

TICKTON & ROUTH PARISH COUNCIL

Grant and Donation Policy

Date/Minute No. document adopted: 20 October 2025 - 170/25 3.

Date last reviewed: 18 May 2026 - 089/26

Date to be reviewed: May 2027 or on change of legislation.

Purpose of the Policy

This policy outlines how Tickton & Routh Parish Council will consider requests for grants and donations to local organisations, charities, or community groups that benefit residents of the parish. The Council aims to ensure a fair, transparent, and lawful approach to supporting local initiatives.

Definitions

- **Grant:** A conditional award of money for a specific project, activity, or purpose that benefits the parish or its residents. Grants may require applications, evidence of need, and post-award reporting.
- **Donation:** An unconditional gift made by the Council, often of a symbolic or goodwill nature. Donations do not require detailed applications or reporting.

Legal Basis

- All grants and donations will be made in accordance with relevant legislation, including but not limited to Section 137 of the Local Government Act 1972 (where no other specific power exists).

The Council must ensure all payments are for activities that provide **direct benefit to the local area or its inhabitants**.

Eligibility Criteria

- Applications or requests will only be considered from:
 - Charities, voluntary organisations, community interest companies (CICs)
 - Local clubs, societies, and non-profit groups
 - Organisations that operate within or directly benefit the parish

The Council will not fund:

- Individuals or private businesses
- Religious or political activities (unless clearly inclusive and for community benefit)
- Projects that do not benefit residents of the parish

GRANTS – Process and Conditions

- Application Requirements
 - Applicants must complete a Grant Application Form, available from the Clerk or on the Council website.

The form requires:

- Description of the project/purpose
 - Who will benefit and how
 - Total cost and amount requested
 - Supporting documents (e.g. constitution, latest accounts, budget)
- Assessment Criteria
 - The Council will consider:
 - Local benefit and alignment with council objectives
 - Value for money
 - Sustainability of the project
 - Other sources of funding sought
 - Conditions of Grant
 - Funds must be used for the purpose stated
 - Unspent funds may need to be returned
 - Evidence of expenditure and/or a short report may be required
 - The Council may request public acknowledgement of its support

DONATIONS – Discretionary Giving

- The Council may provide donations, at its discretion, for causes or organisations that serve the parish or hold significant community value.

Examples include:

- Wreaths for Remembrance Day
- Contributions to organisations that operate within or directly benefit the parish

Requests for donations may be made informally (e.g. letter or email) and will be considered case-by-case.

Budget and Limits

- The Council will set an annual budget for grants and donations as part of its precept planning. Individual awards will be made subject to available funds and council resolution.

The Council reserves the right to decline any request or to offer partial funding.

Decision-Making

- All applications and donation requests will be considered by the full council or a delegated committee. Decisions are final and at the Council's discretion. There is no appeals process.

Monitoring and Review

- This policy will be reviewed annually or as required. The Clerk will maintain records of all grants and donations awarded.