



# ***Donations/Grants Policy***

***June 2020***

***Review date June 2021***



# Keresley Parish Council Donations/Grants Policy

## Policy Statement

Keresley Parish Council aims to improve the quality of life in Keresley through encouraging an active, healthy and safe community, vibrant community centre and attractive environment managed in a sustainable way. As such we are committed to supporting and strengthening networks and community groups that help to make a positive difference to Keresley.

## Policy and Procedure

- At the discretion of the Council, grants are awarded to community organisations which demonstrate a clear need for financial support and must have a specific benefit to residents of Keresley and comply with the council's 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 a commitment of funds over a period of years an explanation of the reasons for medium term funding is required. The commitment to 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 arising as a result of the award of a grant.

## 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 be required to complete an application form and return it to the Parish Clerk
- 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 Council' decision

Signed ..... Dated .....

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