PORINGLAND PARISH COUNCIL

Poringland Community Centre, Overtons Way, Poringland, Norfolk, NR14 7WB
Tel: 01508 492182 Email: clerk@poringland-pc.gov.uk
Website: www.poringlandparishcouncil.gov.uk

Donations and Grant Awarding Policy

Policy Reference	PPC 25
Version Number	2
Associated Documents	PPC5 Financial Regulations PPC19 Data Protection inc GDPR
Last Review Date	May 2025
Frequency of Review	Three Years
Approved by	Full Council
Date for Next Review	May 2028

This is a non-contractual policy that does not require approval from employees before changes are made. Staff will remain bound by amended non-contractual policies.

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Donations and Grant Awarding Policy

From time to time the Parish Council may receive a request for grant funding. The Parish Council wishes to support activities and causes which benefit the parish of Poringland and to the immediate surrounding areas. A grant is any payment made by the Parish Council to a third party body for the specific purposes for which it is claimed and for the well-being of the community. Priority is given to local organisations when considering grant funding.

The Parish Council will only allow funding for projects that it has the appropriate power to do so.

Applications for generic requests for funding will be considered by the Parish Council and will be considered as a donation. This can be applied for through a letter addressed to the Parish Council.

Applications for specific requests for grant funding for particular projects will be considered upon completion of a grant application (see appendix 1). In addition to the application, grant applications for funds over £500 should be accompanied by:

- A copy of the group's constitution.
- A copy of the group's annual accounts. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.
- The Parish Council reserves the right to request additional information if it feels necessary.

Eligibility
Any grant made by the Parish Council must directly, or indirectly benefit some or all of the residents of the parish of Poringland. The following criteria must be met for a group to be considered for a grant.

The group must be a charity, voluntary or community organisation or organisation which will give a direct benefit to the people of Poringland.
The group must be able to demonstrate that any funding from the Parish Council will directly or indirectly benefit the residents of Poringland;
The group should preferably be formally constituted and have a management committee.

Political parties will not be considered for funding. Individuals and business will be considered under exceptional circumstances, however other avenues of more appropriate funding should be recommended.

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Conditions

- Multiple applications within a 12 month period will not normally be considered.
- The money must be spent for the purpose stated within the original application.
- The recipient will confirm to the Parish Council once the project has been completed. Any unspent money will be returned to Poringland Parish Council.
- The Parish Council reserves the right to reclaim any grant not being used for the purpose specified on the application form. The Parish Clerk will, therefore, be allowed to verify that monies have been spent accordingly.
- Proper evidence of actual or estimated expenditure must be supplied to the Parish Council prior to the payment of any grant. This may include copies of quotations or estimates. If the Parish Council is not satisfied with the arrangements it reserves the right to request a refund of monies awarded.
- Grants cannot be awarded after the relevant project or event has been completed.
- The recipient must carry out all work (or appoint contractors to carry out all work) using satisfactory equipment, personal protective equipment and risk assessments. The recipient must satisfy themselves that all necessary insurances are in place.
- Poringland Parish Council takes no responsibility or liability for work undertaken relating to this grant. The recipient agrees to fully indemnify the Council in relation to the activity undertaken.
- An acknowledgement on receipt of the grant is required.

Decision Making Process

Applications (see Appendix 1 for application form) must be submitted to the Parish Clerk no less than 10 working days prior to the Parish Council meeting. The Clerk will check the application to ensure that sufficient information had been received, and that it is eligible under the Council's Grant Awarding Policy.

The applicant will be informed of the date, time and venue of the meeting that the application will be heard, and will be invited to attend to speak to the application.

The Council will make their decision on the application, which will be final. The applicant will be informed of the decision within two weeks of the meeting.

Where possible, funds will be released immediately after the meeting unless further information is required or delayed release is requested. Payment will be made by BACs, and will only be made to the properly constituted body making the application, and not to any individual or private business. Any offer of funding with delayed release of funds will remain valid for 6 months, after which time the applicant will need to reapply for funding.

