

## **Donations/Grant policy ~ Bures Hamlet Parish Council**

The purpose of this document is to ensure that Bures Hamlet Parish Council has an open, consistent and easily understood approach to awarding grants or making donations.

Section 137 of the Local Government Act 1972 places restrictions on Parish Councils when it comes to making grants to other organisations or bodies. One of those 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 or be of direct benefit to parishioners.”

1. The Parish Council donation/grant scheme is primarily designed to assist local community-based projects and groups. The organisation must be either non-profit making or charitable. Grants will not be made to individuals. A grant is awarded for a defined purpose. A donation is awarded for general purposes.
2. The Donation/Grant budget will be set annually as part of the general budget setting process. The amounts awarded are relatively modest. The amount of any donation/grant will be at the discretion of the Parish Council within its overall donation/grant budget.
3. All applicants are required to have a bank account in the name of the organisation or group with two authorised representatives required to sign each cheque.
4. All grant applications are to be made in writing to the Council via the Clerk and received before the 28<sup>th</sup> February for consideration at the March meeting. All applications will be considered at this one time of year.
5. All applications must demonstrate clearly how a grant or donation will be of benefit to the local community. The Council prefers to see grant /donation applications that are for a specific purpose, project or piece of equipment; the details of which should be described in the application form. However, if a recipient wishes to change the purpose of the grant/donation they must seek approval by writing to the Parish Council who will consider whether or not to approve the change.
6. Grant applications will be considered by the Full Parish Council.
7. The Council requests that a receipt for any grant received be returned as soon as the cheque is received, for the Council's accounting purposes.

8. Applying does not mean that the applicant will definitely or automatically receive a grant, or that the applicant will receive the full amount of any specific sum requested.
9. Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year. Grants will not be awarded retrospectively.
10. The administration of and accounting for any grant or donation shall be the responsibility of the recipient.
11. All applicants will be contacted following the Council's decision.
12. The Council's decision on any application is final and there is no right of appeal.

**Reviewed 15<sup>th</sup> September 2025 – next review September 2026**