

GRANTS and DONATIONS

POLICY

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| AGREED: | Nov 2023 |
| REVIEW by: | Dec 2025 |

The Parish Council can consider grants to support projects delivered by various organisations or individuals to meet other requests for funding. These guidelines are designed to give a broad overview of what projects and requests might be considered and how an application can be made.

The availability of funds for grants is dependent on the Council’s overall financial position and the choices it makes when allocating its resources each year. One years’ funding may not necessarily mirror the previous years’ The Council will agree a set annual amount within the budget each year that will be allocated for the duration of the financial year.

The Parish Council’s application process is open to established voluntary or community groups, as well as new or informal groups of parishioners who are or intend to by the date of application to become formally constituted. The Council awards funding entirely at its discretion to community organisations which can demonstrate a clear need for financial support without discrimination on the grounds of race, gender, sexual orientation, colour, occupation, religion, or political opinion.

This Policy is subject to review and amendment at any point the Clerk and/or the Council feel appropriate.

WHAT IS A GRANT?

A grant is an award of funds to an organisation or individuals to support voluntary and/or community activities. The organisation (or individuals) specifies (specify) the proposed activities and the Council makes a financial contribution through awarding a grant. The Council will normally impose conditions on the use of the funds, but does not receive any works, goods, or services in return.

WHO IS ELIGIBLE TO APPLY?

To be eligible to apply for a grant an organisation/individual must usually

* Be a not-for-profit body
* Be established for charitable, social, or recreational purposes;
* Have a constitution, or set of rules, which defines its aims, objectives, and operational procedures;
* Be able to provide a copy of its latest annual accounts which should be signed by a person independent of the group;
* Have a bank account that is in the name of the organisation
* Be able to demonstrate clearly how the funding will benefit the local community
* Individual applicants may be considered on a case-by-case basis but they must be able to demonstrate that a clear benefit to the community of Cornforth Parish will be had from the proposed grant request (i.e., that it is not just for personal benefit);
* Newly formed organisations.

WHAT CAN BE FUNDED?

The Parish Council will consider all applications that meet the required criteria, but usually:

* The project should be something which makes the local community a better place in which to live, work or visit;
* It should benefit people who live, work, or visit the Parish or a good proportion of;

THE FOLLOWING ARE NOT ELIGIBLE

* Businesses;
* Projects which improve or benefit privately owned land or property;
* Retrospective applications for projects which have already been completed.

CONDITIONS OF SUPPORT

The Parish Council will make the award of any grant subject to all or some of the following conditions. Required conditions will be at the discretion of the Parish Council and consideration of an organisation’s individual circumstance.

* Funding must be used within three months of the receipt of the grant, or as agreed with the council as part of the application process;
* The receiving organisation/individual must provide the Council with a report within three months of receipt of the grant confirming how the money was spent, to include photographic evidence;
* Funding can only be used for the purpose agreed with the Parish Council and if the monies are not spent on the purpose/project agreed then the receiving organisation/individual must refund the Parish Council;
* If the project costs more than anticipated, the shortfall must be met by the organisation;
* The Parish Council would ask that you acknowledge its support in any publications, publicity, and annual reports;
* Copies of invoices and/or other documentation including receipts will be required as evidence that the expenditure has been accrued, if requested;
* The organisation must state if they are providing some of their own funding towards the project;
* The giving of funding one year does not set a precedent for another/future year(s);
* The Council has the right to impose additional conditions on any funding awarded as it considers appropriate;
* The Council has the right to withdraw any already agreed funding if false information is provided.

PROCESS OF APPLICATION

* All applications will be considered in an open and transparent way, it will **NOT** be a first come first served process;
* All applications must be submitted on the Council’s application form;
* Application forms are available from the Parish Clerk on request and are available for download on the Parish Council’s website, cornforthparishcouncil.org

This will be found on the POLICIES page as GRANTS AND DONATIONS POLICY, the application form is at the back of this policy. **Only return the application form.**

* All applications must include a copy of the previous years’ accounts plus a copy of a current bank statement, unless of exceptional circumstances;
* Organisations will be required to provide a copy of their constitution together with the details of the aims and purpose, project or activity and demonstrate a clear need for funding;
* All applications must demonstrate clearly how the funding will be of benefit to the local community within the Parish;
* The Clerk to the Council will receive all applications in the first instance to ensure all criteria are met before taking to committee for decision;
* The Clerk reserves the right to refuse an application if all criteria are not met or to ask for more information/evidence as he/she feels appropriate;
* Applications will be considered at the next Ordinary meeting of council, the deadline for consideration and to enable the request to be added to the agenda for the next appropriate meeting is usually 10 days (Bank Holidays are not included) prior to the meeting date, a list of meeting dates is also available from the web site.

Usually, the council meetings are the second Monday of each month apart from January which is the third Monday.

* The Parish Council may ask for further information to consider the application;
* All applicants will be contacted following the Council’s decision

POSSIBLE DECISIONS

The Parish Council will make one of the following decisions;

* Agree the funding request in full or in part;
* Agree funding to be made later for all or part of the amount requested \*;
* Defer consideration of the application to a future date or period in the event additional information is required;
* Decline the application.

\* This offer will be made with the proviso that the funding is dependent upon confirmation that other funding has been achieved and that the project is confirmed, if applicable.

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 GRANT APPLICATION FORM

This form is to be completed using the Grant and Donations Policy of Cornforth Parish Council and returned to the Parish Clerk; email clerk@cornforthparishcouncil.org

post Parish Clerk, 66 High Street, Cornforth, County Durham, DL17 9HS mark envelope as **confidential.**

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| ***Name of Organisation*** |
| ***Name and address of the person completing the application form*** |
| ***Position held within Organisation*** |
| ***Phone number and email address of the person completing the application form*** |
| ***Summary of aims and objectives of organisation/group (this should include your Constitution and whether you are a registered charity or not*** |
| ***What is the nature and purpose of the project? (Include total costs)*** |
| ***What fundraising activities, if any, have you undertaken, or intend to undertake, to help fund this project?*** |
| ***What is the amount of grant which is being applied for?*** |
| ***Please provide a breakdown of what the grant will be used for***  ***ITEM COST*** |
| ***Have any other grants been applied for? If so, please provide details including amount requested and if it has been agreed*** |
| ***Describe how the project will benefit people who live, work, or visit the Parish*** |
| ***Please tell us anything you wish the Council to consider with regards to this application*** |
| ***Name of payee for the cheque if application is successful.*** |

Name

Title within organisation

Signature  Date Submitted

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| ***Parish Council Office Use***  **Date application received:**  **Criteria met: Yes/No**  **Decision:**  **Notes** |

Privacy notice;

The Parish Council will process any personal data lawfully in line with the GDPR. The Parish Council takes your privacy seriously. Any personal information that you provide to us will be held securely and will be securely destroyed as soon as it is no longer required. Under no circumstances will personal data be shared with third parties outside of the council or for direct marketing purposes.