

# **WHITE WALTHAM PARISH COUNCIL GRANT AND DONATION POLICY**

With effect from 27<sup>th</sup> November as RESOLVED at the Parish Council Meeting on 26<sup>th</sup> November 2024

## **1. GENERAL NOTES**

For the purposes of this policy donations and grants differ only in that a donation is given without the need to be specific about how it is used whereas a grant must be spent specifically for the purpose agreed. For example a donation may be given towards 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.

The Parish Council's aim is to ensure that all our award-making activity is:

- Open
- Transparent
- Fair
- supports local organisations

Our grants are open to individuals, established voluntary or community groups, as well as new or informal groups of parishioners who are or intend by the date of application to become formally constituted.

Requests for funds may exceptionally be made in-year, for example to cover unforeseen circumstances such as the King's coronation; but will be subject to availability of funds.

## **2. WHO CAN APPLY?**

The parish council invite requests for donations from individuals and bodies for projects, activities and initiatives that benefit residents of the Parish.

To be eligible for the award of a donation an organisation must:

- be in or on the border of the parish of White Waltham
- be established for charitable, benevolent, social, cultural, recreational or philanthropic purposes,

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- be in or on the border of the parish of White Waltham
- 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,
- be able to provide a copy of its latest annual accounts and/or most recent bank statement. Accounts are to be checked and signed by a person independent of the group,
- have a bank account operated by a minimum of at least two joint signatories.

## **3. WHAT CAN BE FUNDED?**

- the project should be something that makes the local community a better place in which to live, work or visit
- it should benefit people who live in the parish
- applications do not have to be from groups that already exist
- each group may only make one application per financial year or exceptional circumstances.
- applications will be considered for day-to-day running costs and individual projects

#### **4. THE FOLLOWING ARE NOT ELIGIBLE**

- Support for private business projects.
- Projects that are the prime responsibility of other statutory authorities.
- Projects that improve or benefit privately owned land or property.
- Projects that have already been completed or will have been by the time the grant is made.

#### **5. CONDITIONS OF SUPPORT**

The Council may make the award of any donation subject to all or some of the following conditions. Required conditions will be at the discretion of the council and take into account the organisation's individual circumstances.

- The application must be made by writing to the White Waltham Parish Clerk.
- Funding must be spent within the financial year awarded and cannot be added wholly or partly to your reserves.
- Any unused funds at the end of the financial year in which the donation is paid out must be returned to White Waltham Parish Council.
- Applicants are requested to acknowledge White Waltham Parish Council's support in all publications, publicity and annual reports.

The Council may make the award of any grant subject to all or some of the following conditions. Required conditions will be at the discretion of the council and take into account the organisation's individual circumstances.

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- Funding must be spent within the financial year awarded and cannot be added wholly or partly to your reserves.
- Any unused funds at the end of the financial year in which the donation is paid out must be returned to White Waltham Parish Council.
- Applicants are requested to acknowledge White Waltham Parish Council's support in all publications, publicity and annual reports.
- Details must be provided of the extent to which funding has been sought or secured from other sources or own fund-raising activities.
- Funding must only be used for the purpose agreed with the parish council and if the monies are not spent on the items agreed, they must be returned.
- Funding must be spent within the financial year awarded and cannot be added wholly or partly to your reserves.
- White Waltham Parish Council will not be in a position to make up any shortfall if the project costs increase more than originally anticipated on the application.
- In order to fully understand the project or activity the parish councillors may wish to visit the project or activity, prior to the project or activity commencing. They may also wish to conduct a site visit once the funded project is underway.
- The need to provide evidence of expenditure (receipted invoices) to the Clerk to the Council on completion of the project will be discretionary – based on the amount given and the purposes given. (If required, this evidence of expenditure should be equal to, or more than, the total of the amount of the grant detailed on the application.)
- Any unused funds at the end of the financial year in which the grant is paid out must be returned to White Waltham Parish Council.
- Applicants are requested to acknowledge White Waltham Parish Council's support in all publications, publicity and annual reports.

## **6. WHEN TO APPLY**

To enable the Council to plan its annual expenditure, where possible we invite requests to be submitted by the end of October each year for payment the following financial year. These, where approved, will be prioritised for funding by the council. Any award granted would become available for payment after April the following year. This is a competitive process against other bids and the quality of each bid is important. 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.

## **7. HOW WILL DECISIONS BE MADE?**

All bids will be judged after the closing date. The decisions will be made by White Waltham Parish Council. The Council's decision is final. Unfortunately, they may not be able to fund all projects as there may be more applications than there is money available, however all applications will be considered carefully. Due account will be taken of the extent to which funding has been sought or secured from other sources or own fund-raising activities.

## **8. HOW TO APPLY**

Applications should be made in writing.