

Donations/Grants Policy

Amended policy as per 9th March 2022 CGPC meeting (to be reviewed **May 2022**)

Policy Statement

Cheswick Green Parish Council aims to improve the quality of life in the whole of its parish through encouraging an active, healthy and safe community, in an attractive environment managed in a sustainable way. As such the Parish Council is committed to supporting and strengthening networks and community groups that help to make a positive difference.

Policy and Procedure

At the discretion of the Parish Council, grants are awarded to community organisations which demonstrate a clear need for financial support and must have a specific benefit to residents of the parish and comply with the Parish Councils vision as below.

The organisation applying for a grant must be 'not for profit' or charitable. Grants will not be made to individuals and would not normally exceed 50% of the cost of the project or activity.

Grants will not be made retrospectively and only one application for a grant will be considered from each organisation in any one financial year (April to March).

The Parish Council will expect to be informed of requests for grants exceeding £500 by September of the financial year, prior to the funds being required, in order that budget provision can be considered.

Where an organisation requests commitments of funds over a period of years, an explanation of the reasons for medium term funding is required. The commitment of funding would not normally exceed four years. The Council may seek a meeting with the applicant to explore what the organisation is applying for and trying to achieve.

Organisations in receipt of a grant may be required to submit a report outlining how the money has been spent.

The Parish Council must be credited in any publicity as a result of the award of a grant.

A Parish Councillor(s) at a Parish Council meeting may nominate grant funding in principle to a resident or organization of this Parish. The Councillor(s) must outline their reasons for a grant which may be either a single or an annual grant. If approved, the Clerk will contact the individual or organization concerned and say that a grant will be considered should they apply for grant funding and disclose all information requested. Following receipt of a valid application for grant the PC will decide whether a grant is applicable and the amount of grant to be awarded.

Process

The Grants Budget will be set annually as part of the general budget setting process. Subject to funds being available, applications will be invited throughout the year.

Applicants will need to provide details of their aims and purpose, project or activity; proportion/number of beneficiaries living in the electoral area; and demonstrate a clear need for funding.

Organisations will be required to provide a copy of their constitution or identify the aims and objectives of their organisation.

All applicants will be contacted within two weeks of the Councils decision.

There is no application form to complete, as the Parish Council prefer applicants submit their own reasons why a grant should be considered.

Adopted 9th March 2022

Signed *Marie Zizzi*