

# Heddon on the Wall Parish Council

## GRANTS AND DONATIONS POLICY



### 1.0 BACKGROUND

1.1. The Parish Council is governed by rules set out in the Local Government Act 1972 (section 137) which states that the money must be spent on purposes which “**will bring direct benefit to the area or any part of it or all or some of its inhabitants**” 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.

1.2. Heddon-on-the-Wall 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 1st April each year. No further amount shall be allocated from the annual budget if the money is committed before the end of the financial year (end of March each year).

### 2.0 POLICY

2.1. To ensure that all applications are dealt with fairly and in a consistent manner, the Parish Council has adopted as a general policy the principles set out below:

- Only one application for a grant or donation in each financial year.
- The organisation must be one that, in some way, benefits the local community.
- The organisation must be non-profit making (and not an individual).
- The organisation must demonstrate a clear need for financial support by providing a description of the project/activity for which a contribution is needed.
- Grants are requests over £250.00 and require the organisation to produce evidence of the constitution of their organisation and a copy of the latest audited accounts (for the last 12 months) to ensure there is a genuine need.
- Where an organisation operates on an informal basis or has only recently been set up and does not have audited accounts, a financial statement regarding their proposed budget should be provided instead.
- The Council would prefer organisations to be self-financing and not to be reliant on donations from the Council. Efforts to generate income from other sources must be submitted.
- Donations can be made up to £250.00 and do not require audited accounts. A limit of £250.00 per organisation will be applied except for exceptional circumstances.
- The Council will require an organisation to report in writing to the Council on how the money was spent and on the progress, success or other outcome of the project for which the grant or donation was made.
- The Parish Council reserves the right to require repayment in the event of the outcome not being achieved.

# Heddon on the Wall Parish Council

## GRANTS AND DONATIONS POLICY



### Grant and Donation Application Form

<b>Organisation:</b>	
<b>Contact name:</b>	
<b>Position in Organisation:</b>	
<b>Email address:</b>	
<b>Telephone number:</b>	
<b>Address:</b>	
<b>Name to be included on a cheque:</b>	
<b>Type of Organisation:</b>	
<b>Aims/objectives of the Organisation:</b>	
<b>Membership – estimate numbers and area members are drawn from:</b>	
<b>Is membership restricted by any means:</b>	
<b>What age group will benefit from the funding:</b>	
<b>How will the grant be used?</b>	
<b>How will the funding benefit the Heddon community?</b>	
<b>How do you seek funding from other sources?</b>	
<b>Have you submitted copies of quotations if necessary?</b>	

The Council requires the submission of a written application describing the substance and purpose of a particular project in sufficient detail to enable the Council to form an opinion about its merits without further enquiry, including details of the anticipated costs to be incurred and the steps taken to secure the necessary funding. Grants are requests over £250.00 and require the organisation to submit a copy of audited accounts for the last 12 months. Donations can be made up to £250.00 and do not require audited accounts. **The Parish Council reserves the right to require repayment in the event of the outcome not being achieved.**

Please complete the form and submit to the Clerk to the Council via email: [heddonpc@gmail.com](mailto:heddonpc@gmail.com)

**FOR OFFICIAL USE**

**Date form issued:**

**Date form received:**

# Heddon on the Wall Parish Council

## GRANTS AND DONATIONS POLICY

