



## Lane End Parish Council Grants and Donations Policy

**To be read when completing an application for a grant or donation.**

Approved and Adopted at the Meeting of the Parish Council held on Monday 22<sup>nd</sup> January 2024.

A grant is awarded for a particular defined purpose. A donation is awarded for general purposes.

### 1. Power

Lane End Parish 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 in proportion with the expenditure incurred, for example, spending a large amount for the benefit of only one or two people is not acceptable.

Lane End Parish Council sets aside a sum of money within the budget each year to donate to good causes that benefit the Parish (local bodies/organisations), as either a grant or donation.

### 2. Policy

Lane End Parish Council operates within the following criteria:

1. Only one grant/donation shall be awarded per organisation in each financial year.
2. Any grant/donation made by the Parish Council must directly benefit the Parish and its Parishioners.
3. Grants and donations cannot be made to fund political activities.
4. The organisation must demonstrate a clear need for financial support by providing a description of the project / activity for which a contribution is needed (please see Appendix A).
5. A set of audited accounts or suitable financial statement must be submitted to ensure there is a genuine need for a grant/donation.
6. Organisations that have only recently set up and do not have audited accounts should provide a financial statement regarding their proposed budget instead.
7. Efforts to generate income from other sources must be submitted.
8. A report on how the money was spent should be submitted to Lane End Parish Council with details of the outturn within 12 months of receipt of the funds.
9. Monitoring may take place.
10. All applications for grants or donations shall be made in writing to the Clerk to the Council who shall arrange for those applications which meet the Council's criteria to be considered at the next meeting of the Council.
11. Applicants must complete the Council's application form (please see Appendix A).
12. Applicants whose application meets the criteria will be considered at the next meeting. Applicants will be notified of the decision in due course. Successful applicants shall provide details of to whom payment should be made and acknowledge receipt of the payment.

### 3. Conditions

1. The Parish Council will assess applications with particular reference to the number of Parishioners likely to benefit, or whether any particular category of Parishioners would receive specific benefit.
2. Where a request for a grant/donation is agreed, the Council shall determine the amount, using the figure stated by the applicant as a guide only.
3. The grant or donations shall be used only for the stated purpose otherwise the monies shall be returned to the Council, except where the Council's prior written consent has been given for the funds to be used for another purpose.
4. The Council reserves the right to request repayment of any grant/donation where an applicant does not comply with these conditions.

## 5. **Notes**

1. The Council's decision on any application is final and there is no right of appeal.
2. The Council reserves the right to decline any application without giving reasons for its decision.
3. The Council will not commit to any continuing expenditure.
4. Where a Member of the Council is a member of a group/organisation applying for funding, that Member should declare an interest.

## Lane End Parish Council Grant / Donation application form

If you consider your organisation is eligible to apply for a grant or donation, please apply in writing including a financial statement from your organisation to the Parish Council office:

Lane End Parish Council

PO BOX 1616

High Wycombe

HP12 9FS

Or via email [clerk@laneendparishcouncil.org.uk](mailto:clerk@laneendparishcouncil.org.uk)

If you have any queries please contact the Clerk to discuss your application on 01494 437111

1. Your Organisation	
Name of organisation	
Contact Name	
Position in Organisation	
Address for correspondence	
Tel no.	
Email address	
2. Details of organisation	
Type e.g voluntary not for profit, registered charity	
Brief description of your organisation aims	
How long has your organisation been in existence?	
Is it run by a committee? Is yes, how many committee members?	
Can anyone join? If not, what are the restrictions?	
How often do you meet? Where are the meetings held? Are they public meetings?	
How many members do you have?	

How many members live within Lane End Parish?	
3. Your activities	
Please give a summary of the activities of your organisation during the last year. If you are a new organisation, please outline the type of activities you wish you undertake.	
4. The Project	
Please give details of the project, activity or service this application relates to.	
Why is it needed?	
When will it start?	
When will it end?	
What is the total cost?	
How much is the grant / donation application for?	
How will this be used?	
How will this benefit local residents?	
Please give details of any other funding you have been awarded or applied for in respect to this project (Funder name, amount, usage etc).	

Please provide copies of grant award offers in support of your application.	
5. Financial details	
Copy of the latest audited accounts enclosed?  If no, please state why not?	Yes / No
Please provide details of and / or enclose any supporting documentation or other relevant financial information that the Parish Council should be aware in considering this application. e.g. quotations received to confirm project costs, budget, business plan.	

**Declaration**

I declare that I have the necessary authorisation from .....  
(name of applicant organisation) to submit this application and the information provided is correct.

Completed by -

Name:

Position in organisation:

Signed:

Dated: