



HALTON
PARISH COUNCIL

GRANTS AND DONATIONS POLICY

REVIEW AND AMENDMENT RECORD

Reviewer / Amender	Date	Amendments
Full Council	23 Jan 24	Adopted

INTRODUCTION

1. Under Section 137 of the Local Government Act 1972 Halton Parish Council has discretionary powers to award grants to local groups or organisations for the purposes of bringing a direct benefit to the parish. The aim of this document is to provide guidance for the Parish Council when considering requests for grants and donations.
2. A grant or donation is any payment made by the Parish Council to be used by an organisation for a specific purpose that will benefit the parish, and/or residents of the parish, and which is not directly controlled or administered by the council.
3. The Parish Council will award grants and donations at its discretion, to community organisations and activities which contribute constructively to the life and wellbeing of some or all the residents within the parish. For example:
 - a. Provide a service
 - b. Enhance quality of life
 - c. Improving recreation and / or sports
 - d. Improving the environment
 - e. Promoting the Parish in a positive way

POLICY

4. Applications will only be accepted from not-for-profit community organisations/voluntary groups or charitable organisations. These should be based in the parish or, if based outside, their work should be of direct benefit to residents of the parish.
5. Each year the Finance Committee will agree an annual budget for the award of grants and or donations as part of its annual budget setting process.
 - a. Minor Grants/Donation up to £500
 - b. Major Grants/Donation up to £1,000
6. Applications for a grant/donation can be made at any time and considered by the Finance Committee or the Council.
7. Grants and donations may only be used for the purpose set out in the application and must be spent within the financial year in which they are awarded.
8. All applications for grant funding/donations must be submitted direct to the parish clerk. The funding requested must relate to a project or activity that will start in that financial year.
9. To qualify for an award the applicant must be able to demonstrate:
 - a. That there is a need for the activity or project to be funded
 - b. That funding will benefit the parish or residents of the parish
 - c. That it does not discriminate on grounds of racial origin gender, disability, age (except for obvious reasons, such as becoming a member of a youth club) and political or religious persuasion.

10. The council will not fund:
- a. Private Individuals
 - b. Political Parties
 - c. Religious organisation unless a clear benefit to the community can be demonstrated irrespective of religious beliefs
 - d. National organisations except where it can be demonstrated that the funding will substantially benefit residents of the parish.
 - e. Purposes for which there is a statutory duty upon other local or central government departments or local authorities to fund or provide.
 - f. Applications exceeding the maximum individual grant/donation award except in exceptional circumstances and where it can be clearly demonstrated that additional funds are essential, and the benefits are proportionate with the additional expenditure.
 - g. Retrospective applications.
11. The Parish Council reserves the right to decline any application or to apply conditions to a grant or donation.

AWARDS PROCESS

12. Any Application for a grant or donation must be made using the application form attached at Appendix A.
13. On receipt, the Parish Clerk will review the application and supporting information and follow up any queries or obvious omissions with the applicant.
14. If the demand for funding exceeds the budget available, eligible applications will be initially prioritised for funding by the Parish Clerk. Priority will be given to those applications which contribute the most to any documented council priorities and /or which demonstrate the greatest need and benefits for the parish and /or its residents.
15. All applicants will be notified in writing of the outcome of council funding decisions.
16. The council reserves the right to make an award of any grant or donation subject to additional conditions and requirements as it considers appropriate.
17. The council's decision on any application is final and there is no right to appeal.
18. The council reserves the right to decline any application which it considers inappropriate or against the objectives of the council without giving reasons for its decision.

Appendix A:

GRANT/DONATION APPLICATION FORM

This form will be submitted to Halton Parish Council to assist in their decision making. Any financial figures should be for the last financial year.

ORGANISATION DETAILS
Name of organisation/group
Type of Organisation/Group - if applicable give charity/company registration number
Contact's Name
Position within the organisation/group
Contact's Address
Contact's telephone Number
Contacts e-mail address
What services, facilities and activities does your organisation/group provide?
Who benefits from these services, facilities and activities with particular reference to the residents of Halton?
Number of members in the organisation/group
Number of members in Halton Parish
Total spent by the organisation/group in the last 12 months
Total received by the organisation/group in the last 12 months

Main income sources –please itemise
Current Bank Balance (please state date)
PROJECT DETAILS
Name of Project
When will the project start and end or take place?
Description of the Project, describe your project in detail. Who will do what, when and why?
Who will benefit from the project? How many people will benefit and how many of them are residents of Halton?
How will you know if your project has been successful?
FINANCIAL DETAILS
What is the total cost of the project?
How much money is this grant/donation application for?
Where will the difference between the project cost and the grant/donation application come from?
Have you applied, been promised or received grants/donations from other sources for this project? If so, who?

If you do not receive funding from Halton Parish Council will the project still go ahead?

Bank details for the organisation/group

DECLARATION

We confirm that all the information contained within this application is true and accurate to the best of our knowledge and belief, and that we are authorised to submit this application on behalf of the organisation/group.

We understand that any grant/donation received from Halton Parish Council resulting from this grant/donation application will be spent in accordance with the application and any grant/donation conditions made to it.

We undertake to repay Halton Parish Council any grant/donation funds not spent in accordance with this policy, or any conditions applied.

We understand that we alone are responsible for managing the project and have no claim on Halton Parish Council in the event of any unanticipated costs or liabilities.

We undertake to report to Halton Parish Council at the end of the project on its success.

We have supplied copies of the following documents to support the application.

Accounts
Balance Sheet
Bank Statement
Constitution
Project Budget

Signature 1:
Contact Person

Signature 2:
Chair or Senior representative of organisation/group

Date

Please return your completed application form and supporting documents to:

The Parish Clerk
Halton Parish Council
Parish Office
Old School Close
Halton
HP22 5AG

Or Email to clerk@halton-pc.gov.uk