

Horden Parish Council

Donations Policy

Introduction

Horden Parish Council reserves each year a sum of money for disbursement on grants to organisations and activities which contribute constructively to the life of the village.

These grants are limited and can, therefore, only be made available to those organisations that can demonstrate a need for assistance within the village. In order to utilise the Council's resources prudently, it is necessary to implement guidelines to follow when deciding upon making a donation. This policy sets out the procedure and criteria to follow when applying for a donation and for the Council when deciding upon conferring a donation.

Policy Statement

It is the policy of Horden Parish 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.

To ensure that all requests are considered fairly and equitably, the following should be submitted to the Clerk to the Council when making a request;

1. A copy of the donation request application be submitted.
2. A copy of the most recent annual statement of accounts available.
3. A financial projection or budget for the period following the accounts.
4. Any additional relevant information that the organisation considers will support their application.

Note: If the organisation does not have a copy of an annual statement of accounts it should provide a business plan including an estimated income/expenditure forecast for at least the current financial year.

Conditions of donation

Applications will be considered from organisations on the following conditions;

1. Applications will only be accepted from Charitable and/or non-profit-taking organisations; applications from Commercial organisations will not be considered. National appeals are, with limited exceptions, regrettably outside the legal scope of the Council's donation scheme.
2. Organisations applying to Horden Parish Council should be local to Horden or, if just outside the boundary, its work should be of significant benefit to the village and its residents;

3. The Council is prevented by statute from giving financial assistance to individuals, charities operating overseas or fund to help persons outside the UK.
4. The Council would prefer to provide financial assistance towards specific projects or purchases of equipment, however it will also support ongoing revenue costs if the organisation can demonstrate their lack of funds and the adverse effect on the village and its residents if the organisation are unable to continue or are hampered by lack of funds;
5. The Council will also consider assistance in kind, such as use of rooms at reduced or free rent within these terms of donation.
6. Donations must be spent within the year, for the purpose for which they were given.
7. Donations will not be made to cover money already spent.
8. The Council reserves the right to request a copy of invoices and/or other documentation as evidence that the expenditure has been incurred.
9. Organisations receiving grant-aid in excess of £250, as a condition, are required to provide the Council with a written report within 12 months of the award date to demonstrate how the funds were expended.
10. If an organisation dissolves the Council would expect the organisation to reimburse the grant-aid awarded.
11. The giving of a grant one year does not set a precedent for another year.
12. Organisations must have provided demonstrable benefit for Horden within the last 12 months or can demonstrate that benefit will be provided to the village within the next 12 months.
13. Requests will not be considered from individuals.
14. The decision of Horden Parish Council is final.

Horden Parish Council Grant Award Procedure

1. All donation requests will be considered at the next parish council meeting after receipt of the application. If successful in securing a donation, this will be paid by cheque following the meeting.
2. All donation requests submitted via letter, email, telephone or other means of correspondence shall be referred back to the organisation

and will be provided with a copy of the policy and application form in order to re-submit their request.

3. Donation requests will be placed on the Financial and General Purposes Committee agenda for consideration at their next meeting on the first Thursday of each month.
4. At the meeting, the committee will first consider the financial position of the Parish and the budget available for donations, taking into context any other donation requests to be considered at that time.
5. The committee will decide which requests are to be refused and on which grounds.
6. Of those donation requests considered favorably, the committee will decide the level of support it is able to make in each case. The amount required notified by the applicant will be used as a guide only. Applicants who are able to demonstrate the greatest benefit within/for Horden as a proportion of their activity will be considered more favorably than those for whom such activity is marginal.

Application Process

1. Organisations should request a copy of the grant awarding policy and application form from the council offices. No grant award may be considered without the submission of a grant request form.
2. The form should be filled in completely and comprehensively by the organisation and any supplementary information attached. Horden Parish Council reserves the right not to consider any grant request should any relevant information be omitted.
3. Forms should be returned to the Parish Council Office, no later than the third week of the month in order for the request to be included in the agenda for the next Finance and General Purposes Committee meeting for the coming month.
4. Organisations will be informed of the Finance and General Purposes Committee's decision following their monthly meeting which will commence on the first Thursday of each month.

HORDEN PARISH COUNCIL
DONATION REQUEST FORM

Date: _____

Organisation Name: _____

Registered Charity Number (if applicable): _____

Address: _____

Email: _____

Telephone: _____

Contact Name: _____

Amount required: £ _____

Purpose:

Please explain the direct benefit to Horden of the activity of your organisation within last 12 months including the number of Horden residents who have benefited from this activity:

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

If your organisation works with children or vulnerable adults (i.e. the elderly or the disabled), have your staff undergone DBS checks and are your safeguarding policies up-to-date?

Other relevant information in support of application:

Send application to: **Horden Parish Council, Seventh St, Horden Social Welfare Centre, Horden, Peterlee, Co. Durham, SR8 4LX**

Email: hordencouncil@btconnect.com Telephone 0191 5180823