



Whitland Town Council Grants & Donations Policy and application form

Definitions

In this policy a **grant** is a sum of money awarded by the Town Council for a particular defined purpose. A **donation** is a sum awarded for general purposes for a group or organisation, although there are restrictions. Both are awarded for local activities only.

Power

The Council regularly receives requests for grants and donations from a variety of organisations and groups and the aim of this policy is to encourage and support a wide range of activities and projects which will benefit the town of Whitland.

Section 137 of the Local Government Act 1972 places restrictions on Town and Community Councils when it comes to making donations or grants. One of those restrictions requires that such expenditure '... *is in the interests of, and will bring direct benefit to, their area or any part of it or all or some of its inhabitants...*'

The normal use to which this power is applied by local Councils is to provide funding to local organisations and groups, but clearly one of the most important restrictions is that a grant or donation cannot be made to an individual for their own use, no matter what use or how good a cause that may be.

The donation or grant must also provide a 'direct benefit' to the group or organisation, or to the community. This means that the Council cannot provide any funding for a business because there is no guarantee that any profit will go back to the community.

Whitland Town Council each year decides upon a defined amount in its budget that it will allocate to donations and grants. This is part of the precept, and so comes directly from the people of Whitland via their Council Tax. The precept is the only significant source of funding for all Whitland Town Council's activities, with the exception of any grant monies they receive that are ring-fenced for specific purposes.

Policy

Any grant or donation made by the Council must directly benefit the area of Whitland and those living in it. The Council cannot, therefore, make a grant or donation to a disaster appeal unless the disaster in some way affected either Whitland or a substantial number of residents.

Grants and Donations cannot be made to fund political activities.

The grant/donation budget must be detailed in the Council's annual budget meeting, to enable calculation of the Council's precept.

The organisation making a grant request should be a non-profit making voluntary organisation where membership is open.

The Council will not fund events or activities which can be funded by the relevant group or participants, or which can or will be self-supporting. Consideration will be given to funding events or activities which are also supported by means of donations or grants including match-funding grants from other organisations, etc.

The Council will not provide a grant or donation for any event that has already started nor will it fund retrospectively. Applicants are therefore advised to apply at the earliest opportunity because it may be two or three months before Council is able to discuss and decide upon whether to provide a grant or donation. Council will usually decide upon grants and donations three times a year.

The Council may consider applications for funds in situations:

- Where there is no other way of obtaining the relevant funds;
- The funds will enable the relevant group or organisation to access or "unlock" funds or assistance from third parties, such as match funding; and
- Monies have been donated or raised but these are insufficient and funds are needed to bridge the resulting gap.

The Council aims to help as many groups and organisations as possible. However, funding is very limited and so they cannot commit to funding any group or organisation on a regular basis, even annually.

The Council receive requests for more funding than they can provide. Therefore no assumption should be made that funding will be provided, and the level of that funding, whether or not a group or organisation has been successful, or unsuccessful, in the past.

The Council will, however, endeavour to provide assistance and support where appropriate to groups and organisations in Whitland wishing to access grants and other funds from third parties and the principal authority.

Lobbying, pressurizing or attempting to in any way influence the Council's decision-making regarding any donation or grant application will result in that application being removed from consideration, and may affect the consideration of any future application.

Applications

All applications for grants or donations shall be made in writing to the Clerk to the Council, who will arrange for those applications which meet the Council's criteria to be considered at the next suitable meeting of the Council.

Only one grant will be given to any group or organisation, or for any particular purpose, in any financial year (1st April to 31st March).

Only if the Council considers that there are exceptional circumstances may it then decide to exceed the limits stated above.

Applications must be made by completing the Council's application form and submitting that, along with any additional documentation, to the Clerk. Additional information may be requested before the application can be considered. This may include more detail on the reason for funding, timescales, other funding that has been applied for, what will happen if they do not receive funding from the Council. In addition, proof might be required that the applicant is a bona fide Whitland group/organisation i.e. sight of official constitution, accounts etc.

Applicants will be notified whether they have been successful as soon as possible. Successful applicants will be requested to provide bank details for payment to be made, and must acknowledge receipt of the payment in writing.

Conditions

The Council will assess applications with particular reference to the number of residents likely to benefit, and whether any particular category of residents would receive specific benefit (e.g. children, the elderly, persons with any form of disability etc.)

Where a request for a grant/donation is agreed, the Council shall determine the amount, using the figure stated by the applicant as a guide only.

The grant or donation shall be used only for the stated purpose otherwise the monies shall be returned promptly upon request to the Council, except where the Council's prior written consent has been given for the funds to be used for another purpose.

The Council will request that applicants provide written feedback explaining how the grant/donation has benefited their group/organisation.

The Council reserves the right to request and receive prompt repayment of any grant/donation where an applicant does not comply with these conditions or any others detailed in the notification of the grant/donation that is awarded.

Notes

The Council's decision on any application is final and there is no right of appeal.

The Council reserves the right to decline any application without giving reasons for its decision.

The Council will not commit to any continuing expenditure.

Nothing in this Policy prevents the Council from providing a grant for donation to a group, organisation or project without an application having been made where the Council considers that the giving of such a grant or donation will bring benefits to residents of Whitland.

Where a Member of the Council is a member of a group/organisation that is applying for funding, then that Member should declare the interest, in accordance with the Code of Conduct, and refrain from participating in the decision-making on that application. Advice

may be sought from the Monitoring Officer.

**Whitland Town Council Application for a Grant/Donation for a Voluntary Organisation
(Local Government Act 1972, Section 137)**

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts, showing the organisation's income, expenditure and level of balances. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

	Information required	Details
1	Name of organisation/group	
2	Name and address of contact	
3	Email of contact	
4	Telephone number of contact	
5	Status of contact –secretary, chair, etc	
6	Is the organisation a registered charity? – If so, please state registered charity number.	
7	Amount requested.	
8	What will the money be used for?	

9	When does this project start?	
10	When does this project finish?	
11	Who will this project benefit directly? Give reasons as to why the money should be donated here.	
12	Other funding sources that have been approached – when, who, were you successful, if so, for how much.	
13	Any other information you feel the Council might wish to know to help them decide upon this request.	

Signed: _____ Applicant named above.

Date: _____

All personal data will be retained by Whitland Town Council purely for the purposes of administering this application, and for any audit purposes, in compliance with GDPR, and it will not be passed onto any third party.