



Heybridge Parish Council

DONATION AWARDING POLICIES

Heybridge Parish Council is able to make monetary donation to organisations that work for the benefit of the local community within Heybridge Parish. Any organisation can only make one application for a donation in any one financial year (April to March). The Council regrets that it is not able to make donations to individuals.

The amount allocated to the donations will be outlined in the annual precept. There will then be three deadlines each year for applying for the donations. These will be the Parish Council meetings in March, June and October. For more information about this or any other matter concerning these donations, please contact the Parish Clerk.

CONDITIONS OF FUNDING

1 Applications will be considered from charitable or non-profit making organisations. Applications will be considered for individual projects only.

2 Applications must include a cost / benefit analysis and demonstrate a benefit to a group of people within the Parish.

Where the 'amount being applied for' is considered inappropriate by the Parish Council the application will be refused. The applicant will be advised to re-apply making a request for a revised amount.

3 Applications WILL NOT be considered:

- from organisations intending to support or oppose any particular political party or to discriminate on the grounds of race or religion.
- from private organisations operated as a business to make a profit or surplus
- from "Upward funders", i.e. local groups whose fund raising is sent to their central HQ for redistribution
- for projects which benefit individuals
- for day-to-day running costs
- for expenditure which has already occurred

4 Applications will not normally be considered from national organisations or local groups with access to funds from national “umbrella” or “parent” organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.

5 Applications from religious groups will be considered where a clear benefit to the wider community can be demonstrated irrespective of their religious beliefs. Compliance with this requirement will need to be demonstrated throughout the project.

6 Applications from education, health or social service establishments will be considered only where the organisation can demonstrate that it is working in partnership with other groups and where there are benefits to the wider community within the Parish.

7 The organisation will normally be expected to have clearly written aims and objectives, a written constitution and membership rules, copies of which should be submitted as part of the application. In addition, an organisation must demonstrate that it is properly managed and able to run its affairs responsibly.

8 All applications must demonstrate clearly how a grant or subsidy will be of benefit to the local community within the Parish.

9 An organisation is required to submit audited accounts or accounts that have been independently examined by a suitably qualified person, for the previous two financial years or, in the case of a newly formed organisation, a detailed budget and business plan.

10 An organisation is required to have a bank account in its own name with two authorised representatives required to sign each cheque.

11 Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.

12 Each application will be assessed on its own merits and will be considered along with other applications at a meeting of the Parish Council. To ensure as fair a distribution as possible, the Committee will take into account the amount and frequency of previous awards.

13 Due account will be taken of the extent to which funding has been sought or secured from other sources or own fund-raising activities. Further details of other organisations that may be supportive may be obtained from the Parish Clerk.

14 If approved by the Council, the grant will be paid by cheque or by alternative lawful means deemed appropriate by the Parish Council. It must be acknowledged promptly by the organisation, stating the amount granted.

15 Any grant must only be used for the purpose for which it was awarded unless the written approval of the Parish Council has been obtained for a change in use of the grant monies, and that any unspent portion of the grant must be returned to the Parish Council by the end of the financial year following the year in which it was awarded.

16 The Parish Council reserves the right to request feedback or receipts to demonstrate how the money has been spent and/or to inspect the outcome of the expenditure.

DONATION AWARDING POLICY APPLICATION FORM

Name of Organisation:

Total Membership: _____ Adult Membership: _____

Other Members (children, families, other....please specify):

Purpose of Organisation:

Are you a registered charity? Yes/No Reg No:

Individual authorised to make this application:

Name of Contact:

Position Held within Organisation:

Address of Contact:

Telephone Day: _____ Evening:

Email:

Details of Application:

Amount being applied for:

Description of the project seeking financial support (continue on separate sheet if necessary):

Estimated Total Cost:

Additional Project Funds sought:

Breakdown internal fundraising:

Balances/Reserves:

Grant Aid:

Describe the anticipated benefits to the organisation and to Heybridge Parish if this scheme goes ahead:

Have applications been made to any other funding bodies in respect of this project? If so, please indicate which funding body, amount and result of application.

Details of any previous assistance received in the last 5 years from funding bodies:

CHECKLIST FOR APPLICANTS (for donations in excess of £100)

Budget for current year
Annual account for last complete year
Constitution/Set of Rules
Project Estimates
Any other supporting information

DECLARATION – I have read and accept the terms and conditions under which any donation awarded will be made.

SIGNED:

NAME:

DATE: