

Holme Hale Parish Council

Donation Policy

Adopted: 4th March 2024

Review: 3-yearly

A donation is any payment made by the council to be used by an organisation for the furtherance of the wellbeing of the local community, either generally or for a specific purpose.

The Parish Council is governed by rules set out in the Local Government Act 1972 (section 137) which states the money must be spent on purposes for the direct benefit of the parish and be commensurate with the expenditure incurred, for example, spending a large amount for the benefit of only one or two people is not acceptable.

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 an individual or a charity or a public service body operating overseas. Contributions to UK charities and bodies providing a public service do not have to bring any direct benefit to the council's area or to its inhabitants.

These notes have been prepared to explain the main details of the Council's Donation Policy. Please read them carefully before you complete the application form.

1. General

- a) The contribution made by the many organisations and individuals to the wellbeing of the local community is recognised by the Council as important to our society. The purpose of any donation given by the Council is to support initiatives in the local community and to help create opportunities for the residents of Holme Hale.
- b) Council may also make charitable donations to organisations.
- c) Although the Council will give as much help as possible, the administration of and accounting for any grant shall be the responsibility of the recipient.
- d) There is a limited budget each year and guidance will be given to applicants as to how much money is available in a specific financial year.
- e) Each application will be assessed on its own merits and will be considered along with other applications.
- f) Donations are awarded once approved at the Council's meeting held in March.

2. Conditions of Funding

- a) Applications will be considered from individuals as well as organisations. Applications will be considered for day-to-day running expenses and individual projects.

b) Applications will not be considered from:

- Organisations intending to support or oppose any particular political party or to discriminate on grounds of race or religion.
- Private organisations operated as a business to make a profit or surplus.
- “Upward funders”, i.e. local groups whose fund raising is sent to their central HQ for redistribution.

- c) Applications will not normally be considered from national organisations or local groups with access to funds from national “umbrella” or “parent” organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.
- d) Applications from religious groups will be considered where a clear benefit to the wider community can be demonstrated, irrespective of their religious beliefs.
- e) Applications from education, health or social service establishments will be considered where the organisation can demonstrate that it is working in partnership with other groups and where there are benefits to the wider community within the Parish.
- f) Ongoing commitments to award donations in future years will not be made. A fresh application will be required each year.
- g) The Council may make the award of any donation subject to such additional conditions and requirements, as it considers appropriate.

3. Making an Application

- a) All applications should demonstrate clearly how the donation will be of benefit to the local community within the Parish. This is to ensure the council is working within its powers.
- b) Full written applications are required for requests over £100, using the attached form.
- c) A written request can also be submitted to Council for a donation of £100 and under, for example charitable donations.
- d) Your application must be submitted to the Clerk no later than 10 days before the March meeting to allow for processing.
- e) Donations may also be considered at a full meeting throughout the year by written request to the Clerk.

4. Payment

- a) All donations will be paid by cheque following application approval at the full meeting of council held in March each year.

HOLME HALE PARISH COUNCIL DONATION AWARD APPLICATION FORM	
Contact details	
Organisation (if applicable)	
Contact name (for correspondence)	
Position held	
Contact address (for correspondence)	
Telephone number	Day: Night:
E-mail address	
Date of submission	

Please state how much funding you would like from the Council	
Please state for what purpose you intend to use the funding	
Please state how and how many Holme Hale parishioners this benefits	
Who should cheques be made payable to?	

For applications over £1,000 please ensure you submit 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 detailed budget and business plan along with any additional information, which you feel will help to support your application and enclose any additional paperwork.

Declaration	
I declare to the best of my knowledge and belief that the information given on this application form and in any supporting material is correct and true.	
Name	
Position in organisation	
Signature	
Date	
<p>In signing this declaration, you accept all responsibility for this funding and you must be 18 years or over. Completion of this form does not necessarily mean you will be awarded funds in part or whole.</p> <p>Donation application forms will be retained for a period of 6 years in line with the councils adopted file retention policy. No personal data (address, telephone number etc) will be circulated outside of the Parish council, whilst the application remains genuine and lawful.</p>	
For Holme Hale Parish Council use only	
Awarded (Yes/No)	
Reason	
Power used	
Reference of minutes	
Any additional conditions or requirements ¹	

¹ Where an award of £2000 is granted under the power of s137, the council **must** impose a condition on the recipient that they supplies the Council within twelve months a statement in writing of the use to which the amount has been put.