

LUSTON GROUP PARISH COUNCIL.

DONATIONS/GRANTS POLICY.

Luston Group Parish Council has adopted the following policy:

- 1) The amount set aside each financial year for grants/donations is to be agreed upon annually at the full Parish Council meeting in which the budget and precept is recommended and set.
- 2) All applications for grants/donations must be made in writing and submitted to the Clerk.
- 3) All grant/donation applications must be decided by a full Parish Council meeting.
- 4) Luston Group Parish Council must satisfy itself that the grant/donation will benefit the area and a significant number of residents. Ideally there should be clear evidence of local need or demand for the proposed project/activity.
- 5) Applications for significant amount i.e. £500 and over must be accompanied by supporting documents:
 - Summary of the applicant's accounts for the last financial year.
 - Proposed project details including a break down of costings.
 - Details of the applicant's organisation, committee and meeting structure, appointed officers, etc. Councillors must feel confident that appropriate management mechanisms and financial controls are in place within the applicant's organisation.
 - Other funding sources/grants applied for in relation to the project concerned.
- 6) If requests received exceed the money available in a financial year, then Councillors will target projects/donations which benefit as many people as possible within the parish.

Donations/Grants.

Conditions:-

- 7)
 - a. will not be awarded to individuals.
 - b. will not be made retrospectively.
 - c. will not be awarded to fund activities of a political nature, nor activities considered to be the responsibility of the principle authority. (Herefordshire Council).
 - d. will not be awarded to organisations that make, or attempt to make a profit.
 - e. Organisations other than small volunteer groups applying for a grant should be properly constituted, with appointed officers.
 - f. will be awarded on the assumption that other sources of income have been sought.

- g. If the organisation/body is unable to use the money for the stated purpose, it must be returned to Luston Group Parish Council.
- h. The grant must be used for the purpose for which the application was made.
- i. Any recipient receiving a grant is required to acknowledge contribution with a receipt.
- j. The Council reserves the right to request an end of project report, including a breakdown of expenditure, together with receipts within 3 months of the project completion. (Unless agreed otherwise, projects should be completed within 1 year of an offer).
- k. Failure to comply with the above may result in the rescinding of the grant and a request for its return.
- l. These conditions will be included in a letter to applicants for grants/donations from Luston Group Parish Council. The applicant must sign and return to the Parish Council a copy of this letter, to indicate they will comply with the conditions, before the grant/donation is issued. Where the Council exercise the right reserved in clause 7.j these conditions will be included.

Recommended grants for consideration:

Eyton PCC

Eye PCC

Eyton Common Management Group

Holy Well Maintenance Group

Community Eye

CAB