
SAWSTON PARISH COUNCIL

Link Road, Sawston, Cambridgeshire, CB22 3GB

Phone: 01223 832470

Email: info@sawstonparishcouncil.gov.uk



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 application 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 at Full Parish Council meeting, 8 September 2015)

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Application for grant or donation

Name of organisation	Touch My World Productions
Address	Marven Centre, New Road, Sawston, CB22 3BN
Registered charity number (if applicable)	
Phone	
Email	
Contact name and position in organisation (plus address if different form above)	
Cheques to be made payable to	(Currently waiting for a bank account for Touch My World Productions to be authorised by Lloyds bank ahead of the launch in September)
Describe the overall aim of your organisation and the activities or services it provides	The Friday Night Club provide a safe place for individuals with learning disabilities, parents and carers to meet and socialise weekly whilst providing entertainment and activities. Touch my world performing arts meets in Sawston on the first and third Wednesday of the month for rehearsals for individuals to produce large scale theatrical shows. The intention is to expand and offer technical workshops for individuals with disabilities to use theatre equipment so eventually the full production will be hosted for people with disabilities.
Explain the direct benefit to Sawston of your organisation's activities including the number of Sawston residents who have benefitted in the past	The Friday Night club has been running for over 20 years providing a place for both people with disabilities and families needing additional support to go on a Friday evening and socialise. At its peak it saw over 100 people attend each week, however under old management the club started to dwindle. The old management no longer will be running the club and I would like to continue working with the village college to provide this service for those that have been coming for years and open it up to new members as well.
Explain why your organisation is applying for	As a club already running the performing arts

funding and the purpose for which is will be used	in Sawston for people with disabilities, the club is self-sufficient however additional funding is required to re-launch the Friday night club and market it to existing and new members to bring it back to it's peek. I already have support from a local events company in Sawston who will be providing equipment for discos etc however initial costs to get new volunteers DBS and the initial first term of venue hire and insurance is required so the club can start successfully as it means to carry on delivering a historic peace of entertainment for the people of Sawston and surrounding villages.
Detail the total cost of each item covered by your funding request (please use separate sheet if needed)	£10.40 x 10 admin fee for volunteer DBS £45 x 12 to cover first term of venue hire £100 for marketing and promotion costs £45.00 to cover first 12 weeks insurance £100.00 to stock tuck shop
Have you applied to Sawston Parish Council for assistance before? If so give details	No
Signed	
Date	
Position in organisation	Chairperson
Amount requested	£925.00

The completed form should be sent to Jo Keeler, Parish Clerk, by post or email:

- Sawston Parish Council, Link Road, Sawston, Cambridge CB22 3GB
- clerk@sawstonparishcouncil.gov.uk