

# HEDLEY PARISH COUNCIL

## Grant and Donations

## Policy

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Document Control

<b>Organisation</b>	Hedley Parish Council
<b>Title</b>	Grants and donations Policy
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<b>Approvals</b>	
<b>Distribution</b>	Chair of Hedley Parish
<b>Subject</b>	Grants Policy

## **HEDLEY PARISH COUNCIL**

### **GRANTS AND DONATIONS POLICY**

#### **Introduction**

Section 137 of the Local Government Act 1972 enables local councils to spend a limited amount of money for purposes for which they have no other specific statutory expenditure.

As Hedley Parish Council receive a number of such requests it is necessary to implement policy guidelines for the allocation of grants and donations.

#### **Policy Statement**

It is the policy of Hedley Parish Council that grants and donations are allocated primarily for the benefit of Hedley Parish and its residents.

#### **Criteria for Grant and Donation Applications**

1. Applications must be from non-profit organisations or groups for the benefit to Hedley residents or the fabric of the Parish but other donations will also be considered on an annual basis.
2. The Parish will normally only accept grant applications up to £100 and most awards range from £20-£50. Occasionally, larger grants will be considered but will need to be incorporated into the Council's budget and precept setting process and will therefore likely be paid in the following year.
3. Applicants must complete the attached form and return it to the Parish Clerk.
4. Applications must include copies of the organisations most recent accounts and budget for the next or current financial year
5. Requests are to be for a single donation in any financial year and should not be relied upon in future years.
6. Funding must only be used for the agreed purpose.
7. An end of project evaluation must be submitted to the Council in writing within six months of project completion. If the evaluation is not submitted, then the Council have the right to be fully refunded.
8. If the full amount granted is not used for the agreed purpose the balance must be returned to Hedley Parish Council.
9. Any publicity must acknowledge the funding provided.
10. The Parish Council reserve the right to request copies of statutory paperwork regarding laws and regulations of the organisation.

#### **Procedure**

1. All grants and donations requests meeting the criteria will be considered at the next Full Parish Council after receipt by the Parish Clerk.
2. If the application is successful in securing a donation this will be paid by cheque or BACS immediately following the meeting.
3. For donation requests considered favorable the Council will decide the level of support it is able to make in each case. This cannot be more than the sum requested.
4. The decision of the Council is final.

**HEDLEY PARISH COUNCIL**

**APPLICATION FOR GRANT OR DONATION**

Name of Organisation	
Address	
Registered charity number (if applicable)	
Telephone Number	
E-mail	
Contact name and position in Organisation (plus address if different from above)	
Bacs payment details	
Describe the overall aim of your organisation and the activities or services it provides (use separate sheet if required)	
Explain the direct benefit Hedley of your organisation's activities including the number of Hedley residents who have benefitted in the past. (use separate sheet if required)	
Amount Requested	

Completed form should be sent to:

Parish Clerk  
Hedley Parish Council  
Hindley House  
Hindley  
Stocksfield  
NE43 7SA  
E-mail [parishclerk@hedleyparish.org.uk](mailto:parishclerk@hedleyparish.org.uk)

