

Cutcombe Parish Council

Grants & Donations Policy

Cutcombe Parish Council regularly receives requests for grants and donations from a variety of organisations and the aim of this Policy is to encourage and support activities and projects which will benefit the Parish of Cutcombe and Wheddon Cross.

The Parish Council is governed by rules set out in the Local Government Act 1972 (section 137) which states the money must be spent on purposes for the direct benefit of the parish and be commensurate with the expenditure incurred, for example, spending a large amount for the benefit of only one of two people is not acceptable.

Contributions may be made to charities and bodies providing a public service on a non-profit making basis, but only in furtherance of their work in the United Kingdom. It is unlawful for a council to contribute to an individual or a charity or public service body operating overseas. Contributions to UK charities and bodies providing a public service do not have to bring any direct benefit to the council's area or to its inhabitants.

Applications

Applications will be accepted throughout the financial year from individuals (on behalf of a group) or not for profit community groups, or where the donation is to provide benefit to residents of Cutcombe and Wheddon Cross. Any expenditure under section 137 must be properly authorised by resolution, minuted and shown in a separate column in the council's accounts.

Cutcombe Parish Council operate the following criteria:

- Only one application per organisation for a grant in each financial year.
- Each case will be viewed on its own merits.
- The organisation must be non-profit making (and not an individual).
- Grants & Donations will not be made retrospectively.
- The organisation must be one that, in some way benefits the local community.
- The organisation may be asked to demonstrate a clear need for financial support by providing a description of the project/activity for which a contribution is needed.
- A set of audited accounts or suitable financial statement may be required to ensure there is a genuine need for a grant.
- Organisations that have only recently set up and do not have audited accounts should provide a financial statement regarding their proposed budget instead.
- Efforts to generate income from other sources may be required.
- A report on how the money was spent may be requested.
- Monitoring may take place.
- Ongoing commitments to award grants or donations in future years will not be made. A fresh application will be required each year.
- 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.

- If the group is unable to use the award for the stated purpose, all monies must be returned to the Parish Council.
- The policy may be amended at any time by the Council following a motion having been published on the agenda beforehand being carried out.
- Acknowledgement of the financial support received from the council must be promoted where appropriate.
- The council reserves the right to vary the amount of grant or donation awarded to an organisation.

Procedure

Although applications will be accepted throughout the year, normally they will be considered twice during the financial year in the months of June and December. Ideally, therefore applications should be submitted to the Clerk of the council not later than the end of the preceding month using the Council's application form. The application will be placed on the agenda for consideration and the council will decide on the applications based on the information provided. Please note that all agenda papers are published and therefore in the public domain. The Clerk of the council will inform the applicant of the Council's decision and arrange payment if you are successful or an explanation if the grant or donation was turned down.

Should you be successful:

A written receipt may be requested to be provided by the organisation and a note to show the funds have been used for the purposes specified in the application.

The Council reserves the right to require repayment in the event of the outcome not being achieved.

Application Form

If you consider your organisation is eligible to apply for a grant or donation, please apply using the application form which can be found on the website and send it to the Clerk to cutcombeclerk@gmail.com.