



Spratton Parish Council

Grants and Donations Policy

Category: Policy

Status: Adopted

Responsible: Clerk/RFO

Applicable to: Full Council

1. Purpose

Spratton Parish Council recognises the valuable contribution made by voluntary, community and not-for-profit organisations to the life and wellbeing of the parish. This policy sets out how the Council will award grants and donations in a fair, transparent and accountable manner.

For the purposes of this policy:

- A **grant** is awarded for a specific, defined purpose.
 - A **donation** is awarded for general purposes.
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2. Legal Power

The Council can award grants and donations under **Section 137 of the Local Government Act 1972**. All expenditure must be in the interests of, and bring direct benefit to, the Parish of Spratton or its residents, and must remain within the statutory per-electoral limit applicable for the relevant financial year.

Section 137 requires that such expenditure:

“...is in the interests of, and will bring direct benefit to, their area or any part of it or all or some of its inhabitants...”

The normal use of this power is to provide financial support to local organisations such as pre-school groups, youth groups, and senior citizens' groups.

Grants or donations will not normally be made to individuals for their own use. However, the Council may consider making a grant to an individual where that person is providing a

service that directly benefits the local community (for example, a Community First Responder required to fund essential equipment).

Any such grant must be restricted to costs or equipment directly related to the service provided and must not result in personal financial benefit.

3. Background

All grants and donations are funded from the Parish Precept. Parish Councils do not receive direct funding from central government and rely on the precept and other locally generated income.

The total budget available for grants is set annually as part of the Council's budget-setting process.

No grant or donation shall be awarded unless provision has been made within the approved budget for the relevant financial year.

All grants are subject to the availability of funds and the Council is not obliged to allocate the full amount budgeted.

4. Eligibility

Grants and donations may be awarded to properly constituted voluntary or community organisations and charities that:

- Operate on a not-for-profit basis
- Have a bank account in the organisation's name
- Provide a clear benefit to the Parish of Spratton or its residents

Grants will not normally be awarded to:

- Individuals (except in the circumstances outlined in Section 2)
 - Political organisations
 - Organisations or activities that conflict with Council policies
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5. Grant Cap

- The Council will normally award grants of up to **£500 per organisation per financial year**.
 - Only one grant will normally be awarded to any organisation in any financial year.
 - In exceptional circumstances, the Council may resolve to exceed these limits.
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6. Use of Grants

Grants and donations may be awarded for:

- Community projects and activities
- Equipment or materials
- One-off events or initiatives
- Costs where there is a clear local benefit

Grants will not normally be awarded for:

- Retrospective funding (costs already incurred)
 - Activities intended to generate private profit
 - Events or activities that are self-funding or can reasonably be funded by participants
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7. Application Process

- Applications must be made using the Council's Grant Application Form
- Applications are normally considered once per financial year
- The closing date for applications will be published on the Council's website or noticeboard

Applications should include:

- Details of the organisation and its aims
 - The amount requested and purpose of the grant
 - A breakdown of costs
 - Recent accounts or a financial statements
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8. Assessment and Decision

All applications will be considered at a properly convened meeting of the Council and decisions will be minuted. The Council may request additional information or invite a representative of the applicant organisation to attend a meeting.

Where a Member of the Council is involved with an organisation applying for funding, they must declare an interest in accordance with the Council's Code of Conduct and take no part in the decision.

The Council's decision is final and there is no right of appeal.

9. Conditions, Monitoring and Acknowledgement

- Grants must be used solely for the approved purpose
 - The Council may require evidence of expenditure and a brief report on how the grant was used
 - Grant recipients should acknowledge the Council's support where appropriate
 - The Council reserves the right to require repayment of all or part of a grant if conditions are not met
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10. Review

This policy will be reviewed periodically by the Council.

Adopted: [date]

Review date: [date]