

Tibberton Parish Council

Donations and Grants Policy

RATIONALE

- 1.1 Tibberton Parish Council receives requests for funds from local and other organisations, this policy is intended to make the process of awarding donations or grants as transparent as possible to registered electors, local residents and families of Tibberton (referred to in this policy as parishioners) and organisations alike.
- 1.2 A donation will be to support local activity or activities within parish of Tibberton.
- 1.3 A grant is for a defined purpose that will improve or enhance local activities within parish of Tibberton.

LEGAL BASIS

- 2.1 The principal authority for awarding grants is Section 137 of the Local Government Act 1972, which allows parish councils to spend money which will bring direct benefit to their area, or part of their area, or to all or some of its inhabitants.
- 2.2 The amount of money involved must be commensurate with the degree of local benefit.

TIMING

- 3.1 The parish council will set a donations & grants budget for the financial year in January of each year, and so applications or requests will be encouraged in November of each year in advance of budget setting, and in June when the financial year is under way.

PRIORITIES

- 4.1 In line with the statutory guidelines, priority for donations or grants will be given to:
 - Tibberton organisations whose activities benefit the parish.
 - Forest of Dean organisations whose activities benefit Tibberton parishioners.
 - Gloucestershire organisations whose activities benefit Tibberton parishioners
- 4.2 Consideration will be given to:
 - The number of local parishioners that may benefit or whether any particular category of parishioners would receive a specific benefit (e.g. children, the elderly, persons with any form of disability etc.).
 - The ability of the organisations in question to reach parishioners.
 - The degree to which similar benefits have been requested or are clearly needed by local parishioners.
- 4.3 Organisations making an application should be non-profit making voluntary organisation where membership is open (i.e. none discriminatory of membership on grounds of gender, race, religion, etc.)
- 4.4 Donations or grants cannot be made to individuals, political groups or parties.
- 4.5 Donations will not normally exceed £300.
- 4.6 Grants will not normally exceed £500. A grant is for a single year and cannot be spread over a number of years or repeated.

- 4.7 The Parish Council will not normally exceed the planned total budget of the year of application for a donations and grants.

PROCESS FOR APPLICATIONS

- 5.1 Where competing requests for donation or grants are submitted, the Parish Council may request the applicants to make a written application, or a brief presentation to the Parish Council at its public meeting.
- 5.2 Requests for donations or grant must be made in writing to Tibberton Parish Clerk before the 1st January.
clerkpc@tibberton-gloucestershire.org.uk
- 5.3 All applicants will receive a confirmation of receipt of an application and a response when the outcome has been decided.
- 5.4 Proper evidence of actual or estimated expenditure must be supplied to the Parish Council prior to the payment of any donations or grant. Evidence should include a set of accounts for the past year.
- 5.6 Payments of grants and donations will only be made to applicant's bank account. No payments will be made in cash.
- 5.7 The parish council will endeavour to provide assistance and support where appropriate to groups and organisations in the Parish wishing to access grants and other funds from third parties and local authorities. For example, to support cemeteries, community buses, footpaths, parking spaces, public toilets, village halls and war memorials.
- 5.8 All applicants receiving a grant awarded by Tibberton Parish Council will be expected to provide an End of Project Report. This could be a presentation to the parish on a suitable occasion, most probably the Parish Annual meeting.
- 5.9 All grants and donations are awarded at the discretion of Tibberton Parish Council. The Tibberton Parish Council decision is final and there is no right of appeal.