

Harwell Parish Council

Donations & Grants Policy

1. Introduction

- 1.1 Harwell Parish Council will set a budget each year for donations and grants to organisations that undertake work or provide services of benefit to the Parish and its residents.
- 1.2 Donations are defined as contributions towards the cost of specific projects or other one-off costs.
- 1.3 Grants are defined as recurring annual payments towards the general running costs of an eligible organisation.
- 1.4 All requests for donations and grants will be considered and assessed against the criteria outlined in this policy.
- 1.5 There will not be a formal application process, nor a specified application timescale – organisations may approach the Council at any time with a request in writing.
- 1.6 Applications will be especially welcome from organisations that complement services delivered by local authorities.

2. Criteria for eligibility

- 2.1 Donations will only be made to charitable, voluntary and other non-profit-making organisations.
- 2.2 Commercial companies will not be eligible for donations or grants in any circumstances.
- 2.3 Requests for donations in association with national appeals will in general be rejected, unless a specific connection with the parish can be demonstrated.
- 2.4 Applicants should be able to demonstrate that their work is of benefit to the parish and its residents.

3. General Conditions

- 3.1 The Council may require confirmation that donations and grants have been spent for the purpose and on the project/activity for which they were given.
- 3.2 The Council may require appropriate recognition for any donation or grant awarded.
- 3.3 Donations will not normally be made for work already undertaken, or services already delivered.
- 3.4 Grants towards running costs will not be made if the request is in response to cuts in grants previously made by other local authorities.
- 3.5 In response to a single application for a grant towards running costs the Council may agree to make a grant each year for a period not exceeding four years. An eligible organisation may make a new application for a grant to start from the end of an existing agreement.
- 3.6 The Council will not normally consider more than one request for a donation from an organisation in any one financial year.
- 3.7 The award of a donation in one year will not set a precedent for the Council's response to any further requests for donations in future years.
- 3.8 An organisation may make applications for both a donation and a grant, even within the same financial year, subject to the criteria and conditions above.

4. Policy Review

- 4.1 The Council will agree a budget for Donations and Grants as part of the general budget-setting process each year.
- 4.2 This Donations and Grants Policy will be subject to a formal review by the Parish Council at least every four years.

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