

Wormegay Parish Council

GRANTS AND DONATIONS POLICY

Adopted Jan 2025

Review Jan 2027

Introduction and Criteria

Wormegay Parish Council allocates funds for both grants and donations to causes that provide a clear benefit to our parishioners. This policy outlines the guidelines for the Parish Council when considering funding requests, distinguishing between grants and donations.

Definitions

A grant is awarded for a particular defined purpose, while a donation is awarded for general purposes. Both grants and donations are awarded exclusively for local Parish activities within Wormegay Parish.

Criteria for Grant and Donation Consideration

The Parish Council awards grants to organisations for specific purposes that directly benefit the Parish or its residents, aligning with at least one of the following criteria:

1. Providing a service within Wormegay.
2. Enhancing the quality of life within Wormegay.
3. Improving recreational and sports activities in Wormegay.
4. Enhancing the environmental aspects of Wormegay.
5. Promoting a positive image of the Parish of Wormegay.

In contrast, donations are awarded to causes that may not have a specific project or purpose but contribute positively to the community. The Wormegay Parish Council gives priority consideration to donation requests that actively promote community engagement, support initiatives aimed at enhancing biodiversity, and contribute to the overall health and well-being of our parishioners. All grants and donations must be requested by properly constituted groups; the Parish Council cannot consider applications for assistance from individuals.

Policy Guidelines

1. The Parish Council will only consider grant requests if budgeted resources are available once standard Parish Council expenses have been allocated. Ongoing commitments for future grants will not be made.
2. Grant requests will be reviewed annually, typically in November, except in extraordinary circumstances where special needs arise at other times. The annual review ensures consistent appraisal of requests, while donations may be considered throughout the year.
3. Grants cannot be awarded to individuals.
4. Each organisation may submit only one grant application in any given financial year, while multiple donation requests may be considered if they meet the criteria.
5. Grant awards are made at the absolute discretion of the Parish Council, while donations may be approved based on their positive impact on the community.
6. A granted amount must be used exclusively for the purpose stated in the application. If the organisation cannot utilise the funds, or a portion thereof, for the specified purpose, all unspent funds must be returned to the Parish Council. Proof of expenditure is required.

Application Procedure

Organisations seeking grants or donations from the Parish Council must follow these steps:

1. For grants, complete the Parish Council's official grant application form (see appendix 1) and return it to the Clerk no later than 10 days before the next meeting. For donations, provide a written request detailing how the donation will benefit the community.
2. For grants include a copy of your organisation's annual accounts and, if available, an equality policy.

Appendix 1:

Note: All decisions made by the Parish Council regarding grant and donation applications are final, and there is no right of appeal. The Parish Council reserves the right to decline any application without providing reasons for its decision.

WORMEGAY PARISH COUNCIL

APPLICATION FOR GRANT AID

Name of organisation and status (charity, trust etc) :

Contact details :

In what ways does your organisation benefit people in Wormegay?

Amount requested?

What will this money be used for?

Please indicate specific expenses that the grant will be used to cover and how it meets our criteria. Please do not state 'general maintenance', or 'for funds'. How much money do you need to raise overall? How much have you raised already? What other sources of funding have you applied for? Continue overleaf if necessary.

By signing below we agree to feedback within six months on how the grant has helped the organisation, to allow the Parish Council to monitor the effectiveness of its grants on its parishioners. At this time evidence of the expenditure must also be provided.

Applicant's signature on behalf of the group :

For Parish Council Use

Decision by PC:

Any conditions to be placed when making donation :