

## Durrington Town Council Grants and Donations Policy

POLICY REVIEW	Every Three Years
signed	
Minute reference	
Date ratified	JANUARY 2023
Date of next review	2026
Source of Policy	

### Introduction to the Policy

A grant/donation is any payment made by Durrington Town Council (the Council) from within general Council funds set aside for grants/donations, to be used by an organisation for a specific purpose that will benefit the Parish, or residents of the Parish.

The Town Council awards grants/donations, at its discretion, to organisations that can demonstrate a clear need for financial support to benefit the Parish by:

Providing a service

Enhancing the quality of life

Improving the environment

Promoting the Parish of Durrington and Larkhill in a positive way

### Grant Application Process

Applicants will be required to complete the attached application form. All questions on the application form should be fully answered and additional appropriate information, which supports an application, should be provided.

The Clerk will receive all applications in the first instance. The HR and Finance Committee will consider all grants. The applications that meet the criteria and can be funded from within the budget set aside will then be put forward to the Council for Resolution

## Conditions of Funding

Applications will be considered throughout the year; the Town Council will set an annual budget for grants and donations from general Town Council funds in the January of each year for award throughout the following financial year.

1. The applicant/organisation must be either non-profit or charitable. Applications will not be considered from private organisations operated as a business to make a profit or surplus.
2. The Town Council is prevented by statute from giving financial assistance to individuals, charities operating overseas or to a fund established to help persons outside the UK.
3. Grants/donations will not be made to individuals.
4. Grants/donations will not be made retrospectively.
5. The applicant organisation should have a bank account in its own name. The organisation must supply evidence of audited accounts and the balance sheet for the last financial year.
6. A new organisation must attach a copy of their budget for the year.
7. The administration of and accounting for any grant/donation shall be the responsibility of the recipient. All awards must be properly accounted for and evidence of expenditure should be supplied to the Council as requested.
8. Only one application for a grant/donation will be considered from each organisation in any one financial year.
9. Ongoing commitments to award grants/donations for future years will not be made. A fresh application will be required each year.
10. Each application will be assessed on its own merits.
11. The Council may make the award of any grant/donation subject to such additional conditions and requirements as it considers appropriate.
12. The Council reserves the right to refuse any grant/donation application which it considers to be inappropriate or against the objectives of the Council.
13. Any grant/donation must only be used for the purpose for which it was awarded unless the written approval of the Council has been obtained for a change in use of the monies awarded. Any unspent portion of the grant/donation must be returned to the Council by the end of the financial year in which it was awarded.
14. The Council may make the award of any grant/donation as it considers appropriate in the event of any unforeseen urgent event. Nothing contained herein shall prevent the Council from exercising, at any time, its existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972, Section 137.



**DURRINGTON TOWN COUNCIL**

**Application for Grant for Voluntary Organisations Local Government Act 1972, Section 137**

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

1.	Name of Organisation	
2.	Name, Address and Status of Contact	
3.	Telephone Number of Contact	
4.	Is the Organisation a Registered Charity?	Yes/No
5.	Amount of grant requested	£
5.	For what purpose or project is the grant requested?	

6.	What will be the total cost of the above project?	£
7.	If the total cost of the project is more than the grant, how will the residue be financed?	
8.	Have you applied for grant for the same project to another organisation?  If so, which organisation and how much?	
9.	Who will benefit from the project?	
10.	Approximately how many of those who will benefit are parishioners?	

You may use a separate sheet of paper to submit any other information which you feel will support this application.

Signed..... Date.....