the community to determine and, where possible, meet its needs
- To maintain and improve the delivery of Council services
- To work where appropriate with outside organisations to achieve the Council's strategy
- To manage the affairs of the Council efficiently and effectively

Dormansland Parish Council recognises the hard work of the many organisations in the community that help to improve the lives of its residents and as such the Parish Council are committed to supporting local charities and not-for-profit groups. The Council will look more favourably at organisation who have applied to other external organisations for funding.

The following policy sets out how the Parish Council considers and makes grant awards and enables the Council to make an informed assessment of grant applications in a fair and transparent way.

2. Policy

Eligibility

The Parish Council awards grants to organisations that demonstrate a clear need for financial support to achieve an objective which will benefit the Parish by:

- Providing a service to the residents
- Enhancing the quality of life of residents
- Improving the Parish environment, and promoting the Parish in a positive way
- Encouraging the participation in sports, culture and community engagement

The Parish Council will **NOT** award grants to:

- Private Individuals
- Commercial Organisations
- Purposes for which there is a statutory duty upon other local or central government departments to fund or provide
- “Upward funders”, i.e. groups where fund-raising is sent to a central HQ for redistribution
- Political parties
- Organisations that have a disproportionately high levels of uncommitted reserves
- Organisations that are specifically prohibited by law from receiving local council funding

This list is not exhaustive and may be added to at the council’s discretion.

General principles

- Ongoing commitments to award grants in future years will not be made. An application must be made each Council year.
- Grants will not normally be made retrospectively unless in the situation of an emergency.
- Organisations should only apply for one grant or donation annually, except in exceptional circumstances.
- Organisations requesting funds for building related projects must provide:
 - evidence of security of tenure for a minimum of 7 years from the date that the grant is considered
 - evidence of adequate insurance.
- Decisions made by the Council on grant applications are solely a matter for and at the discretion of the Council.

3. Application Procedure

3.1 Application rounds

Applications for grants and donations will be considered twice a year (The Council year commences on 1st April and ends on 31st March). Download and complete an application form from the Council website and return it, together with supporting documentation, to the Clerk via email to parishclerk@dormansland.org.uk Postal applications may be sent to Dormansland Parish Council, PO Box 335, Lingfield, RH7 9BP.

Round 1

- Applications open 1st April and close 20th May.
- Grant applications will be considered and (in most cases) a decision made at the June Council Meeting.
- If agreed applicants should expect to receive funds within 1 Month of the Council approval.

Round 2

- Applications open 1st September and close 20th October.
- Grant applications will be considered and (in most cases) a decision made at the November Council Meeting.
- If agreed applicants should expect to receive funds within 1 Month of the Council approval.

3.2 Application Forms

Application forms must be completed in full and be signed by an authorised officer of the applying organisation. The signed application form must be accompanied by all supporting documents.

A list of supporting documents (which can also be found on the application form) is:

- Meeting minutes showing agreement to apply for a Grant/Donation.
- Last year's accounts/financial statements including reserve levels and Bank and Cash balances.
- A current banks statement.
- For asset purchases over £500 – 3 recent quotes.
- For building projects – project costs together with a note of where grant monies will be used.

4. Assessment Procedure

At the annual budget meeting the Council sets the amount available for grants and donations for the following year. Only in exceptional cases will this amount be exceeded. The availability of funds does not guarantee an award.

Each application will be assessed on its own merits, taking into account:

- The level of community benefit.
- Previous awards made to the organisation.
- Efforts made to obtain other funding.
- Financial need together with reserves and bank balances.

5. Conditions for Grant and Donation Awards

- Grants must be spent within 12 months of the award
- The grant can only be used for the sole purpose stated in the grant application. (If a group wishes to change the purpose of the grant they must seek approval by writing to the Council who will consider the change).
- Successful applicants are required to acknowledge the contribution made by the Council in all promotional activity relating to the application, and any websites belonging to the organisation.
- If a project does not proceed as planned, the council would expect the grant to be returned.
- If the grant is requested for a specific item, proof of purchase should be sent to the Clerk when the asset is acquired.
- Organisations are responsible for ensuring their compliance with all applicable legal and statutory requirements.

6. When a grant may have to be repaid

If the group is unable to use the award for the stated purpose and the project does not proceed as planned, all monies must be returned to the Parish Council.

Dormansland Parish Council reserves the right to recover the grant and/or moveable equipment purchased with grant monies if the organisation ceases to exist, if the grant is not used for the purposes specified, or if the conditions of the grant are not complied with.

7. Data Protection Act 2018 (General Data Protection Regulation) Information

In signing the application form, you give permission for Dormansland Parish Council to use the information included.

The information provided on this form will be used by us for the purposes of establishing your entitlement to a grant and assessing your application.

8. Publications

The Parish Council requires acknowledgement of its contribution in any publicity material.

9. Contact Details

Please submit all enquiries and completed application forms to the Parish Clerk.

Dormansland Parish Council, PO Box 335, Lingfield, RH7 9BP

Email: parishclerk@dormansland.org.uk

Mobile: 07395 323456