

TRIMDON PARISH COUNCIL

GRANTS AND DONATIONS POLICY

The Parish Council regularly receives requests for grants and donations from a variety of organisations and the aim of this Policy is to encourage and support activities and projects which benefit residents. The Council budgets each year a sum of money for grants and donations to organisations and activities which contribute constructively to the life and wellbeing of some or all of the residents of Trimdon Parish Council.

ELIGIBILITY

The Council will only consider applications for grants and donations from organisations and groups which are based within the Parish, or who can demonstrate that the donations will substantially benefit residents of the Parish.

The Council cannot fund:

- Private individuals
- Political parties
- Religious organisations; unless a clear benefit to the wider community can be demonstrated irrespective of religious beliefs
- Organisations not registered as charities or not considered not for profit
- National organisations except where it can be demonstrated that the donation will substantially benefit residents of the Parish
- Purposes for which there is a statutory duty upon other local or central government departments to fund or provide

APPLICATIONS

All applications for grants or donations shall be made in writing to the Clerk to the Council who shall arrange for those applications which meet the Council's criteria to be considered at the next meeting of the Council. All requests must be accompanied by a completed Grant/Donation Application Form.

Applications should provide:

- Details of the group/organisation applying, together with appropriate contact information
- The purpose to which any grant or donation will be put
- The amount of funding requested
- If the total cost of the project is not being applied for, details of other funding

- An explanation of how the funding will benefit residents of the Parish
- Details of to whom payments should be made payable if the application is successful

CONDITIONS

1. Where requests for a grant/donation are agreed, the Council shall determine the amount
2. The grant or donation shall be used only for the stated purpose otherwise the money shall be returned to the Council except where the Council's prior written consent has been given for the funds to be used for another purpose
3. The Council may request that applicants provide written feedback explaining how the grant/donation has benefitted their group/organisation. If feedback is required this will be communicated in the decision letter
4. The Council reserves the right to request repayment of any grant/donation where an applicant does not comply with these conditions
5. Retrospective applications will normally not be considered
6. If approved, the grant/donation will be paid by cheque to the organisation – cheques to individuals will be not be approved
7. Recognitions of the grant/donation from Trimdon Parish Council must be made in any publicity

NOTES

1. The Council's decision on any application is final and there is no right of appeal
2. The Council reserves the right to decline any application without giving reasons for its decision
3. The Council will not commit to any continuing expenditure
4. Nothing in the Policy prevents the Council from providing a grant or donation to a group, organisation or project without application where the Council considers that the giving of such a grant or donation will bring benefits to residents of the Parish
5. Where a Member of the Council is a Member of a group/organisation applying for funding, that Member shall consider, whether in accordance with a Code of Conduct, it is necessary for them to declare an interest in the matter. Advice may be sought from the Clerk or Monitoring Officer of Durham County Council, if required

TRIMDON PARISH COUNCIL

GRANT/DONATION APPLICATION FORM

Please complete this form and send to:

The Clerk to the Parish Council, c/o Junior School, Elwick View, Trimdon Village TS29 6JU

Name of Organisation	
Contact details Position within Organisation Telephone e-mail	
Is your organisation a Registered Charity?	
If yes – Charity Number	
Project for which Grant Is required	
Total cost of project	
Have any grants been requested from other sources?	
If successful – amount of other grants	
Amount of grant requested from Parish Council	
When are funds required?	

