



GRANTS & DONATIONS POLICY

Tysoe Parish Council

- 1) Under s137 of the Local Government Act 1972 Tysoe Parish Council has the discretionary power to award grants and make donations to local groups and organisations for "purposes, which may bring a direct benefit to their area or any part of it for some or all the inhabitants."
- 2) A **donation** is a one-off gift of money to an organisation up to the value of £50. A donation may be simply proposed in writing by a Councillor or recommended in writing by a member of the public or the Parish Clerk. Note that donations to registered charities in response to general fundraising appeals will not normally be supported.
- 3) A **grant** is a sum of money which supports an organisation to meet the overall costs of a one-off project. A grant request must be supported by a written application and cannot exceed £500.

4) Criteria for eligible grant applications

- a) Applications are welcomed from any not-for-profit club, charity, voluntary group or community organisation. ¹ Note that the Parish Council cannot award grants to individuals, commercial organisations, activities that are the responsibility of another statutory authority, organisations outside the parish² (unless there is a direct benefit to the parish), school activities that take place within the school day, organisations which support or oppose any political party or organisations that discriminate on the grounds of sex, race, disability, sexual orientation, religion and belief or age.
- b) Projects must be in the future. Grants cannot be awarded retrospectively.
- c) Applications must identify how a grant will benefit the local community.
- d) Applications must be for one-off grants which will not result in recurring expenditure to the Parish Council. Funding for subsequent years will require a new application.
- e) An organisation may only make one grant application in any financial year (April – March).

¹Organisations will normally be expected to have clear written aims and objectives or a written constitution, and a separate bank account controlled by more than one signatory.

²Applications from outside the parish will normally be capped at £100.

5) How to apply for a grant

- a) Complete our grant application form attaching any supporting evidence.
 - b) Submit your application to the Parish Clerk. Applications received at least 21-days before an Ordinary meeting will be considered at that meeting. Please note that applications with insufficient detail may be returned by the Parish Clerk with a request for more information.
 - c) The applicant is advised to attend the meeting at which the application is heard so they can answer any questions about the application.
- 6) Councillors will review the grant application against the criteria in Appendix A and a resolution will be passed to either:
- a) Approve the request
 - b) Refuse the request
 - c) Reduce the amount of grant funding requested and approve the request
 - d) Request additional information.

In its decision making, the Parish Council may make an award subject to additional conditions and requirements as it considers appropriate.

- 7) The Parish Clerk will write to the applicant confirming the outcome of the application and the outcome of the award will be recorded in the meeting minutes.

8) On receipt of a grant application

On receipt of an application, the Parish Clerk will determine:

- a) Is the application complete, legible, has been signed and dated?
 - b) Is there sufficient information on which Councillors can make a decision?
 - c) Has the applicant/organisation previously benefited from a grant in this financial year?
- 9) If the above criteria has been met, the application will be itemised on the next Ordinary meeting agenda and Councillors will consider:
- a) Is the applicant a local organisation or charity?
 - b) Does the application provide evidence of benefit to residents of the parish?
 - c) Is there funding available in the relevant budget cost centre to support this project?
- 10) Grants are dependent on the availability of funds and the suitability of the application. The Parish Council may not be able to award the full amount asked for. The Parish Council reserve the right to refuse any grant application which it considers to be inappropriate or excessive.

11) After award of a grant

- a) The grant must be used for the purpose for which the application was made. If the grant cannot be used for the stated purpose(s), monies must be returned to the Parish Council.
- b) Recipients of a grant of £200 or more must provide a written report explaining how the grant money has been used within 6 months of receipt of the money. As all Parish Council money must be properly accounted for, evidence of expenditure must also be supplied. The Parish Council reserves the right to request a refund of all or part of the money if evidence supplied is unsatisfactory.
- c) Recipients of a grant may be asked to acknowledge Parish Council support on stationery and promotional material.

12) Contact

If you have any questions, please contact the Parish Clerk at email:
parish.clerk@tysoe.org.uk

Tysoe Parish Council
Grant application form

Please read the Council's policy for awarding grants before completing this form.

1. Name of project
2. A short description of the aims of the project including key dates
3. Amount requested from Parish Council
4. Purpose(s) for which the grant will be used
5. Main beneficiaries of the project, including estimated number/percentage of people living in the Parish.
6. Total project costs. If the total cost of the project is more than the grant, please explain how the remaining money will be raised?
7. Who from the local community supports this project/is involved in its delivery?
8. Name of group or organisation making the application. Is this organisation a registered charity? If yes, please provide charity registration number.
9. Contact details (name and position, contact telephone number, email address, postal address).
10. When would funds be required?
11. Bank details (account name, sort code, account number).

Please use a separate sheet to submit any other information which you feel may support your application.

Name	Position
Signed	Date

This application must be signed by a person authorised by the organisation to do so.

Please return your completed application and any supporting documents to

The Parish Clerk, Tysoe Parish Council
6 Middleton Close, Tysoe, Warwickshire, CV35 0SS or email to parish.clerk@tysoe.org.uk