

# SAWSTON PARISH COUNCIL

## GRANTS AND DONATIONS POLICY



### Introduction

Section 137 of the Local Government Act 1972 enables local councils to spend a limited amount of money for purposes for which they have no other specific statutory expenditure.

As Sawston Parish Council receives an increasing number of such requests it is necessary to implement policy guidelines for the allocation of grants and donations.

### Policy Statement

It is the policy of Sawston Parish Council that grants and donations are allocated primarily for the benefit of Sawston Parish and its residents.

### Criteria for Grant and Donation Applications

- 1 Applications must be from non-profit organisations or groups providing direct benefit to Sawston residents or the fabric of the Parish.
- 2 Requests will not be considered from:
  - Individuals; non charitable bodies outside of Sawston Parish; for work unrelated to Sawston; charitable bodies that have not provided benefit within or for Sawston in the preceding 12 months; if Sawston Parish Council consider there is no reasonable expectation that any benefit for Sawston is likely to be gained; bodies from other areas of the UK unless the service they provide significantly benefits the Parish or its residents; projects that replace funding by public sector bodies.
- 3 Applicants must complete the attached form and return it to the Parish Clerk.
- 4 Requests are to be for a single donation in any financial year and should not be relied upon in future years.
- 5 Funding must only be used for the agreed purpose.
- 6 An end of project evaluation must be submitted to the Council in writing within six months of project completion.
- 7 If the full amount granted is not used for the agreed purpose the balance must be returned to Sawston Parish Council.

8 Any publicity must acknowledge the funding provided.

**Procedure**

- 1 All grants and donations requests meeting the criteria will be considered at the next Full Parish Council after receipt by the Parish Clerk.
- 2 If the applications is successful in securing a donation this will be paid by cheque immediately following the meeting.
- 3 For donation requests considered favourable the Council will decide the level of support it is able to make in each case. This cannot be more than the sum requested.
- 4 The decision of the Council is final.

**(Policy Adopted: Full Parish 8<sup>th</sup> September 2015 )**



## SAWSTON PARISH COUNCIL

### APPLICATION FOR GRANT OR DONATION

Name of Organisation	
Address	
Registered charity number (if applicable)	
Telephone number	
E-mail	
Contact name and position in Organisation (plus address if different from above)	
Cheques to be made payable to	
Describe the overall aim of your organisation and the activities or services it provides	
Explain the direct benefit to Sawston of your organisation's activities including the number of Sawston residents who have benefitted in the past	
Amount requested	

Explain why your Organisation is applying for funding and the purpose for which it will be used	
Detail the total cost of each item covered by your funding request (please use separate sheet if needed)	
Have you applied to Sawston Parish Council for assistance before? If so give details	
Signed	
Date	
Position in Organisation	

Completed form should be sent to: Mrs J Keeler, Parish Clerk, Sawston Parish Council,

Link Road, Sawston, Cambridge CB22 3GB

Telephone: 01223 832470

e-mail: [jo.keeler@sawston.org.uk](mailto:jo.keeler@sawston.org.uk)