

Wentworth Parish Council

DONATION & GRANT GIVING POLICY & APPLICATION FORM

The Parish Council wishes to support local groups/organisations who work within the parish/community to develop or enhance facilities available, or who contribute to the well-being of parishioners. Donation & grant giving is funded from annual precept income and forms part of the budget set annually in December.

Applicants must be non-profit making or charitable. Donation's & Grants will not be made retrospectively and only one application will be considered from an organisation in any one financial year. The financial year runs from 1 April.

Where possible, the Parish Council seeks to work with organisations/individuals to support their long term aims. A separate donation & grant application/review meeting will be required for each year.

When to Apply

All applications should be submitted by 1st November in time for the December Budget meeting. You will be notified of the outcome of your application after the December meeting. If successful, your donation & grant will be agreed by the Parish Council and then paid into the organisations bank account. (payment will be made by BACS only)

Eligibility Criteria

- Applicants must have a bank/building society account for their organisation with at least two signatories.
- Applicants must be non-profit making/charitable organisation operating within the parish of Wentworth. (Organisations may be registered as a charity, but non-registered organisations will still be eligible if a management committee is in place and all other criteria are met.)
- Applicants must have a constitution or equivalent to submit with their application. Terms of Reference, or Rules.
- Groups working together to run a project may be considered without a separate constitution but must have a separate bank account.
- The applicant's aims and objectives must be clear and show direct benefit to Wentworth parish/community and/or the lives of people within the Wentworth parish/community. The application must state how the Donation & Grant will aid their future plans.
- Full and complete copies of your signed, certified, and audited accounts for the last two years (if your organisation has been in existence for that period)
- Bank statements for the last 3 months, signed by a member of your organisation, indicating their position
- Detailed budget plan and supporting evidence.
- Evidence of any other awards towards the project e.g. lottery funding, other bodies.
- For grant requests for projects, evidence of tendering procedures followed (please refer to the Council's Donation/ Grant Policy for full details of what procedures are expected)

The Parish Council reserves the right to publish details of any Donation & Grant funding given and projects supported.

How to Apply for a Donation/Grant from the Parish Council?

Applicants are required to supply: -

A completed application form available from the Clerk or it may be downloaded from the Parish Councils website.

The application form should be accompanied by the documentation requested below: -

- where appropriate, audited accounts or accounts that have been independently examined by a suitably qualified person, for the previous financial year (or in the case of a newly formed organisation, a comprehensive budget and business plan, also an organisational structure and bank account details);
- Bank statements for the last 3 months, signed by a member of your organisation, indicating their position.
- a statement in support of your request (including photographs and plans if applicable);
- where appropriate, a copy of your organisation's constitution.

If the applicant is an organisation, the organisation should usually have a bank account in its own name.

The Parish Council reserves the right to request any additional information to aid determination of the donation or grant.

All applicants completing an application form will be deemed to have read and agreed to the requirements outlined in this Policy.

All sections of this application form must be completed and returned with the necessary documentation

The Parish Council's Donation/Grant Awarding Policy cannot be used to support

- costs of routine maintenance and repair of equipment (unless in exceptional circumstances).
- salary or routine administration costs
- individuals
- hospitality.

Applicants for Donations/ Grants from the Parish Council should be aware: -

- if the project is relying on funding from the Parish Council, it should not be started until the award of a Donation or grant has been confirmed in writing by the Clerk.
- If a project has already started, it cannot be funded through this scheme;
- Donation or grant will not be awarded retrospectively.
- Donation or grant may be for less than the amount requested.
- If the group is unable to use the donation or grants for the stated purposes and within the stated timescale, monies must be returned to the Parish Council.
- The Donation or grant must be used only for the purpose for which the application was made.

To support the donation or grant the Parish Council will ask for an end of project report.

If the Parish Council determines that the monies have not been used properly or a report is not provided then the Parish Council may require the funds to be returned.

Awards for funding which are not for projects within the current financial year will be considered on a case by case basis.

Terms and Conditions

By applying you confirm you are an official representative of your group and are authorised to apply for funding on their behalf.

Your details can be held with Wentworth Parish Council in accordance with the Data Protection Act to administer the donation or grants process.

The information provided in this application is a fair and accurate description of your group and the project for which you are seeking funding.

Misleading or inaccurate information may result in your application being rejected. Late applications or failure to complete any section of the application form may result in your application being delayed or rejected.

Information about your group and your project may be made available as part of Wentworth Parish Councils decision making process. Personal contact details and bank details will not be made public.

You will provide Wentworth Parish Council with any information they request to enable them to assess your application.

This may include (but is not restricted to) a copy of your constitution, accounts or bank statements, equal opportunities policy, insurance and relevant health and safety policies.

You will provide Wentworth Parish Council with any evidence or monitoring information they request to ensure that any donation or grants awarded has been spent in accordance with this application and any other terms and conditions.

Donation or grants funding may be subject to additional terms and conditions, which will be made available to you if your application is successful.

The Parish Council's decision will be final.

Adopted by Council May 2024

Review date May 2025

DONATION/GRANT APPLICATION FORM

- Please complete all questions including signing & dating the declaration at the end of the form. Where a question is not applicable, please enter N/A on the form.
- If you wish to provide additional information or expand on a question, please provide an attached sheet.
- Please refer to the Council's Donation/Grant Policy for full terms and conditions of Donation/Grants and details of what documentation needs to be included with your application.
- If you wish to request an emergency donation/Donation/Grant, please complete as requested and forward to the parish council as soon as possible explaining the reason for requesting that the application be considered. Your application will then be considered by the Council at the next available parish council meeting. If the Council do not consider your application as an emergency, the application will be considered with all others at the Parish Council meeting at a later date.

Submission of this application does not automatically mean that an award will be Granted. Wentworth Parish Council reserves the right to award Donation/Grants at their discretion. Only one project per application will be considered.

Name of Group/Organisation			
Contact Name		Position	
Address			
Telephone		Email	
Website			
Is your organisation a registered charity?	Yes / No	If Yes, Charity Number	
Brief description of your group/organisation's main purposes/activities			
Please provide the number, or percentage of members that belong to the organisation and live within the Wentworth Parish Council area.			
Details of any restrictions placed on who can use/access the organisation's services.			

Project for which Donation/Grant is required.			
How will this project benefit the parishioners of Wentworth Parish Council ?			
Total Cost of Project		Amount of Donation/Grant Requested	
Have you received, applied, or intend to apply for funding from any other source for this project?			Yes / No
If Yes, who have you applied to or who do you intend to apply to. Please provide details of the success/failure of the application and amount requested.			
How much of the total cost do your group/organisation intend to raise yourself and how?			

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

- Full and complete copies of your signed, certified, and audited accounts for the last two years (if your organisation has been in existence for that period)
- 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 towards the project e.g. lottery funding, other bodies

DECLARATION

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

Clerk to the Council,
 Email: wentworthclerkpc@gmail.com

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 Wentworth Parish Council as a result of this application will only be used for the purposes stated in the said application, and in accordance with the Donation/Grant conditions detailed in the Parish Council’s Donation/Grant Policy.

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 & invoices etc. as required to

Wentworth 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 Wentworth Parish Council and my organisation will not be able to apply for future Donation/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 Donation/Grant;
- If the organisation does not provide the necessary invoices & receipts confirming how the money has been spent or does not comply with any other conditions stipulated in the award"

Signed

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Print Name

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Position in the organisation

.....

Date

Adopted by Council May 2024

Review date May 2025