

STEVINGTON PARISH COUNCIL

POLICY ON REQUESTS FOR CHARITABLE OR OTHER FINANCIAL DONATIONS

Stevington Parish Council is keen to offer support to charities and non-profit organisations who provide support or services within the Parish but any request for donations must be subject to scrutiny and approval by the full Council

This Policy aims to give clear guidelines to those considering making an application for financial support.

Who can apply

- Applications by individuals, charities and properly constituted non-profit organisations for financial assistance to enhance the well-being of Stevington residents or enhance local service provision for them

Conditions

- Applicants must demonstrate how the award will bring direct benefit to all or part of the community of Stevington
- The award must be used for the purpose for which the request is made, if this is not possible or the grant remains unspent within 12 months of being allocated then all monies must be returned to the Parish Council for redistribution
- The applicant may be asked to provide evidence that a grant has been used in accordance with these conditions
- In the interests of fairness requests for more than one award in a twelve month period will not normally be considered from the same applicant and/or organisation
- Annual requests will be considered provided a new request is submitted each year
- Retrospective grant requests will not be considered
- SPC will not consider applications which are outside its powers or which are to be used for a purpose which is contrary to any current legislation and awards will not be made for any purpose which is normally funded by a statutory authority

Stevington Parish Council will not consider:

- Requests for donations which do not demonstrate a direct benefit to the community or individual residents within the Parish
- Applications from individuals who are looking for sponsorship for fundraising activities
- Applications from Religious causes
- Applications from Political Organisations or Campaigns
- Applications from National Charities unless it can be shown that any donation made will be used locally and exclusively within Stevington Parish

Application Procedure:

If a charity or non-profit organisation wishes to be considered for financial support, the 'Responsible Officer' must, in the first instance, write to the Clerk on appropriately headed paper clearly stating:

- the aims and objectives of the charity/organisation if not already known to the Parish Council
- how, if granted, such financial support would enhance the well-being of Stevington residents or enhance local service provision for them
- the specific amount requested or a statement that this is being left to the Parish Council's discretion
- Detailing any connection to the village community or individual residents
- Use to which any award would be put

The Clerk will acknowledge formal receipt of the letter/request and agenda the item for the next available Ordinary Parish Council Meeting for discussion and decision confirming to the applicant the time and date of the next meeting.

The decision taken by the Parish Council will be communicated in writing to the applicant by the Clerk as soon as practicable after the meeting. All grant awards will be made a matter of public record in accordance with the Parish Council SoP.

Governance

A review of the policy shall be undertaken each year (or as appropriate) and necessary amendments will be undertaken by the Clerk and reported to the full Council for approval. The Council will undertake to ensure that its Councillors and workers are trained in the processes required by this policy as deemed appropriate.

Proposed and approved at Parish Council Meeting 10th May 2017, Agenda item 11.

Posted to website 12th May 2017

T Lennie
Clerk

