

Charing Parish Council

Grants & Donations Policy

April 2012

Charing Parish Council provides small grants and donations to organisations whose services are allocated primarily for the benefit of Charing Parish residents, however organisations providing services to neighbouring areas in addition to Charing Parish are eligible to apply. Each request will be judged on its own merits.

The Council follows guidance issued by the National Association of Local Councils on spending under section 137 of the Local Government Act 1972. This Parish policy has been prepared using NALC Legal Topic Note 31 dated July 2010. There are however, a number of other regulations which may apply to specific types of donation. If in doubt, advice should be sought from the Clerk.

Policy

- 1 Donation requests will be judged against Section 137 of the Local Government Act except where an alternative regulation is more appropriate.
- 2 The maximum amount which the council may spend under section 137 in any one financial year is determined by the number of people on the electoral role multiplied by a cash value provided from the relevant Government department. This value should be available from KALC. For the year 2010/11 this was £6-15p.
- 3 All applications must be submitted on the Council's "Grants & Donations Application Form" which can be obtained from the Clerk or downloaded from the Parish website.
- 4 Requests for Grants & Donations are only applicable to the financial year in which the request is made and a new request form needs to be submitted each financial year.
- 5 The Council considers requests as an agenda item at a full Parish Council meeting.
- 6 The Parish financial year runs from 6th April to 5th April

- 7 Where the Application Form is incomplete or the Parish Council considers that additional information is required, the Clerk will notify the applicant as soon as possible.
- 8 It will help the request if the applicant indicates the level and number of Parish residents that the organisation benefits.
- 9 It is unlawful for the council to contribute to a charity or public service body established to help persons outside of the UK
- 10 Any donations agreed but not claimed by 31st March are rescinded.
- 11 Donations will only be considered from suitable organisations based on a demonstrable need.
- 12 Requests may be considered more favourably if the donation is to be used to purchase a specific item or service which would not be provided if the donation was not given.
- 13 The council will judge eligibility on a number of factors including:
 - Be a not for profit organisation
 - Be undertaking work which is clearly defined and of direct benefit to a significant number of residents of the Parish
 - Be a properly managed organisation with a committee, proper accounts and appropriate safety policies
 - Have an income from all sources in the previous financial year not greater than the Charing Parish Precept.
 - Be in need of financial help. It is unlikely that an organisation with significant reserves will be supported.
- 15 Only in very exceptional circumstances will the total donations for the year be permitted to exceed the agreed Parish Donations Budget.
16. The Parish Council's decision is final.

Condition of Grant

If an organisation is awarded a grant, it will be expected that the grant monies will only be used for the purposes applied for and that any unused grant will be returned to the Council. A copy of the year end accounts will need to be provided and be signed to indicate that they are a fair and true representation of the accounts by both the secretary of the organisation receiving the donation and a suitable independent person or organisation.