**CROSTON PARISH COUNCIL**

**GRANTS AND DONATIONS POLICY FINANCIAL YEAR 2025-2026**

1. **Definitions**

For the purposes of this policy, Croston Parish Council (CPC) considers grant and donations and bith are referred to as ‘awards” in this policy.

2. **Legislation**

The Policy is to encourage and support activities and projects which will benefit the Parish of Croston and its community.

Section 137 of the Local Government Act 1972, places restrictions on Parish Councils when it comes to making financial awards to other organisations. One of the restrictions (paragraph 1 of Section 137) requires that such expenditure, “is in the interests of, and will bring direct benefit to, their area or any part of it or all or some of its inhabitants….”

The normal use to which this power is applied by local Councils is to provide funding to local

organisations, e.g. Croston Village Festivities Group, Croston Together, Croston in Bloom etc., Awards can’t be made to an individual for personal benefit.

However, there may be occasions where the award can be paid to an individual where they are carrying out a service which benefits the community e.g. Over 80’s Christmas Parcels; clearly any award made by CPC will directly benefit the community; the recipients of the service. If an award is approved, this will be paid by BACS and must be acknowledged as received.

3. **Background**

The budget for donations and grants is agreed annually at the CPC meeting when the precept is set. Donations and grants awarded by CPC are funded directly from the Parish Precept.

4. **Policy**

* Any award made by CPC must directly benefit the Parish of Croston and its community. . CPC will prioritise community-based organisations that impact positively on, and for the community.
* The organisation making a grant request should be a non-profit making, voluntary organisation where there is no discrimination, in accordance with the Equality Act 2010.
* Grant /donation requests from a charity registered with the Charity Commission may be considered provided its primary purpose is in the interests of, and will bring direct, measurable benefit to Croston Parish community. See paragraph 1 of Section 137, Local Government Act 1972.
* CPC will not fund events or activities which can be funded by means of donations or grants from other organisations.

**Not Eligible**:

* Support for individuals or private business activities.
* Activities that are the prime responsibility of other statutory authorities / agencies
* Activities that improve or benefit privately owned land or property in which CPC has no interest.
* Activities already completed or will have by the time the donation / grant is made.
* Retrospective activities.
* Support to fund political and extremist activities.

5. **Application Dates**

* Applications should be submitted between **1st April and 1st June e**ach financial year. Applications outside of this have no guarantee of the award but may be considered for the following financial year. The Clerk will notify the applicant, and a revised application is required.
* Applications for awards should be made to the Clerk to the CPC, who will arrange for applications meeting CPCs criterion, to be considered at the next council meeting.
* Grants / donations are up to a maximum of £250 per application.
* CPC may decide if in exceptional circumstances, to increase the award limit.
* There is a limit of one award in each financial year to each organisation making an application.
* Grants are not awarded retrospectively.

Applications that meet the criteria, will be considered at the next CPC meeting. Bank account details are required for payment.

6. **Conditions**

* CPC will assess applications with reference to the size of the community likely to benefit.
* Where a request for a grant/donation is agreed, CPC will determine the amount.
* The grant /donation shall be used or the purpose stated on the application form; if the funding be used for another purpose, written approval from the Council is required, otherwise the funds must be returned within **28 days**. Details must be provided of other funding streams sought or secured, or own fund-raising activities.
* Funding must be spent within the same financial year and must not be added to reserves.
* If the project costs are more than anticipated, as cited on the grant application CPC is not obliged to increase the funding awarded.
* CPC will require applicants to:
	+ Provide written feedback explaining how the grant/donation has benefited the community.
	+ Agree to CPC publicising the award on its website.
	+ Acknowledge CPCs support in all publicity - social media, reports etc.
	+ CPC reserves the right to request repayment of any grant/donation when there is non-compliance with the grant / donation conditions.

7. **Notes**

* The Grants and Donations Policy is reviewed annually and is publicised on the website.
* CPCs decision is final and there is no appeals process.
* CPC may decline applications without a reason for its decision.
* CPC will not commit to continuing expenditure, beyond the award sum
* Where a Member of the Council is a member of a group/organisation applying for funding, that Member must declare, and interest, in accordance with the financial regulations and Code of Conduct. The Member must abstain from voting on the matter.

Application forms are available from the CPC website or by emailing clerk@crostonpc.org

Policy revised March 2025

Next revision March 2026

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**Application Form**

**Please read the Croston Parish Council (CPC) Grants and Donations Policy prior to application**

|  |  |
| --- | --- |
| 1. Group, charity name
 |  |
| 1. Contact person details
 | NameAddressEmail Phone |
| 1. Registered charity yes / no
 | Charity registration number |
| 1. Describe the organisations aims, principles and values
 |  |
| 1. Describe the project
 |  |
| 1. Who will benefit?
 | Specific communitiesApprox number of residents |
| 1. Project duration
 | Start End |
| 1. Grant / donation required
 | £ |
| 1. Project costs
 | Total breakdown of expenditure £Include estimates / quotations £Contingencies £ |
| 1. Total cost of project
 | £ |
| 1. Other funding streams
 | Name of organisation / amount of funding  |
| 1. How will the impact / value-added benefits be measured?
 |  |
| 1. Please add additional information to support the application
 |  |
| 1. Bank sort code / account
 | Bank:Sort code: Account number: Name of account: |
| 1. Declaration and agreement
 | I understand and agree to the conditions of the CPC Donations and Grant PolicyName:SignatureDate:  |