

# **Groton Parish Council**

## **CHARITABLE DONATION POLICY**

### **1. Introduction**

1.1 In common with all Parish Councils, Groton Parish Council ("Council") receives requests from third parties for donations. The power of the Council to donate is contained in the Local Government Act 1972, s 137, which allows a local authority to spend a limited amount on activities for which it has no specific power, but which the authority considers 'will bring direct benefit to the area, or any part of it or all of some of its inhabitants'. The Local Government and Housing Act 1989 added the requirement that the benefit obtained should be commensurate with the expenditure incurred.

1.2 If the Council has determined its eligibility to use the General Power of Competence, all donations made by the council will be made under the Localism Act 2011 ss 1 to 8.

1.3 The Council receives donation requests, the total sum of which could exceed the sum of money the Council earmarks for this purpose when setting a prudent budget for the year. It is necessary, therefore, to implement policy guidelines to follow when deciding upon making a grant.

This document sets out the policy adopted by the Council.

### **2. Policy Statement**

It is the policy of the Council that where charitable organisations, supported by local people, can provide facilities and services for the community, they are supported financially in so doing. The Council will earmark a sum within each annual budget to be used at the sole discretion of the Council in furtherance of this policy.

### **3. Conditions of donations:**

3.1 All requests must promote the well-being of village residents or the fabric of the Parish.

3.2 Applications must state the:

- a. amount required
- b. purpose to which it will be put
- c. number of Parish residents who have benefited from any activity, or an explanation of the direct benefit to the Parish of any activity of the body within the last 12 months
- d. proportion of the overall activity of the applicant body work within / for Parish represents in percentage terms.

3.3 Requests will not be considered from individuals, non-charitable bodies outside of the Parish or for work unrelated to the Parish.

3.4 Requests will not be considered from charitable bodies that have not demonstrated benefit within / for the Parish within the preceding 12 months, or if it is the considered opinion of the Council that there is no reasonable expectation that any benefit within / for the Parish is likely to be gained within the following 12 months.

3.5 Requests will not be considered from bodies from other areas of the UK unless the service they provide significantly benefits the Parish or its residents.

3.6 Requests should be for the following financial year and are for single donations. The Council does not commit to continuing support and no donation or series of donations is to be taken as an indicator of future funding.

3.7 The sum of money requested should be commensurate to the benefit obtained by the Parish when compared to the overall activity of any organisation requesting such a donation. This is to mean that an organisation for which activity in the Parish represents a very small proportion of its overall activity (e.g. a national charity) will not be eligible for as large a donation as a body for which the majority of its activity is promoting the well-being of village residents (e.g. a local village charity).

3.8 The decision of the Council is final.

#### **4. Procedure**

4.1 All donation requests will be considered at the March Council meeting. No donations will be made at other times except at the sole discretion of the Council.

4.2 Application forms will be provided on request and must be received **before** 1<sup>st</sup> March to be considered. Application forms received on or after 1<sup>st</sup> March will not be considered.

4.3 At that meeting the Council will first consider the financial position and agree the total sum to be made available for donations.

4.4 The Council will decide which requests are to be refused. It is not the policy of the Council to provide notice of this decision unless a stamped addressed envelope is provided for the purpose.

4.5 Of those donation requests considered favourably, the Council will decide the level of support it is able to make in each case. The amount requested by the applicant will be used as a guide only.

4.6 Applicants who are able to demonstrate the greatest benefit within / for the Parish as a proportion of their activity will be considered more favourably than those for whom such activity is marginal.

4.7 Payment will be made by cheque before 31st March.

This policy was adopted by Groton Parish Council at its meeting on 8 January 2020

**APPLICATION FOR A DONATION FROM GROTON PARISH COUNCIL**

Date:

Organisation Name:

Registered Charity Number (if applicable):

Address:

Email:

Telephone:

Contact Name:

Amount required:

Purpose:

Please explain the direct benefit to the Parish of any activity of your organisation within last 12 months including the number of residents who have benefitted from this work:

The proportion of overall activity that the work within / for the Parish represents in percentage terms of the applicant's work:

Other relevant information in support of application:

Send application to:

Groton Parish Council, 23 Glanville Road, Hadleigh, Suffolk IP7 5SQ

Email: [grotonclerk@yahoo.com](mailto:grotonclerk@yahoo.com)

Telephone 01473 828246