

## WODDCHURCH GRANTS AND DONATIONS POLICY



### Grants and Donations Policy and Application Form

#### Background.

Woodchurch Parish Council is legally able to make grants and donations to the community under the General Power of Competence which permits qualifying councils “to do anything individuals generally may do as long as they do not break other laws”.

The Council makes provision for awarding grants and donations within its annual budget.

A grant or donation is any payment or gift made by The Council to an organisation for a purpose that will benefit the Parish, or residents of the Parish, and which is not directly controlled or administered by the Council.

#### What Can Grants and Donations Be Used For?

Grants can only be used for new capital projects and not for revenue support.

Donations to a local charity or social group or a national charity can be for general expenses or for a specific purpose

Woodchurch Parish Council will apply the public benefit test to both grant applications and requests for donations. Organisations/groups will need to demonstrate how their project will benefit the parish and support the objectives defined in the annual Parish Plan.(copy available on Council website)

#### Grants and Donations.

The maximum sum for grants and donations will be covered by the total sum of grants which will be agreed annually at the full Parish Council Meeting in which the precept is set

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as it makes up part of the precept.

Given that the grants budget available may fluctuate from year to year, the Council will resolve to allocate a proportion of the grants budget for donations.

All applications must be submitted in writing in the first instance, using the Grants and Donations application form available from the Parish Council Office or by contacting the Clerk or downloading from the Parish Council Web site.

All completed forms must be submitted to the Clerk who will advise applicants if needed and the Council.

If the grant/donation requests received exceed the monies available in a financial year, Councillors will target those projects judged to offer the greatest value to the area.

To be eligible for a grant or a donation, an applicant shall not discriminate on grounds of racial origin, gender, disability, age and political or religious persuasion.

Normally the Council will only make one contribution per year per applicant, though exceptions may be made by agreement of the full Council.

### **For Grants Only**

More than one project may be comprised in a grant, though one completed application form per project is required.

Unless agreed otherwise, projects should be completed within 1 year of a grant offer.

If the applicant is unable to use the grant for the stated purpose, monies must be returned to the Council.

The grant must be used for the purpose for which the application was made. Failure to comply with the above may result in the request for its return.

All grants will be awarded at the Council's discretion. The Council's decision is final. There is no right of appeal.

### **Eligibility for grants**

Applicants will be: Local charities, community groups, voluntary organisations/groups and sports/recreational clubs. All must be of a not-for-profit nature and be seen to be of benefit to residents of Woodchurch.

**Eligibility for Donations.** As above but including Kent and national charities where their work is deemed by members of the Council to be of benefit to the residents of Woodchurch

### **Those Disqualified From Applying.**

Private individuals

Projects already receiving grant funding from Woodchurch Parish Council.

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Projects already started (for events this is considered to be the start date of the event) except in exceptional circumstances.

The activities of a political or religious nature, including those considered to be the responsibility or statutory duty of the principal authorities or central government departments.

Organisations/groups that make, or attempt to make, profit for the benefit of members or owners over and above revenue expenditure (e.g. running costs, staff costs, premises maintenance and general overheads).

“Upward funding” i.e. where fund-raising is sent to a central HQ for redistribution.

Repayment of loans or cost of services, equipment or provisions in anticipation of a grant.

Organisations/groups that have a closed or restricted membership.

### **Grants and Donations Process Decision.**

The Clerk will check the validity of the application, and it will then be sent to the Council for decision at the next regular Council meeting.

The Council will consider each application on merit but in the case of multiple applications, will give greatest weight to those which can provide clear evidence of local need and demand, and demonstrate added value.

Any conditions will be included in a letter from the Council offering a grant.

The applicant must sign and return a copy of the letter to the Council, to indicate agreement with the conditions before the grant is issued.

### **Applicants for grants MAY also need to produce:**

Details of the applicant's organization/group; a constitution where possible including appointed officers. Parish Councillors must feel confident that appropriate management mechanisms and financial controls are in place within the applicant's organisation.

The applicant's Safeguarding policy.

Evidence of a dual signatory bank account into which grants can be paid (for grants exceeding £50 in value)

A summary of the applicant's accounts for the last financial year or in the case of a new organization/group, a copy of the approved budget.

