

Sacriston Parish Council

Donations Policy

Introduction

Sacriston Parish Council reserves a sum of money each year for distribution as grants to organisations and activities that contribute constructively to the life of the village.

These grants are limited and can, therefore, only be made available to those organisations that can demonstrate a need for assistance within the village. To utilise the Council's resources prudently, it is necessary to implement guidelines to follow when deciding upon making a donation. This policy sets out the procedure and criteria to follow when applying for a donation and for the Council when deciding upon conferring a donation.

Policy Statement

It is the policy of Sacriston Parish Council that where charitable organisations, supported by local people, can provide facilities and services for the community, they are supported financially in so doing. The Council will earmark a sum within each annual budget to be used at the sole discretion of the Council in furtherance of this policy.

To ensure that all requests are considered fairly and equitably, the following should be submitted to the Clerk to the Council when making a request.

1. A copy of the donation request application should be submitted.
2. A copy of the most recent annual statement of accounts available.
3. A copy of the last 3 months' bank statements.
4. A financial projection or budget for the period following the accounts.
5. Any additional relevant information that the organisation considers will support their application.

Note: If the organisation does not have a copy of an annual statement of accounts, it should provide a business plan including an estimated income/expenditure forecast for at least the current financial year.

Conditions of donation

Applications will be considered from organisations under the following conditions.

1. Applications will only be accepted from Charitable and/or non-profit-taking organisations; applications from Commercial organisations will not be considered. National appeals are, with limited exceptions, regrettably outside the legal scope of the Council's donation scheme.

2. Organisations applying to Sacriston Parish Council should be local to Sacriston or, if just outside the boundary, their work should be of significant benefit to the village and its residents.
3. The Council is prevented by statute from giving financial assistance to individuals, charities operating overseas or funds to help persons outside the UK.
4. The Council would prefer to provide financial assistance towards specific projects or purchases of equipment; however, it will also support ongoing revenue costs if the organisation can demonstrate their lack of funds and the adverse effect on the village and its residents if the organisation is unable to continue or is hampered by a lack of funds.
5. Donations must be spent within the year, for the purpose for which they were given.
6. Donations will not be made to cover money already spent.
7. The Council reserves the right to request a copy of invoices and/or other documentation as evidence that the expenditure has been incurred.
8. Organisations receiving grant-aid in excess of £250, as a condition, are required to provide the Council with a written report within 12 months of the award date to demonstrate how the funds were expended.
9. If an organisation dissolves, the Council would expect the organisation to reimburse the grant-aid awarded.
10. The giving of a grant one year does not set a precedent for another year.
11. Organisations must have provided demonstrable benefit for Sacriston within the last 12 months or can demonstrate that benefit will be provided to the village within the next 12 months.
12. Requests will not be considered from individuals.
13. The decision of Sacriston Parish Council is final.

Sacriston Parish Council Grant Award Procedure

1. All donation requests will be considered at the next parish council meeting after receipt of the application. If successful in securing a donation, this will be paid by BACs following the meeting.
2. All donation requests submitted via letter, email, telephone or other means of correspondence shall be referred back to the organisation and will be provided with a copy of the policy and application form to re-submit their request.
3. Donation requests will be placed on the Full Council Meeting agenda for consideration at their next meeting held on the first Wednesday of each month, except August.
4. At the meeting, members will first consider the financial position of the Parish and the budget available for donations, taking into context any other donation requests to be considered at that time.
5. The committee will decide which requests are to be refused and on which grounds.
6. Of those donation requests considered favorably, the committee will decide the level of support it can make in each case. The amount required notified by the applicant will be used as a guide only. Applicants who can demonstrate the greatest benefit within/for Sacriston as a proportion of their activity will be considered more favorably than those for whom such activity is marginal.

Application Process

1. Organisations should request a copy of the grant awarding policy and application form from the council. No grant award may be considered without the submission of a grant application form.
2. The form should be filled in completely and comprehensively by the organisation and any supplementary information attached. Sacriston Parish Council reserves the right not to consider any grant request should any relevant information be omitted.
3. Forms should be returned to the Parish Clerk, no later than the Monday of the third week of the month in order for the request to be included in the agenda for the next Council meeting for the coming month.

4. Organisations will be informed of the Council's decision following their monthly meeting, which will commence on the first Wednesday of each month, except August.

GRANT APPLICATION FORM

Please complete all questions, including signing and dating the declaration at the end of the form. Where a question is not applicable, please enter N/A on the form.

If you would like to provide additional information or elaborate on a question, please include an attached sheet.

Grant applications will be reviewed by the Council at the upcoming Parish Council meeting, which takes place on the first Monday of each month, except for August when no meetings are held. To have your application considered at the next meeting, please submit the completed application form to the clerk by the Monday of the third week of the month. If the form is not submitted within this timeframe, it will be addressed at the following Parish Council meeting.

Submitting this application does not guarantee that an award will be granted. Sacriston Parish Council retains the discretion to award grants.

Only one project per application will be considered.

Name of Group/Organisation	
Contact:	
Contact Name:	Position:
Telephone:	Email:
Website:	
Is your organisation a registered charity?	Yes / No If yes, Charity Number:
Please provide a brief description of your group/organisation's main purposes/activities:	
Please provide information about the project for which the grant is required:	

Please provide details of how this project will benefit Sacriston?

Total cost of the project:

Amount of the grant requested: The maximum allowance is typically £250.

Have you received, applied for, or do you intend to apply for funding from any other source for this project? Yes / No

If yes, please specify who you have applied to, or details of who you intend to apply to for further funding:

How much of the total cost does your group/organisation plan to raise on your own, and how?

Please tick to confirm you have included the following documentation with your application (please enter N/A if not applicable):

A copy of your annual accounts

☐

Bank statements for the last 3 months, signed by a member of your organisation, indicating their position

☐

Detailed budget plan and supporting evidence

☐

Copy of your organisations Constitution, Terms of Reference or Rules

☐

Evidence of any other awards for the project e.g. lottery funding, other bodies

☐

For grant requests for projects, evidence of tendering procedures.

☐

DECLARATION

Please sign the following declaration and return this form together with all supporting documentation to:

Clerk to the Council
Sacriston Parish Council
c/o The Fulforth Centre
Sacriston
Durham
DH7 6JT

Telephone: 07715 966 993

Email: clerk@sacristonparishcouncil.gov.uk

Please ensure the person signing the declaration on behalf of your organisation has the appropriate authority to do so.

I confirm that the information contained in this application is correct to the best of my knowledge. I agree that any money awarded by Sacriston Parish Council as a result of this application will only be used for the purposes of this application.

I confirm that the proposed project is lawful and conforms to any rules governing our group/organisation. I further agree to providing copies of receipts and invoices etc. If requested, to Sacriston Parish Council to confirm to them exactly how the money has been spent if the application is successful.

I understand that all money awarded must be repaid to Sacriston Parish Council and my organisation will not be able to apply for future grant applications in the following circumstances:

- If a false declaration is made, or if any information contained in the application is found to be false, inflated or exaggerated;
- If the proposed project does not proceed/or is abandoned for any reason or if the organisation disbands during the period of the grant; If the organisation does not provide the necessary invoices and receipts confirming how the money has been spent or does not comply with any other conditions stipulated in the award.

Signed

Print Name

Position in the organisation

Date