

Aldbury Parish Council Grant and Donation Policy

PURPOSE OF THIS POLICY

Aldbury Parish Council (APC) recognises the importance of the contributions made by voluntary organisations to the well-being of the local community.

The purpose of any grant or donation given by APC is to support organisations which can demonstrate a clear need for financial support to achieve an objective which will benefit the Parish by:

- Providing a service
- Enhancing the quality of life
- Improving the environment and promoting Aldbury Parish in a positive way

APC set aside a sum of money each year to donate to local organisations as a grant or a donation. These are permitted under our powers to spend covered by the Local Government Act 1972 and other legislative powers.

In some circumstances APC are permitted to spend under the Local Government act 1972 (section 137). The act states that the money must be spent on purposes for the direct benefit of the parish and be proportionate with the expenditure incurred.

APC awards grants and donations at its absolute discretion.

ELIGIBILITY

1. Applications will be considered from clubs, organisations and community groups which can prove their sustainability and the benefit they provide, where the majority of members or recipients reside in the Parish of Aldbury and Tring Station. Records of membership, with addresses must be available for inspection by the Council if requested.
2. Applications WILL NOT be considered from:
 - Private individuals
 - Commercial organisations
 - Political parties
 - Religious organisations
 - “upward funders”, i.e. local groups where fund-raising is sent to a central HQ for redistribution
3. Normally only one application per year per club, society or organisation will be considered. In exceptional circumstances consideration may be given to additional requests.

APPLICATION PROCEDURE

1. Applications must be made on the prescribed form which can be requested from the Parish Clerk or downloaded from the APC website.
2. Applicants must submit a copy of the last two years’ audited accounts with the application.
3. Applicants must provide a copy of their Equal Opportunity Policy or confirm (on the application form) that it agrees with APC’s Equal Opportunity Policy.
4. Where applicants have a duty of care to young people or vulnerable adults, they must provide a copy of their Safeguarding Policy.

APPLICATION CONDITIONS

1. All sources of funding must be declared at the time of application.

2. The Parish Council will take account of the objectives of the applicant's organisation and the degree of benefit arising from the grant in assessing its priorities.
3. The applicant must declare the full purpose of the grant and the benefits attained from the funding. There shall be no change to the intended use of the grant without express written authority of the Council
4. Invoices or documentation must be made available if requested as evidence of the expenditure of the grant for the purpose for which it was awarded.
5. Failure to achieve the specified purpose of the grant shall require the recipient to return the entire grant funding to the Council.
6. Where funding is given for an event, the organiser must indemnify the Parish Council against any claim from any party as a result of any incident or accident associated with said event. Where funding is awarded for any other purpose the Parish Council cannot be held responsible or liable in any capacity.
7. Grants will normally only be made to non-profit organisations supported by unpaid volunteers.
8. Upon request recipients of grant funding shall inform the Council of the benefits or achievements accomplished as a result of the award.
9. Aldbury Parish Council reserve the right to publicise any grants and beneficiary organisations without additional prior authorisation using any platforms such as the Parish website, social media and press releases.

Please contact the clerk should you require this document in a different format or assistance to complete the application form.

COMMITMENT

This policy is fully supported by all Members of the council.

The Policy will be reviewed every two years to ensure it remains commensurate with the law and best practice.

Adopted: 6 September 2021