

## **1. Purpose**

This policy sets out how DCC evaluates and awards grants or donations from its funds to support the cost of community projects, events or activities that are deemed to be in the interest of the community, or any part of it, or are in the interest of all or some of its inhabitants.

The aim of the Community Council is to ensure that its award-making process is open, transparent, and fair.

Grants and donations are open to established voluntary or community groups, charities as well as new or informal groups and in exceptional circumstance individuals.

For the purposes of this Policy:

- A Grant must be spent specifically for the purpose agreed.
- A Donation is given without the need to be specific about how it is used, but it needs to be appropriate for the cause that is identified in the request.

For example, a donation may be given towards a sports club for the general running costs without being specific about what it is spent on, whereas a grant would be given towards the cost of specific project such as installation of a new security system. Most applications under this policy will be defined as a grant and are subject to the following considerations listed below.

The maximum sum set aside each financial year for donations and grants, is to be agreed annually at a full quorate Community Council meeting in which the precept is set (or) is to be recommended annually by the Finance Committee and agreed annually at a full Community Council meeting.

Funds will be available, but once they are expended, no further funds will be available until the start of the following financial year (1st April).

This money is not 'gifted' to the Community Council; it forms part of the Precept. The cost of any grants or donations is therefore reflected in residents' council tax bills.

## **2. Who Can Apply and What Can Be Funded by a Grant?**

To be eligible for the award of a **grant**, the applicant must:

- Be established for charitable, benevolent, social, cultural, recreational, or philanthropic purposes.
- Have a constitution, or set of rules which define its aims, objectives, and operational procedures.
- Have sufficient and appropriate documentation, including financial records and financial controls.
- Be able to provide clear evidence that the local community support the project and/or are likely to be involved in carrying it out.
- Reside or undertake its activities in the community. (Applications from outside the community may be considered in exceptional circumstances.)

DCC will consider awarding **grants** intended to:

- Enhance the local community to make it a better place in which to live, work or visit.
- Benefit people who live in the community.

For larger projects over £25k, DCC will limit applications to maximum of £1k in a financial year . For smaller projects under £25k, match funding can be provided up to a maximum of £500 in a financial year.

### **Who Can Apply and What Can Be Funded by a Donation?**

To be eligible for the award of a **donation**, the applicant must:

- Be established for charitable, benevolent, social, cultural, recreational, or philanthropic purposes or an individual demonstrating contribution to the community.
- Have sufficient and appropriate documentation.
- Be able to provide clear evidence that the local community support the project and/or are likely to be involved in carrying it out.
- Reside or undertake activities in the community. (Applications from outside the community may be considered in exceptional circumstances.)

The Council will consider awarding **donations** intended to:

- Enhance the local community to make it a better place in which to live, work or visit.
- Benefit people who live in the community.
- Support individuals demonstrating contribution to the community

## **2. Application process**

Applications do not have to be from groups that already exist. All groups will be treated equally. If an organisation has had a grant previously, they are not guaranteed to receive financial support again but are not excluded from applying again. A fresh application will be required each time.

Only one application will be considered per applicant each year and may be made at any time, but there is no guarantee that funds will remain available throughout the financial year as there is a fixed budget allocation set by the council for each financial year.

The Council will not award grants or donations intended for:

- Individuals or private business projects - property -unless community benefit has been clearly identified.
- Activities intended to support or oppose any political party or religion, or to discriminate on the grounds of the Protected Characteristics (Equality Act 2010), or any activity that is likely to cause offence or distress to the community.
- Projects that improve or benefit privately owned land or property -unless community benefit has been clearly identified.
- Projects that have already been completed or will have been by the time the grant is made.
- Organisations that make, or attempt to make, profit for the benefit of members or owners over and above revenue expenditure, e.g. running costs, staff costs, premises maintenance and general overheads.
- Loans, interest payments, recoverable VAT, any liability arising out of negligence, or activity that is likely to infringe any regulation or code of conduct.

#### **4. Grant/Donation Evaluation Process**

All applications for Grants or Donations must be made in writing using the appropriate form and submitted to the Clerk. Applications must be submitted at least seven days in advance of the next ordinary meeting of the DCC.

DCC must satisfy itself that the grant or donation meets the above defined requirements and will benefit the area and a significant number of residents. Ideally there should be clear evidence of local need or demand for the proposed project/activity.

Council members must feel confident that appropriate management mechanisms and financial controls are in place within the applicant's organisation.

Members of DCC will review an application against these criteria as a minimum:

- How likely it is that the proposed benefits will be achieved?
- How the community (or other area) will benefit?
- The amount of money requested and whether it is proportionate to the stated objective(s)/benefits.
  - The affordability of the grant, taking account of the budget constraints of the DCC for the financial year in which a given grant is to be paid.

The evaluation criteria and the agreed outcome of an application will be recorded in the DCC's minutes in sufficient detail to provide a clear audit trail.

Members of DCC may seek to visit the proposed project or activity, prior to the project or activity commencing. If applicable or appropriate, they may also wish to conduct a site visit once a funded project is underway.

All grants or donations are awarded at the discretion of DCC. Any decision is final and there is no right to appeal. If project/activity costs are higher than applied for, any shortfall must be met solely by the applicant. DCC will not make further or additional contributions to cover such unbudgeted costs.

DCC reserves the right to reclaim a grant awarded in the event of it not being used for the purpose specified on the application form.

The Conditions of Award of a Grant or Donation will be included in a letter to a successful applicant. The applicant must sign and return to DCC, a copy of this letter, to indicate they will comply with the conditions before the grant or donation is issued.

#### **5. Payment of Grant Monies**

All grant payments will be made in arrears upon satisfactory completion of the project or of a project phase for which funding has been agreed. The DCC reserves the right to inspect the completed works (where appropriate/relevant) to verify that the funds applied for have been spent appropriately and may request sight of accounts, receipts or other financial information in support of this. Donations will also be paid in arrears or by direct payment of the invoice by DCC.