



## **Dormansland Parish Council**

### **Grant and Donation Awarding Policy and Procedure**

#### **1. Introduction**

Under Section 137 of the Local Government Act 1972, Dormansland Parish Council (the Council) has discretionary powers to award grants to local groups or organisations for “purposes, which may bring a direct benefit to the area or any part of it for some or all the inhabitants”. To be considered for an award, applicants must make a written application and provide necessary details as requested.

A grant is awarded for a specific purpose whereas a donation is awarded for general purposes. The maximum limit for a grant is £1,000 and for a donation is £300.

To apply successfully for a grant from Dormansland Parish Council, the charitable or voluntary organisation seeking funding must show how its activities support the Council’s strategic aims which in turn have informed its priorities:

- 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 on an efficient and effective basis

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, so that decisions within the limited grant budget are made in a way that is fair and transparent.

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 favourable at organisation who have applied to other external organisations for funding.

#### **2. 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 by:

- Providing a service to the residents of the Parish
- Enhancing the quality of life of residents of the Parish

**Adopted by DPC 2 December 2020 – amended March 2023 & May 2024**

- Improving the environment, and promoting the Parish in a positive way
- Encouraging the participation in team sports

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. Local groups where fund-raising is sent to a central HQ for redistribution •  
Political parties
- Organisations that have a disproportionately high levels of uncommitted reserves

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

Ongoing commitments to award grants in future years will not be made. A fresh application form will be required for each grant application. This will be at the discretion of the council.

Grants will not normally be made retrospectively unless in the situation of an emergency.

Organisations requesting funds for buildings must provide evidence of security of tenure for a minimum of 7 years from the date that the grant is considered. Proof of adequate insurance with a reputable insurance company must be provided.

Decisions made by the Council on grant applications are solely a matter for and at the discretion of the Council.

### 3. Application Procedure

**Grant application forms** can be downloaded from the Council’s website or are available from the Parish Clerk at [parishclerk@dormansland.org.uk](mailto:parishclerk@dormansland.org.uk) or 07395 323456.

**Applications will be assessed in 2 rounds throughout the financial year.** The first round of applications will **open on 14<sup>th</sup> May 2024** and the **closing date for Applications** will be on **21<sup>st</sup> June 2024** with decisions on the applications to be made at the July 2024 Full Council Meeting and applicants notified after this meeting.

The second round for applications will **open on 2<sup>nd</sup> September 2024** and the **closing date for applications** will be **18<sup>th</sup> October 2024** with decisions on these applications to be made at the November 2024 Full Council Meeting and applicants notified after this meeting.

**Applications can be made for 10% of the maximum budget for grant allocations available for that financial year. Exceptional circumstances maybe considered for up to 20% of the entire grant budget.**

Applicants should be mindful that the Council’s financial year begins in April.

Grants will generally not exceed £1,000 and normally only one application for a grant will be considered from any organisation in any one financial year. Amounts over £1,000 will be given only in exceptional circumstances.

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Grant applications will only be considered if submitted on a Grant Application Form with all supporting documentation. It is therefore important that all the questions on the application form are answered as fully as possible to provide a detailed picture of your proposed project or of the activities of your organisation within the parish.

Organisations requesting a grant or donation are required to submit the following:

- A completed application form
- Copies of their last year end accounts including details of reserves held by the organisation
- The number, or percentage, of members that belong to the organisation and that live within the Dormansland Parish.
- The number, or percentage of residents of the parish that the grant will benefit
- Details of any restrictions placed on who can use/access their services

Organisations will normally be expected to have clear written aims and objectives, a written constitution and a separate bank account controlled by more than one signatory.

For the purchase of single items of goods or services, applicants will be expected to supply at least three quotes. All grants awarded will be subject to a requirement to report back to Dormansland Parish Council as to the work delivered and/or community benefit or within 12 months, whichever is the soonest.

Successful applicants will normally receive funds within one month of the decision date.

#### **4. Assessment Procedure**

At the Parish Council's annual budget meeting an amount will be set from which grants will be awarded during the following financial year. This amount will only be for grant requests that have been received by the Parish Council in accordance with the application procedure.

The budget will be allocated as outlined in section 3 and cannot be exceeded in any financial year. The availability of funds within the budget does not guarantee an award; a decision upon an award will remain for approval by the Parish Council at the appropriate meeting. Once the grants budget is exhausted, the Parish Council will only consider exceptional requests or in the situation of an emergency.

Each application will be assessed on its own merits. However, to ensure as fair a distribution as possible of available funds, the Parish Council will take into account the amount and frequency of any previous awards. Due account may also be taken of the extent to which funding has been sought or secured from other sources or fund-raising activities.

#### **5. Grant Award Conditions**

- Grants must be spent within one year of the award
- The grant can only be used for the purpose stated in the application and the Council reserves the right to reclaim any grant not being used for the specified purpose of the application. However, if a group wishes to change the purpose of the grant they must seek approval by writing to the Council who will consider whether or not to approve the change

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- Organisations are responsible for ensuring their compliance with all applicable legal and statutory requirements
- Successful applicants may be required to provide the Parish Council with a report on how the funds have been used, and the outcomes of the funded activity
- 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
- Only one application per year will be accepted from any organisation unless in exceptional circumstances.
- If a project does not proceed as planned, the council must have the grant returned in full or an outstanding balance or assets returned in lieu of the value of the grant awarded.
- If the grant is requested for a specific item, proof of purchase should be available if subsequently required by the Parish Council

## **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.

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.

Policy and regulations on distributing funds may change from time to time. We reserve the right to amend any policy, procedures and assessment criteria and will aim to inform actual or possible beneficiaries.

## **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.

Mrs Jacqui O’Sullivan - Parish Clerk  
 Dormansland Parish Office, 129 Station Road, Lingfield, Surrey RH7 6DZ  
 Email: [parishclerk@dormansland.org.uk](mailto:parishclerk@dormansland.org.uk) Tel: 07395 323456  
 website: [www.dormansland.org.uk](http://www.dormansland.org.uk)

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