

## **SUNNINGHILL & ASCOT PARISH COUNCIL**

### **GRANTS AND DONATIONS POLICY AND GUIDANCE FOR APPLICANTS**

#### **Policy Statement**

The Parish Council regularly receives requests for grants and donations from a variety of organisations and the aim of the Policy is to encourage and support activities and projects which will benefit Sunninghill and Ascot Parish as a whole. To qualify for an award the applicant must be able to demonstrate that any funding from the Parish Council will benefit the Parish, or residents of the Parish.

#### **Policy and Application Guidance**

1. Grants and donations will be allocated primarily for the benefit of the Parish electorate. The Parish Council follows guidance issued by the National Association of Local Councils on spending under section 137 of the Local Government Act 1972.
2. The regulations governing allocations of grants and donations include the following condition:  
'A local authority shall not incur any expenditure unless the benefit accruing to their area or any part of it or to all or some of the inhabitants of their area will be commensurate with the expenditure to be incurred'.  
The use of 'some' in relation to the inhabitants means that the Parish Council cannot use the power to benefit a single individual. The use of 'commensurate' with regard to spending means that the Parish Council must not spend a disproportionately large amount on a very limited object or purpose.
3. Requests for grants and donations are considered twice a year, in June and December. The aim of having a twice annual review of requests is to ensure that all such requests are appraised on a consistent basis and that the outcome of applications is not affected by the stage in the financial year that an application is received and hence the level of funds remaining in the grants and donations budget. Only projects relating to a specific 'one off' local event are considered outside this bi-annual review round.
4. The maximum amount which a council may spend under section 137 in any one year (i.e. from 1 April to the following 31 March) is restricted by the number of people on the parish electoral roll.
5. Grants are usually in the range of £100-£500 and applications from groups and organisations are assessed on their merits. Local clubs, societies, registered charities and organisations are required to complete a Grant Application Form which is available on request to the Parish Office or which can be downloaded from the website.
6. It is helpful if organisations provide an indication of the number of parishioners who derive benefit from a charity's services (details of named individuals are not sought but rather an estimate of the total number assisted in any one year and a brief explanation of the nature of that assistance). 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 a charity or a public service body operating overseas, or to help persons outside the UK. The Parish Council will not support religious or party political organisations. Grants will not be awarded to individuals.
7. Additional applications within a 12 month period will not normally be considered.
8. The award must be used for the purpose for which the application was made.  
If the group is unable to use the award for the stated purpose, all monies must be returned to the Parish Council.
9. All awards must be properly accounted for and evidence of expenditure should be supplied as requested. If the Parish Council is not satisfied with the arrangements, they reserve the right to request a refund of monies awarded.
10. Donations to Registered Charities in response to a general fundraising appeal will not be considered unless it directly benefits the residents of Sunninghill and Ascot.
11. The organisation receiving the grant should be a non-profit making voluntary organisation.
12. Recipients of grants may be asked to acknowledge Council support on stationery and promotional material.

#### **Decisions**

1. The Council shall determine the amount granted using the figure stated by the applicant as a guide only.
2. The grant shall be used for the stated purpose only, otherwise the monies shall be returned to the Council, (except with the Council's prior written consent for the funds to be used for another purpose)
3. The Council reserves the right to request repayment of any grant/donation where an applicant does not comply with these conditions.
4. The Council's decision is final and there is no right of appeal
5. The Council reserves the right to decline an application without giving reasons for its decision.
6. The Council will not commit to continuing expenditure.
7. Where a member of the Council is a member of a group/organisation applying for funding, that Member shall consider whether in accordance with the Code of Conduct it is necessary for them to declare an interest in the matter.

## SUNNINGHILL AND ASCOT PARISH COUNCIL

### Grant Application Form

<b>Full title of Organisation/Group</b>	
Name and Address of applicant	
Telephone no.: E-mail address:	
Please give details of a representative in your Organisation/Group from whom additional information may be obtained if required (if different from above):	
Describe the Aims and Purposes of your Organisation/Group.	
<b>How many Sunninghill and Ascot Parish Residents does your group currently benefit?</b>	
What is your current annual income?	
What are your sources of income?	
Have you applied for funds from: The Ascot Fire Brigade Trust The Sunninghill Trust	
What is the sum of cash and deposit funds currently available to your organisation/group?	
<b>Please provide a copy of your last annual accounts.</b>	
Please explain why your Organisation/ Group is applying for funding and the purpose for which it will be used. (Please use 1 additional A4 sheet if necessary.)	
Amount of Funding applied for:	
Organisation/Group Bank Details:  (All grant awards will be processed via BACS payment directly into the charity bank account)	Account name: Sort code: Account number: Bank: Branch:
I hereby apply for a grant for assistance on behalf of the above organisation and I confirm that the information given above is, to the best of my knowledge and belief, correct.	
Signed..... Date.....	
Position in Organisation/Group.....	
<b>Check: All boxes completed</b> <input type="checkbox"/> <b>Accounts attached</b> <input type="checkbox"/> <b>Purpose for grant explained</b> <input type="checkbox"/> <b>Bank details attached</b> <input type="checkbox"/>	
<b>Completed form and a copy of annual accounts should be sent to: The Parish Clerk, The Courtyard, High Street, Ascot, Berkshire, SL5 7JF.</b>	
Applications will be considered in June and December.	