



# NASH MILLS

## PARISH COUNCIL

### NASH MILLS PARISH COUNCIL Grant and Donation Policy

Adopted	Feb 2024
Review	Jan 2025
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#### The Purpose of This Policy

Nash Mills Parish Council is committed to supporting local voluntary organisation within, or for the direct benefit of, the parish. We set aside a sum of money each year to donate to good causes in the parish as either a grant or a donation. Our awards are permitted under our powers to spend covered by the Local Government Act 1972 and other legislative powers.

A grant is awarded for a specific purpose whereas a donation is awarded for general purposes. The maximum limit for a donation is £50.

Council may determine to award small donations (up to £50) to community organisations, where there is a service or benefit to the parish, even if they do not comply fully with this policy.

We fund most grants or donations by using the reserves accrued from the annual precept that the Parish Council collects from the electorate, and it is available for distribution from 1<sup>st</sup> April each year.

#### Policy

The Parish Council awards grants and donations, at its absolute discretion, to organisations which can demonstrate a clear need for financial support to achieve an objective which will benefit the parish by:

- Providing a service to the residents of the parish
- Enhancing the quality of life of residents of the parish
- Improving the environment, and promoting the parish in a positive way
- Encouraging the participation in team sports

The Parish Council will NOT award grants to: -

- Private individuals (unless exempt under section 6 below)
- Commercial organisations

- Purposes for which there is a statutory duty upon other local or central government departments to fund or provide.
- “Upward funders”, i.e. local groups where fund-raising is sent to a central HQ for redistribution.
- Political parties.
- Religious organisations
- Organisations that have disproportionately high levels of uncommitted reserves.
- Organisations requesting funds for buildings must provide evidence of security of tenure for a minimum of 7 years from the date that the grant is considered. Proof of adequate insurance with a reputable insurance company must be provided.

This list is not exclusive and may be added to at the council’s discretion.

- Ongoing commitments to award grants in future years will not be made. A fresh application will be required each year. This will be at the discretion of the council.

### Grant Application Procedure

Grant application forms can be downloaded from the Council’s website or are available from the Parish Clerk at [clerk@nashmillsparishcouncil.gov.uk](mailto:clerk@nashmillsparishcouncil.gov.uk) or 07493519458.

Applications are considered throughout the year on a first-come, first-served basis, and applicants should be mindful that the Council’s financial year begins in April.

Applications will generally be considered at the first meeting following receipt of the application. The dates of upcoming meetings can be found on the Council’s website.

Amounts over £500 will be given only in exceptional circumstances and additional supporting information may be requested.

Grant applications will only be considered if submitted on a Grant Application Form with all supporting documentation. It is therefore important that all the questions on the application form are answered as fully as possible to provide a detailed picture of your proposed project or of the activities of your organisation within the parish.

### Organisations requesting a grant or donation are required to submit the following:

- A completed application form.
- Copies of their last year end accounts including details of reserves held by the organisation.
- The number, or percentage, of members that belong to the organisation and that live within the Nash Mills parish area.
- The number, or percentage of residents of the parish that the grant will benefit.
- Details of any restrictions placed on who can use/access their services.
- Organisations will normally be expected to have clear written aims and objectives, a written constitution and a separate bank account controlled by more than one signatory.
- For the purchase of single items of goods or services, applicants will be expected to supply evidence of research showing that the request is appropriate. In conjunction with this they will be expected to demonstrate that ‘best value’ has been sought.

All grants awarded will be subject to a requirement to report back to Nash Mills Parish Council as to the work delivered and/or community benefit.

Successful applicants will normally receive funds within one month of the decision date.

## Nash Mills Parish Council Grant Application Policy Conditions

- 1) All applicants for a grant must be from or concern individual's resident in the Parish or from clubs, societies, or organisations with a majority of members or recipient's resident in the Parish of Nash Mills. Records of membership, with addresses, must be available for inspection by the Council if requested.
- 2) Normally only one application per year per club, society, organisation, or individual will be considered. In exceptional circumstances consideration may be given to additional requests.
- 3) Clubs, societies, and organisations must submit constitutions, rules or other governing documents, names of officers and annual accounts.
- 4) General applications for National Bodies would not normally be considered.
- 5) Applications will be considered from newly constituted Community Groups
- 6) Applications from individuals can only be considered if the activity for which grant is requested is of national or international significance and the applicant of international potential. In such cases any grant made will be paid through the appropriate club, society, or organisation.
- 7) Applications must be made on the prescribed form.
- 8) No grant will be considered for private, commercial, or closed clubs, societies, or organisations.
- 9) All sources of funding must be declared at the time of application.
- 10) The applicant must declare the full purpose of the grant and the benefits derived from the funding.
- 11) Invoices or documentation must be made available, if requested, as evidence of the expenditure of the grant for the purpose for which it was awarded.
- 12) There shall be no change to the intended use of the grant without the express written authority of the Council.
- 13) Failure to achieve the specified purpose of the grant, or unauthorised variation, shall require the recipient to return the entire grant funding to the Council.
- 14) Upon request recipients of grant funding shall inform the Council of the benefits or achievements accomplished as a result of the award.
- 15) Where funding is given for an event, the organiser must indemnify the Parish Council against any claim from any party as a result of any incident or accident associated with said event. Where funding is awarded for any other purpose the Parish Council cannot be held responsible or liable in any capacity.
- 16) The Parish Council may authorise grants to voluntary, cultural, charitable, and sporting activities for the benefit of the local community. The Parish Council will take account of the objectives of the association and the degree of benefit arising from the grant in assessing its priorities.
- 17) Grants will normally only be made to non-profit organisations supported by unpaid volunteers. Any questions regarding your application can be made via email [clerk@nashmillsparishcouncil.gov.uk](mailto:clerk@nashmillsparishcouncil.gov.uk)
- 18) Nash Mills Parish council reserve the right to publicise any grants and beneficiary organisations without additional prior authorisation using any channels as it sees fit, including social media and press releases.

## Data Protection Act 2018 (General Data Protection Regulation) Information

In signing the application form, you give permission for Nash Mills Parish Council to use the information.

The information provided on this form will be used by us for the purposes of establishing your entitlement to a grant or donation and assessing your application.

If your application does not result in a successful application, it will be retained for 12 months. If the application is successful, the information will be held for a period of 7 years from the grant date for auditing purposes and inclusion on a computerised register maintained by the Parish Council to administer and analyse applications and grants.

Please see the link to the Parish Council Privacy Policy [Privacy Policy – Nash Mills Parish Council](#)

### Please note

- **Full Council will assess each case on its own merits and the councils' decision will be final.**
- Policy and regulations on distributing funds may change from time to time.
- We reserve the right to amend any policy, procedures and assessment criteria and will aim to inform actual or possible beneficiaries.
- Should you require this document in a different format (such as large print) or require assistance to complete it then please contact the clerk.