**Compton Parish Council – Draft Grants and Donations Awarding Policy**

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| In the case of hard copies of this policy the content can only be assured to be accurate on the date of issue marked on the document.  For assurance that the most up to date policy is being used, staff should refer to the version held on the Compton Parish Council website <https://www.comptonwestsussex-pc.gov.uk/> | |

# 1. Purpose

This Policy formalises the process by which Compton Parish Council (the Council) will award a grant or provide a donation to various organisations. It will ensure access, openness and fairness for all.

# 2. Definitions

**Grant:** a sum of money awarded for a specific expenditure/project

**Donation:** a payment towards general expenditure of an organisation, with the expectation of nothing of significant value in return.

**3. Who is eligible to apply?**

The Council may award grants and donations, at its absolute discretion, to organisations which have a clear need for financial support and to help those organisations achieve an objective or project which will benefit the Parish and its residents by:

* providing a service;
* enhancing the quality of life;
* improving recreation or sports facilities;
* improving the environment; and
* promoting the Parish in a positive way

Projects demonstrating a proportion of self-funding will be favourably considered.

# 4. Who and what is not eligible

The Council will not normally award grants to:

* private individuals.
* commercial organisations.
* organisations were there is a statutory duty upon other local or central government departments to fund.
* regional or national organisations, unless their activities provide an identifiable benefit to residents.
* religious organisations: unless for a purpose which does not discriminate on grounds of belief.

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

# 5. Conditions of a Grant

* The grant must only be used for the purpose for which it was awarded.
* Grants must not be distributed onward to any other organisation.
* Proof of appropriate spend shall be provided to the Council if requested.
* Ongoing commitments to award grants in the future to the same organisation will be treated as a fresh application each year.
* Only one application for a grant will be considered for each organisation in any one financial year.
* Should a project be cancelled or the grant, or part of the grant, not be required, then any surplus funds must be returned to the Council.
* The Council may make a grant or subsidy in the event of an unforeseen emergency.

**6. The Awarding of a Donation**

* At the discretion of the Parish Council, organisations can be given a direct donation. The donations will be given to help with general running costs.
* If a donation is awarded to any organisation, then normally a grant application will not be considered by the Parish Council, in the same financial year.

# 7. Grant Application Process

* The Parish Council will determine the percentage of the annual budget from which grants will be awarded during the following financial year.
* A grant may be applied for at any time during the year.
* Each applicant will be made aware of the outcome of their application.
* Completed Application Forms and any supporting information should be returned to the clerk@compton-wsx-pc.gov.uk, for consideration at the next Parish Council meeting;
* Once the grant and donation budget is exhausted, the Council will only consider emergency requests for assistance and, generally, from organisations with which it has close links;
* If successful, the grant will be made in a single payment.
* The Council reserves the right to refuse any grant application, which it considers to be inappropriate or against the objectives of the Council
* Details of those organisations that received a grant during the financial year will be included in the Parish Council Transparency Information published on the parish council website

**Appendix A**

# GRANT APPLICATION FORM

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| **Your organisation’s name and address** |  |
| **Contact and position in the organisation.**  Main contact and telephone number – somebody we  can talk to about this application, if required |  |
| **Type of organisation**  e.g. charity, unincorporated organisation. If registered charity, please supply registration number |  |
| **What are the main activities of your organisation?** |  |
| **Why has your organisation applied for money from the Parish Council?**  Give details of how the money will be used and by when |  |
| **How will the grant be of benefit to the community of Compton Parish?** |  |
| **How much money are you requesting from the Parish Council?** |  |
| **Do you agree to the Parish Council publicising details of the grant?** |  |
| **Date required** |  |
| **Any further relevant information**  Please continue on an extra sheet if necessary |  |
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| **Please return completed form and any supporting information to clerk@compton-wsx-pc.gov.uk** |  |