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# Grant and Donations Policy

Signed: **A. Ronaldson**

The Chair of Finance Committee

Signed: **K. Smith**

The Chair-Stantonbury Parish Council

Date: **22.05.2024**

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## Document History

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## Introduction to Policy

A grant is any payment made by the Council to be used by organisations for a specific purpose that will benefit the Parish, or residents of the Parish, and which is not directly controlled or administered by the Council. The Council awards grants, at its discretion, to organisations which can demonstrate a clear need for financial support to benefit the Parish by:

- Providing a service
- Enhancing the quality of life
- Improving the environment
- Promoting Stantonbury Parish in a positive way

## Grant Application Process

1. Applicants will be required to complete an application form. All questions on the application form should be fully answered and additional appropriate information, which supports an application, should be provided:
  - a copy of their written constitution or details of their aims and purpose,
  - full details of the project or activity,
  - demonstration that the grant will be of benefit to the local community within the Parish,
  - A copy of this year's accounts.
2. The only exceptions to the above process if the organisations are:
  - Religious organisations and Schools of Milton Keynes City Council for whom a constitution will not be required.
  - Newly constituted organisations and groups for which accounts will not yet exist.
  - Informal groups that gather for a common social purpose or other activity, having clear aims and objectives and whose members act collectively. Some form of documentation /identification of members must be produced.
  - Schools of Milton Keynes City Council-supported organisations are not required to submit full accounts.
  - Very small clubs or societies that have a basic bookkeeping system or monies in and expenditure.
3. The Clerk to the council will receive all applications in the first instance, the Clerk or RFO will forward them to a Councillor once they have done initial checks. Then a designated Councillor from the rota will then review all the necessary information from the applicant and contact the organisations, ready for presentation and discussion at the appropriate Council meeting.
4. We only accept parish-based grants which are for groups and organisations based in the parish supporting or benefiting parishioners of the parish. Under the discretion of the council they may consider an organisation outside of the parish to hold an event and/or activity if held within the borders of our parish and benefiting parishioners of the parish.
5. An applicant may request an amount of up to £1000 and they will then be invited to attend a full Council meeting and provide a supporting verbal statement for the grant. This may be in person or via video conference, whichever is more suitable to the applicant.

In exceptional circumstances, the Full Council has the discretion to modify the grant value requested.

6. The Council reserves the right to refuse any grant that they feel does not meet the criteria or is not beneficial to the wider community. Similarly, the Parish Council reserves the right to seek return of the full value of any grant where the monies have not been spent as per the details set out in the grant application.
7. Where funding is being sought to meet costs arising from a community event, the applicant is responsible for any licenses and permissions when needed. The Council requires all community events to have an appropriate insurance policy which includes but is not limited to cover if the event is cancelled for any reason. The Council can request for the grant amount to be returned when an event does not take place for which the grant was issued.
8. The Council will make the decision on which grants to award. All applicants will be contacted following the Council's decision, and this decision is final.

### **Conditions of Funding**

1. The organisations must be either non-profit or charitable. Applications will not be considered from private organisations operated as a business to make a profit or surplus.
2. Payment will be made by bank transfer and payable to the group or organisations concerned within 28 days. Under no circumstances will payments be made payable to individuals (or third-party representatives). Exceptionally, payment may be made payable to the vendor of the goods or service for which the grant was made.
3. Grants will not be made to individuals.
4. Grants will not be made retrospectively.
5. 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. Applications will only be considered if organisations are within the Parish.
6. An organisation should have a bank account in its own name with two authorised representatives required to approve payments.
7. The administration of and accounting for any grant shall be the responsibility of the recipient. All awards must be properly accounted for, and evidence of expenditure should be supplied to the Council within 28 days of completion using the standard report form provided by the Council.
8. The sum total of grants made to any one group or organisations within a single financial year (1 April – 31 March) shall not exceed £1000.
9. Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
10. Each application will be assessed on its own merits.
11. The Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. For example, you may be required to include our logo in any advertising for which the funding was received.

12. Any grant must only be used for the purpose for which it was awarded unless the written approval of the 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 Council by the end of the financial year in which it was awarded.
13. The Council may make the award of any grant or subsidy as it considers appropriate in the event of any unforeseen urgent event.
14. Nothing contained herein shall prevent the Council from exercising, at any time, its existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972, Section 137.

#### **1.0 Consideration of a Donation.**

A donation request may be made by any Parish Councillor on behalf of organisations and must be supported in writing with evidence of requirements and application of the donation.

A qualifying donation is ~~for or in~~ an emergency situation where the action of the Charity will have a direct impact on our members of our community. This would be classed by the Local Authority/National Government as an emergency situation e.g., Pandemic, flooding, fire, building collapse, transport disaster. Other local emergencies of similar type may be considered by the Full Council if proposed.

Alternatively, where circumstances are such that the full council are fully aware of the situation e.g., emergency circumstances, where a donation will be of benefit to our Parishioners this will be discussed as a formal agenda item for the full Council.

In cases of doubt with respect to the interpretation of the above conditions, the applicant must seek the advice and guidance of the Parish Clerk.