

## Leaffield Parish Council Grants and Donations Policy

Adopted by Leaffield Parish Council on 10 March 2021

### Introduction

Leaffield Parish Council may give money to good causes in the parish as grants or donations. 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.

### Policy

Applications will be accepted throughout the financial year from individuals (on behalf of a group) or not-for-profit community groups, or where the donation is to provide benefit to residents of Leaffield Parish. Any expenditure under section 137 must be properly authorised by resolution, minuted and shown in a separate column in the council's accounts.

Leaffield Parish Council operates the following criteria:

- Only one application for a grant in each financial year
- A limit of £100 per organisation will be applied except for exceptional circumstances
- The organisation must be non-profit making (and not an individual)
- Grants and donations are not made retrospectively
- The organisation must demonstrate a clear need for financial support by providing a description of the project/activity for which a contribution is needed.
- A set of audited accounts or suitable financial statement may be requested by the Council to ensure there is a genuine need for a grant
- Organisations that have only recently set up and do not have audited accounts may be requested to provide a financial statement regarding their proposed budget instead
- Proof of efforts to generate income from other sources may be requested
- A report on how the money was spent should be submitted to the Council with details of the outturn if requested
- Monitoring may take place

### Procedure

Applications for grants and donations will be accepted throughout the financial year, and considered upon receipt. All requests to be considered will be listed on the agenda. The Council will agree the amount of grant or donation to be given. All decisions will be minuted.

### Definitions

Grant – a sum of money given by a government or other organisation for a particular purpose

Donation – money or goods given as a gift, to benefit a cause or charity.