



CRANLEIGH PARISH COUNCIL

Clerk Pauline Whitehead BA (Hons) FILCM
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GRANTS AND DONATIONS POLICY

GRANTS

The Council will consider applications for defined capital expenditure only. Funds are limited and individual awards will exceed £500 only in exceptional circumstances.

The aim of awarding any grant or donation is to provide A PROMPT AND TANGIBLE BENEFIT FOR THE PEOPLE OF CRANLEIGH.

Since the grant is paid from public funds, which are subject to scrutiny, the Parish Council needs to be able to show that the monies have been properly spent.

Carefully note the following requirements and conditions:-

1. Grants and donations are usually considered at Finance Committee meetings, which are held approximately four times per year. The dates of these meetings are advertised in advance and are available from the Parish Council Offices and website.
2. Grants do not normally exceed £500. However, should there be 'exceptional circumstances' the application will be referred to full Council.
3. Capital funding only may be considered, revenue funding requests will not be granted.
4. The grant application form should be completed as comprehensively as possible. Full details of the item required, the manufacturer or supplier and the full cost will be required.
5. Where other funding is required, the other sources must be listed and the Parish Council grant is conditional upon those monies also being available.
6. The funding may only be used for the purposes set out on the grant application form.
7. If it transpires that the funding cannot be utilised for the agreed purpose then you must notify the Parish Council at the earliest opportunity.
8. If for any reason all the grant monies are not fully used then the surplus must be returned.
9. Confirmation in writing is to be given by the 'Project End Date' that the project has been completed. The letter should verify that the funding has been used for the agreed purpose.
10. Copies are to be supplied of the relevant records relating to the fundraising, together with a copy of the final invoice.
11. Grants will only be made to organisations which are able to demonstrate sound financial management. This demonstration would normally be achieved by presentation of the previous year's audited accounts. This information must accompany your application.
12. If an applicant is able to reclaim VAT, it should NOT be included in the amount requested.
13. Applications will be considered against the following Key Performance Indicators.

	Key Performance Indicator heading	Questions on which to base the Key performance Indicators	Key Performance Indicator criteria.
1.	Organisation	<p>Is the organisation local?</p> <p>Do the activities of the organisation benefit local people?</p>	<p>Awards are only given to local organisations.</p> <p>Awards are given to organisations whose constitution and activities promote benefits to local people.</p>
2.	Project	<p>Is the project in Cranleigh?</p> <p>Is the project specific and tangible?</p> <p>Is the project capital or running costs?</p> <p>Will the project be completed promptly?</p> <p>Has a grant been paid previously?</p> <p>What is the amount requested? Is other funding available?</p> <p>Have fundraising activities been arranged?</p>	<p>Only Cranleigh projects will be considered.</p> <p>Only specific, tangible and measurable projects will be considered. Clear documentation should be included outlining how many people and which sectors of the community will benefit, and a clear account of the expected benefits from the funding.</p> <p>A capital project has a ceiling of £500 except in exceptional circumstances. Running costs which provide prompt and tangible benefit to the people of Cranleigh may be considered but donations have a ceiling of £100.</p> <p>Only projects which will happen immediately will be considered.</p> <p>To ensure that money is distributed as widely as possible, members may consider placing some time restraint on repeat applications. Retrospective applications will not be considered.</p> <p>Projects where other funding have been obtained are more attractive.</p> <p>Projects where self-help measures have been put in place are more attractive.</p>
3.	Exceptional circumstances – grant awards over £500.	<p>Will the project bring such prompt and tangible benefit for all of the people of Cranleigh that it could be considered exceptional and of great importance?</p>	<p>There should be very clear and documented reasons why a project is awarded more than £500 and nominated to be given ‘exceptional circumstances’ status. Special care should be given to not setting a precedent.</p>
4.	Sustainability	<p>Are the aims and objectives of the project clear?</p>	<p>Projects must demonstrate sustainability and long term value for money.</p>

5.	Management	Have the organisation obtained the correct permissions, have they nominated a responsible person to ensure that the project has been implemented, are they acting within legislation?	Only projects that are properly managed and compliant will be funded.
6.	Need	There should be clear evidence of the need for the project.	Applications require evidenced need.
7.	Additional paperwork	There are a list of documents that are required to be submitted with an application.	All documents required must be submitted if available.

14. Preference will always be given to awards which support the aim of the Parish Council's grant giving policy and will produce some PROMPT AND TANGIBLE BENEFIT FOR THE PEOPLE OF CRANLEIGH.

15. If your application for a Grant is successful, financial support from the Council should be acknowledged in any publicity relating to the item, and in the organisation's annual report. Copies of this material should be sent to the Council. Where possible, items purchased with the Council's support should be marked as such.

DONATIONS

Donations will be made towards the cost of schemes and projects in the local area which the Council deems worthy of support and within which the actual purposes for which expenditure of funds derived from one contributor cannot be defined. Donations will not normally exceed £100. The Council does not normally contribute to National appeals.

A request for a donation should satisfy the following questions:-

1. What is the objective of your scheme or project? How much do you wish to raise?
2. Is there a time limit within which funds should be raised?
3. What will happen to funds obtained should the intended targets not be met?
4. Why should the Council support this project? Describe the relevance of this problem to Cranleigh. If possible, give exact information e.g. figures.

If your application is successful financial support from the Council should be acknowledged in any publicity relating to the appeal and in the project's annual or final report. Copies of this material should be sent to the Council.

Reviewed at the Finance Committee 13th October 2015.
Next review October 2017.