

FREETHORPE PARISH COUNCIL
serving Freethorpe and Wickhampton
freethorpe-pc.gov.uk

GRANTS & DONATIONS POLICY

DOCUMENT HISTORY

May 2026 Unchanged

September 2024 Accessibility issues removed, content not changed

May 2024 Reviewed, small changes to the policy to reflect GPC and the form to add postal address

March 2023 New document as part of CiLCA

1. Policy Statement

1.1 Freethorpe Parish Council sets aside part of its budget each year to make grants and donations to community organisations serving the parish. Grants are for specific projects or purposes. Donations are for general purposes.

1.2 The Parish Council's aim is to benefit the whole community by its support of community organisations via grants and donations.

1.3 The Parish Council's objectives are:

- To make grants and donations legally, fairly and transparently within its budget
- To make the best possible use of its budget for the parish
- To support community organisations whose work is of benefit to the parish
- To benefit the whole community.

2. Criteria

2.1 Lawfulness

The Parish Council makes its grants and donations by its General Powers of Competence. The Parish Council must be assured that such expenditure directly benefits the area and its inhabitants and is commensurate with the benefits. Grants and donations are not normally made to individuals unless it is for carrying out a particular service which benefits the parish.

2.2 Priorities

The Parish Council will ask organisations applying for grants and donations to explain briefly what the money will be used for and how it will benefit the parish. The Parish Council will consider all applications and prioritise them based on the greatest benefit to the parish for the expenditure. Some may be rejected. Others may receive a different amount to that requested. Details of applications and awards will be published in the minutes of the Parish Council and listed as items of expenditure in the published accounts.

2.3 Amounts

The Parish Council will award grants and donations up to the total value of its budget for this purpose. Only in exceptional circumstances will it exceed the budget. The amounts awarded may not be the same as the amounts requested, especially if the sum of all applications exceeds the budget. With the exception of the Village Hall donation, a grant or donation will not exceed £250. A community organisation can only make one application a year.

3. Procedure

3.1 Budget Setting

The Parish Council sets its budget in January each year, including the amount to be allowed for grants and donations.

3.2 Applications

Community organisations are invited to apply for a grant or donation between June and August each year. The application form should be used, explaining the amount required, what it will be used for, and how the parish will benefit. Applications for public money should only be made if the money is actually needed, and evidence of the need may be requested, such as a financial statement. Only in exceptional circumstances may applications be submitted at other times of the year.

3.3 Award

Applications will be discussed at the September meeting of the Parish Council. A list of grants and donations will be finalised and approved. The Parish Council's decision on an application is final and there is no right of appeal. The Parish Council reserves the right to reject an application or award a different amount to that requested without giving reasons. The award of a grant or donation is not a commitment to continuing expenditure in future years.

Where a Parish Councillor is a member of a community organisation applying for a grant or donation, they must declare an interest and not take part in voting.

3.4 Payment

Payment will be made by cheque. The cheques will be made out to the organisation bank account name provided. The cheques will be approved and signed at the October meeting and issued afterwards. Cheques will not be made out to private bank accounts. The recipient is asked to acknowledge receipt.

3.5 Reporting back

Recipients of grants or donations are asked to reference the Parish Council in any publicity relating to the work in question. They are also expected to provide a report or verbal update to the Annual Parish Meeting in May on their work and the use of the grant or donation.