Evidence of other funding sources / grants applied for in relation to the project concerned.

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Where appropriate, a Health and Safety risk assessment and evidence of a Fire/Evacuation plan acceptable to the Fire & Rescue Service.

Evidence of licenses or other approvals applied for/received.

Public Liability Insurance (where appropriate), Road Closures or Parking Bay suspensions, Temporary Event Notice, Street Trading Licenses or Consents, Food Hygiene Certifications etc.

Where appropriate, evidence that robust tendering regulations are in place, e.g. obtaining a minimum of three tenders and any other appropriate documentation, including financial records or bank statements (see section "Required Process for Costing").

### **Required Process for Costing.**

The Council reserves the right to request proof of the project process, as set out below.

Project costs of up to £1,500 - 2 quotes or references to 2 catalogue listings.

Project costs - £1,501 to £3,000 - 3 quotes or references to 3 catalogue listings

Project costs more than £3,000 - 3 quotes or 3 formal tenders.

Catalogue listings need to show:

The website link or catalogue issue and page number. The item description and the price.

### **Quotes or tenders must:**

Be from different standalone suppliers.

Be for comparable items in terms of specification and quantity.

Be a business that is independent from the applicant or their business. Include a detailed and itemised breakdown of costs.

Include the supplier's contact details. Include the VAT number (if appropriate). Be valid for the term of the project.

**Woodchurch Parish Council reserves the right to claw funding back on projects that fail to be completed.**

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### WOODCHURCH PARISH COUNCIL GRANTS AND DONATIONS APPLICATION FORM

Woodchurch Parish Council will award grants and make donations (where funds are available) to organisations/groups which can demonstrate a clear need for financial support to achieve an objective which will benefit the Parish.

NB Grants can only be used for capital projects and not for revenue support.

Organisation Name:

Application Date:

Contact Name:

Phone number(s)

Email:

Position within organisation:

Organisation Type:

Registered Charity

Community or  
Voluntary Group

Sports/Recreation Club

Other

If "Other" please explain below

Tick here if you are requesting a donation: tell us the name of your project and the amount requested in the first two boxes below and sign the declaration at the bottom.

Tick here if you are making a grant application: complete all the questions below and sign the confirmation statements.

Name of project:

Amount being requested £

Project Start Date:

Estimated Completion Date:

Description of the project and how any awarded grant funding will be used:

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Please describe how the project will benefit the residents of Woodchurch:

Is the amount of the grant being requested for the full costs of the project? YES/NO  
If NO, please give details of the other sources of funding that will be used for this project.

For successful applications, grants will only be paid by direct bank transfer. For payments over £50 the organisation must provide evidence that their bank account has dual signatory authorisation.

Please see attached Grants and Donations Policy for the qualifying terms and decision process.

- I confirm that:
  - The organisation applying for this grant is of a not-for-profit nature.
  - Any funding granted will be used to primarily benefit the residents of Woodchurch.
  - Any grant will only be used for capital projects and not for revenue support.
  
- I confirm that the organisation applying for this grant:
  - IS NOT A private individual.
  - IS NOT already receiving grant funding from Woodchurch Parish Council for this project.
  - HAS NOT already started this project (for events this is considered to be the start date of the event), except in exceptional circumstances.
  - IS NOT of a political or religious nature, including those considered to be the responsibility or statutory duty of the principal authorities or central government departments.
  - DOES NOT make, or attempt to make, profit for the benefit of members or owners over and above revenue expenditure (e.g. running costs, staff costs, premises maintenance and general overheads).
  - IS NOT "Upward funding" i.e. where fund-raising is sent to a central HQ for redistribution.
  - Repayment of loans or cost of services, equipment or provisions in anticipation of a grant.
  - Organisations/groups that have a closed or restricted membership.

I confirm that the information I have given above is correct. Submitting information that is known to be inaccurate may result in the organisation, and/or requesting individual being disqualified from applying for future grants from the Parish Council.

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Signed:

Date:

**Woodchurch Parish Council reserves the right to claw funding back on projects that fail to be completed.**