

COMPTON BASSETT PARISH COUNCIL

GRANTS AND DONATIONS POLICY

INTRODUCTION

Compton Bassett Parish Council occasionally receives requests for financial support from local organisations. This policy explains how the Council awards grants and what applicants need to provide. Grants may be made under Section 137 of the Local Government Act 1972 or as discretionary donations. All grants must clearly benefit residents of Compton Bassett.

WHO CAN APPLY?

Local community groups, voluntary organisations, and non-commercial clubs and individuals.

USE OF GRANTS AND DECISION PROCESS

- Grants are normally for specific projects (capital items) rather than ongoing running costs
- Applications must show how the project will benefit the community, improve quality of life, enhance the environment, and support the interests of the parish
- Decisions are made at a Parish Council meeting. Each application is considered on its merits
- Previous awards, other funding sources, and overall budget availability may be taken into account
- The grant or donation shall be used only for the stated purpose; otherwise, the monies shall be returned to the Council, except where the Council's prior written consent has been given for the funds to be used for another purpose.

APPLYING FOR A GRANT

Applications must be made using the official Council form. Normally, only one grant is awarded per applicant per financial year.

INFORMATION REQUIRED

Depending on the application, the Council may request:

- Accounts for the last two years and the latest 3 months' bank statements
- A project budget and supporting evidence
- A copy of the organisation's Constitution or Rules
- The number/percentage of members living in Compton Bassett Parish

- Evidence of other funding or fundraising. The Council may look favourably on applicants who can demonstrate that they take practical steps to address their funding needs on an ongoing basis.
- For capital projects, evidence of a fair procurement process (normally three quotations)
- For larger grants, the Council may release funding in stages on receipt of proof of progress.

VAT

Reclaimable VAT cannot be included in grant funding.

GRANT CONDITIONS

- Grants and donations cannot be made to fund political activities, or organisations with restricted or closed membership
- Funding for religious activities will not be considered unless it is open to all and of direct benefit to the community
- Grants and donations will not be made retrospectively for completed projects or items purchased
- Grants and donations will not be awarded to organisations for general running costs and overheads
- Funding will not be approved for the repayment of loans
- Projects that should be funded by public or statutory bodies will not be considered for funding
- Organisations must be seen to operate without discrimination
- Applications will not be considered from 'upward funders', i.e. local groups whose fundraising is sent to a central HQ
- The Council may make the award of any grant as it considers appropriate in the event of any unforeseen urgent event
- Each project or applicant will be awarded a Parish Council mentor who will oversee expenditure and can ask for regular reports.

REPORTING

- A progress report must be submitted to the Council within 6 months. If this is not received, the Council reserves the right to request the return of a funding grant.
- Recipients must acknowledge the Council's support in publicity and communications and where appropriate, display signage acknowledging the funding.