

FELTHORPE PARISH COUNCIL GRANTS AND DONATIONS POLICY

The Parish Council makes donations and grants to causes that are of benefit to parishioners.

Introduction and Criteria

The aim of the policy is to provide guidelines for the Parish Council when it considers whether to award funding requests. The Parish Council awards grants to organisations for a specific purpose that will benefit the Parish, or residents of the Parish, and which is not directly controlled or administered by the Council. The application must demonstrate a clear need for financial support to benefit the Parish by meeting at least one of the following criteria:

- Providing a service in Felthorpe;
 - Enhancing the quality of life within Felthorpe;
 - Improving recreation and/or sports in Felthorpe;
 - Improving the environment of Felthorpe;
 - Promoting the Parish of Felthorpe in a positive way
1. The Parish Council will only consider requests if there are budgeted resources available once the usual expenses of the Parish Council have been allocated. Ongoing commitment to award grants in future years will not be made.
 2. The Parish Council will consider requests once a year (in June) except in extraordinary circumstances when there is a special need at another time. The aim of having an annual review of requests is to ensure that all such requests are appraised on a consistent basis and that the outcome of applications is not affected by the stage in the financial year that an application is received.
 3. Money cannot be donated to individuals.
 4. Only one application for a grant will be considered from any organisation in any one financial year.
 5. Grants are awarded at the Parish Council's absolute discretion.

6. A grant award must only be used for the purpose stated on the application. If the organisation is unable to use the money, or any part of it, for the purpose stated, then all monies, or unexpended part of such monies must be returned to the Parish Council. Proof of expenditure is required.
7. HOW TO APPLY - Before any request is considered the Parish Council's application form (see appendix 1) must be completed and returned to the Clerk before 20 May annually. Please also supply a copy of your annual accounts and equality policy if available. Appendix 1

**FELTHORPE PARISH COUNCIL
APPLICATION FOR GRANT AID**

<u>Name of organisation and status (charity, trust etc) :</u>
<u>Contact details :</u>
<u>In what ways does your organisation benefit people in Felthorpe?</u>
<u>Amount requested?</u>
<u>What will this money be used for?</u> 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.
<u>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.</u>
<u>Applicant's signature :</u>
For Parish Council Use
<u>Decision by PC:</u>
<u>Any conditions to be placed when making donation :</u>
<u>Authorisation :</u>