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Applicants will be expected to complete their project and use their funds within 12 months of receipt. A statement of account will be required for each project, together with a short summary of how the community has benefited from the project and funding. Any unused funds must be returned to the Parish Council on completion of the project, or on the expiry of the 12 months of receipt of funds.

In exceptional circumstances, the Parish Council may waive the 6 month delayed release, or the 12 months use of funds. The recipient is responsible for requesting this waiver and should allow six weeks from the expiry of the relevant element to make their application. In circumstances where it is known at the time of application that these times will not be long enough, the applicant can ask for an extension at the time of application, which will be considered alongside the application itself.

Promotion

The Parish Council will ask for recognition from successful groups in the form of promotion of the Parish Council's funding in the organisation's newsletter, or in any press release. The Parish Council will also recognise successful groups in its own reports to parishioners.

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Appendix 1: Grant Application Form

SECTION A: Your Details:

1. **Your Name:**
2. **Your Address:**
3. **Postcode:**
4. **Telephone number**
5. **E-mail address:**

SECTION B: ABOUT YOUR PROPOSED ACTIVITY

6. **What is the name of your activity, group or project?**

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7. Tell us the percentage of the members of your Organisation who live withing the Parish of Poringland

%

Tell us about your activity in approximately 100 words, including:

- **What you want to do and why? How will you do it?**
- **What is the timing of your activity? Where will the activity take place?**

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8. How do you see your activity benefiting the community?

9. Who do you hope will benefit from your activity?

10. What do you want to be different as a result of your activity?

11. How will you know if the activity has been successful?

SECTION C: THE COSTS OF YOUR ACTIVITY

12. How much money do you want from the Parish Council? £

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13. How is the money to be used in your activity? *(continue on separate sheet if necessary)*

Details: **Please give a description of all the things you will need to spend money on.** **NOTE: The Council can fund capital costs only. It will not fund normal running costs (e.g.: We may pay for a new mowing machine but we would not pay for the petrol for it).**	**Amount:**
Total:	£

14. You will need to provide evidence to show that your activity has taken place and you have spent the money as outlined in your budget. How do you intend to do this?

15. Did you seek at least three quotations? If not, please tell us why not?

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16. Why did you accept the quotation?

17. If your grant is successful, will the money be paid into:

a. **Your own individual bank account** Yes ❑ No ❑
b. **A bank account in the name of the group you are applying on behalf of**
Yes ❑ No ❑

SECTION D: DECLARATION OF PERSON APPLYING FOR THE GRANT

I confirm that the information in this application is true and correct. I understand that you may ask for additional information at any stage of the application process.
I understand that I will need to submit a report to the Council on the outcomes of the activity and how the money was used. The Council expects that the project and/or activity should be completed withing 12 months of the grant being awarded.
I understand that grant monies must be used for the activity or project detailed in this application. They cannot be re-allocated to other projects. If the activity or project is not completed or only partially completed the money (or the unspent portion thereof) must be returned to the Council. Should the grant be more than £2,000 the Parish Council will in some circumstances advance in increments of £1,000 dependent upon proof of spends.

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NOTE: Following receipt of your application The Council may require you to submit the following documents:

- A copy of your Constitution or Governing Document
- Full and complete copies of your organisation's accounts for the last 2 years

Your signature:

Name (use CAPITAL LETTERS):

Date:

If your application is successful, we will pay the money directly into your bank account.
Please provide the details.

Account Name:

Sort Code:

Account Number:

NEXT STEPS:

Please send the completed form to:

Charlotte Hummel Email: clerk@poringland-pc.gov.uk
Clerk & Responsible Financial Officer
Poringland Parish Council, Poringland Community Centre, Overtons Way, Poringland, NORFOLK, NR14 7WB

For Office Use Only:

Approved: ☐ Yes ☐ No

Reason for decision made re approval/non-approval:……

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