



## WILMINGTON PARISH COUNCIL

### Grants and Donation Policy

#### INTRODUCTION

Wilmington Parish Council ('the Council') sets aside a sum of money each to donate to good causes in the Parish as either a grant or a donation. The sum allocated by the Parish is part of the Annual Precept the Council collects from the electorate and is available for distribution from 1 April each year.

The Council is governed by rules set out in the Local Government Act 1972 (Section 137) which states the money must be spent on purposes for the direct benefit of the Parish and be commensurate with the expenditure incurred, for example, spending a large amount for the benefit of only one or two people is not acceptable. Contributions may be made to charities and bodies providing a public service on a non-profit making basis, but only in furtherance of their work in the United Kingdom and being of benefit to residents of the Parish. It is unlawful for a council to contribute to an individual or a charity or a public service body operating overseas.

No further amount will be allocated from the Annual Budget if the money is committed before the end of the financial year (end of March each year) unless there are special circumstances approved and minuted by the Council.

#### POLICY

Applications will be accepted throughout the financial year from individuals (on behalf of a group) or not for profit community groups, where the grant or donation sought will provide a direct benefit to residents of Wilmington. Any expenditure under Section 137 must be properly authorised by resolution, minuted and shown in a separate column in the councils' accounts.

Any grant or donation should seek to align with the Parish Council Community Pillars

Community

Education

Heritage

Environment

Quality of Life

The Council operate the following criteria:

- Only one application for a grant or donation in each financial year
- A limit of £200.00 per organisation will be applied except for exceptional circumstances that are agreed by Council
- The organisation must be non-profit making (and not an individual)
- Grants or donations are not made retrospectively



- The organisation must be one that, in some way, benefits the local community

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- The organisation must demonstrate a clear need for financial support by providing a description of the project / activity for which a contribution is needed
- A set of audited accounts or suitable financial statement must be submitted to ensure there is a genuine need for a grant
- Organisations that have only recently set up and do not have audited accounts should provide a financial statement regarding their proposed budget instead
- Efforts to generate income from other sources must be submitted
- A report on how the money was spent should be submitted to Wilmington Parish Council with details of the outturn

- Monitoring may take place

## PROCEDURE

Although applications will be accepted throughout the year, normally they will be considered four times during the financial year — in the months of January, April, July and October. Ideally, therefore applications should be submitted to the Clerk of the Council not later than the middle of the preceding month with the information set out in the policy above using the Council's application form. The application will be placed on the Council Meeting Agenda for consideration when a decision on the application will be made and ratified based on the information provided. Please note that all Agenda papers are published and therefore in the public domain. The Clerk of the Council will inform the applicant of the Council's decision and arrange payment if you are successful or an explanation if the grant or donation was turned down.

Should you be successful:

A written receipt must be submitted to the Council by the organisation and a note to show the funds have been used for the purposes specified in the application. The Council reserves the right to require repayment in the event of the outcome not being achieved.

## GRANT/DONATION APPLICATION FORM

If you consider your Organisation is eligible to apply for a grant or donation, please complete an application form which is available on request to the Parish Clerk or to download from the Parish Council website. On completion the form should be returned to the Parish Council Office at Wilmington Parish Council Office, Oakfield Park Pavilion, The Spires, Wilmington DA1 2TD. If you have any queries, please contact the Clerk of the Council to discuss your application by emailing [clerk-wpc@outlook.com](mailto:clerk-wpc@outlook.com)

Note - In exceptional circumstances an application for grant or donation to an individual may be considered and contact should be made to the Clerk of the Council to obtain further information.