

West Hendred Parish Council

GRANTS AND DONATIONS POLICY

General

1. West Hendred Parish Council ("the Council") is funded by precept, raised from the residents of West Hendred, and therefore has only limited funds available to assist organisations working for the benefit of the community. This policy will be effective from dd mm yyyy
2. Subject to funding being available, the Council is committed to providing assistance and support to local groups which are set up to promote community life for local residents. The Council's financial support is provided by way of **Grants** (for organisations / causes located in West Hendred or **Donations** (for organisations / causes which are not located in the village, but which benefit residents of West Hendred). Generally, the Council will look more favourably on organisations / causes located in the parish, whose activities are applied for the general benefit of parishioners of West Hendred, rather than elsewhere. This policy will be reflected in the amount of money set aside each year for Grants and Donations.
3. An amount of money for Grants and Donations will be included in the Council's annual budget for the following year; this may vary from year to year.

Guidelines for award of Parish Council grants

- Priority 1: Major village facilities. The size of the grants awarded should demonstrate village commitment and be related to the overall size of the project, the number of villagers benefiting and the potential to obtain grants from external sources.
- Priority 2: Village Youth Organisations: The size of the grants awarded should demonstrate village commitment and also be related to the overall size of the project, the number of youth benefiting and the potential to obtain grants from external sources.
- Priority 3: Other village organisations: The size of the grants awarded should demonstrate village commitment and be related to the overall size of the project, the number of villagers benefiting, the strength of the connection with the village, the availability of grant funding, and the potential to obtain grants from external sources.
- Priority 4: External Organisations able to demonstrate local village benefit: The size of the grants awarded should be related to the number of villagers benefiting, the availability of grant funding and the overall size of the project,
- Priority 5: External Organisations not able to demonstrate local village benefit: Only in special circumstances will grants be awarded to this group.

Eligibility

4. Only a charity, trust, community group or local voluntary group may apply for a Council grant or donation.
 - a. With a constitution
 - b. With a dedicated bank account
 - c. Operating or providing a service to the community.
5. The Council defines a voluntary group as a non-profit making organisation, set up and run by an unpaid, voluntary, management committee.
6. An organisation external to the village which applies for a Donation must show that it has supported people within the parish in the past year, indicating how many and in what way they were supported. Charitable donations will not be considered for an organisation that cannot demonstrate the above requirements, unless special circumstances apply.
7. The Council will not fund the following:

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- a. Organisations that do not provide a service to the community.
- b. Individuals or appeals supporting an individual.
- c. General appeals.
- d. Statutory organisations or the direct replacement of statutory funding.
- e. Political groups or activities promoting political beliefs.
- f. Religious groups where funding is to be used to promote religious beliefs.
- g. Arts & sports projects with no community or charitable element.
- h. Medical research or treatment.
- i. Animal welfare.
- j. Projects that may take place before an application can be decided, unless special circumstances apply.
- k. Organisations that have a closed or restricted membership.
- l. Equipment or other costs that have already been purchased or incurred prior to the application being considered, unless special circumstances apply.

Principles for the evaluation of applications

8. The Council will apply the following principles in evaluating applications:
 - a. Grants are awarded at the discretion of the Parish Council
 - b. Our policy on deciding community grants and donations is based on the principle of promoting the development of partnerships which encourage and enable local community organisations to deliver local projects for the benefit of the residents of the Parish.
 - c. Applications for grants and donations will be judged on the level of need / merit / contribution / impact to the community in the Parish, or the benefit to the environment of West Hendred and / or the immediate local area.
 - d. Applications must clearly show how any assistance given will benefit the people living in the Parish, or will benefit the environment of West Hendred and / or the immediate local area.
 - e. Any assistance given to projects will be subject to monitoring and subsequent evaluation of the outcome of the grant.
 - f. We welcome applications from small or newly formed groups and those that have not applied to us before.
 - g. We will look for evidence of a well-managed group including previous experience and track record, financial sustainability and viability of group and / or project.
 - h. On occasions and particularly for larger projects, we will look for evidence that funding has been sought from other sources, and the level of match funding available.
 - i. Organisations should not make a presumption that funding will continue on a year to year basis.

General grant conditions

12. The following conditions will apply to any grant or donation:
 - j. Grants and donations will only be paid to the bank account of the organisation receiving the grant or donation. Payments will not be made to private individuals.
 - k. A grant or donation can only be used for the purpose stated in the application; the Council reserves the right to reclaim any grant not being used for the specified purpose defined in the application.
 - l. If a group wishes to change the purpose of the grant they must seek approval in advance by writing to the Council who will consider whether or not to approve the change.
 - m. Organisations in receipt of grants or donations are responsible for ensuring that they are in compliance with all applicable legal and statutory requirements (including those relating to health and safety and equalities).
 - n. Should for any reason the organisation disband or the project is not completed the Council may ask for all or part of the monies to be paid back.
 - o. Acknowledgement of the financial support received from the Council is required on documentation and any promotional material, including websites.

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- p. Normally, only one application per year will be accepted from any organisation.
- q. Additional grant conditions may also be attached to any funding from the Council and these will be set out in the award confirmation letter. Failure to comply with any conditions attached to a grant may result in the grant being recalled or affect future grant assistance.

Monitoring and reporting requirements

13. As a condition of receiving a grant or donation from the Council the organisation receiving the grant or donation is required to complete a report, to provide the Council with written evidence of what the money has been spent on, and the benefit it has brought to the people of the Parish. Any relevant evidence would be welcomed.

14. A report, whether the project is complete or not, must be submitted to the Council by the end of January each year, so that it can be reported at the Council's Annual Assembly.

Last updated: 28th July 2017

Adopted by the Council on 14th September 2017

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APPLICATION FOR A GRANT OR DONATION

We classify Grants as being for organisations established in the village of West Hendred, and Donations are for other, external, organisations. Please use this form for both, making clear your status.

Name of organisation:

Address of organisation:

Name of contact:

e-mail address:

1. The name of the organisation's bank account (for a cheque) is:
2. Are you seeking a Grant or a Donation? **Grant / Donation** (delete one)
3. Is the organisation a registered charity? **YES / NO** (delete one)
4. If YES, please indicate the Charity Number:
5. Objects and aims of the organisation:

6. Would the grant or donation that you seek be applied for the general benefit solely of the parishioners of West Hendred, or for a wider area? (Please give details).

7. Is the grant or donation for a specific purpose? **YES / NO** (please delete as appropriate)
8. If NO, please proceed to Section 9 below. If YES, please give details of the project or intended use, including an estimate or breakdown of costs:

Cost	£
Funds raised	£
Funds promised	£
Balance	£
Grant / Donation requested	£

Commencement date:

Completion date

Other possible sources of finance:

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9. If the grant or donation is NOT for a specific purpose, please state the amount requested, and describe how it will be spent, indicating the numbers of parishioners you intend to help, and in what way, if this application is successful:

10. Please give details of the numbers of parishioners you have helped in the past and in what way:

11. Please list any other information you would wish the Parish Council to consider in support of this application:

Name of applicant

Position of applicant in the organisation

Address

E-mail address

Signed

Date

On completion, please send this form to the Clerk, whose address is:

Mrs Julia Evans,
Clerk, West Hendred Parish Council
Moorcroft
The Greenway
West Hendred
Oxon OX12 8RG

E-mail: parishcouncilclerk@westhendred.net