



# **Dartmoor Forest Parish Council**

## **Procedure**

### **Grants and Donations**

Record of Amendments and Reviews

<u>Version</u>	<u>Comment</u>	<u>Date of Adoption</u>
1	New procedure	3 December 2007
2	Minor text changes	23 March 2021
2	Reviewed and readopted	28 June 2022
2	Reviewed and readopted	27 June 2023

Next review required by:	28 June 2024
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## **1. Definitions**

1.1 **Grant.** A grant is any payment made by Dartmoor Forest Parish Council to be used by an organisation for a specific purpose that will benefit the Parish, or residents of the Parish and which is not directly controlled or administered by the Council, following a specific request by that organisation. The Council awards grants, at its discretion, to organisations that can demonstrate a clear need for financial support to benefit the Parish by:

- a. Providing a service;
- b. Enhancing the quality of life;
- c. Improving recreation or sports;
- d. Improving the environment;
- e. Promoting the Parish in a positive way;
- f. Providing any other improvement to the Parish.

1.2 **Donation.** A donation is any payment made by Dartmoor Forest Parish Council to be used by an organisation for a specific purpose that will benefit the Parish, or residents of the Parish and which is not directly controlled or administered by the Council, but without a specific request by that organisation. A donation may not exceed £75.

## **2. Grant Application Process**

2.1 Applicants are required to complete the Council's Grant Application Form, available from the Dartmoor Forest Parish Council website ([www.dartmoorforestparishcouncil.gov.uk](http://www.dartmoorforestparishcouncil.gov.uk)). All questions on the application form must be fully answered and supporting information must be provided.

2.2 Completed application forms must be forwarded to the Clerk in the first instance, who may seek further information from the applicant or others and will then collate all the necessary information for presentation and discussion at the appropriate Council meeting.

2.3 Funds available are limited and guidance can be given to applicants as to how much money is likely to be available in a specific financial year. If the application is for a grant of £75 or more, applicants are strongly advised to approach the Clerk by 30 October in the year before the grant is required to enable the Council to consider, without prejudice or commitment, whether to make budgetary provision for such an amount in the Precept. Irrespective of whether budgetary provision is made, a formal application must be submitted before any binding decision will be made.

2.4 The Council will make the decision whether to award any specific grants at its regular monthly meetings as advised on the agenda. The applicant may attend these meetings to make their case in support of their application.

2.5 Successful applicants will be required to sign the Council's Grant Receipt Form, agreeing to abide by the Council's standing conditions and any additional conditions or requirements imposed by the Council.

## **3. Donation Process**

3.1 A donation must be formally proposed by one Councillor and seconded by another Councillor. The proposal must be included on the agenda for the Dartmoor Forest Parish

Council meeting when it will be discussed, and the agenda issued a minimum of 3 clear days prior to the meeting. A donation may not exceed £75.

#### **4. Conditions of Funding**

4.1 Grants or donations will not be made to individuals; to projects that discriminate on any grounds; and will not be made retrospectively.

4.2 The organisation seeking a grant must be either non-profit or charitable. Applications will not be considered from private organisations operated as a business to make a profit or surplus.

4.3 Applications will not normally be considered from national organisations or local groups with access to funds from national 'umbrella' or 'parent' organisations, unless adequate funds are demonstrably not available from these bodies.

4.4 Applications will not normally be considered for services or activities that another authority has a statutory duty to deliver, unless it is for enhancements above and beyond the accepted level of the statutory duty.

4.5 An organisation seeking a grant must have a bank account in its own name with two authorised representatives required to sign each cheque.

4.6 The administration of and accounting for any grant shall be the responsibility of the recipient. All awards must be properly accounted for and evidence of expenditure must be supplied to the Council or its auditors as requested.

4.7 Only one application for a grant will be considered from each organisation in any one financial year (1 April-31 March). Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year and each application will be assessed on its own merits.

4.8 The Council may require the award of any grant to be subject to any additional conditions and requirements as it considers appropriate. The Council reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the Council.

4.9 Any grant must only be used for the purpose for which it was awarded unless the prior written approval of the Council is obtained for a change in use of the grant monies.

4.10 Any unspent portion of the grant or donation must be returned to the Council by the end of the financial year in which it was awarded unless the prior written approval of the Council has been obtained to carry grant monies over.

4.11 If any of the statements made in the Grant Application Form or in the Supporting Information are found to be false or fraudulent the Council reserves the right to demand the repayment of the grant in full or in part.

4.12 The Council may make the award of any grant or donation as it considers appropriate in the event of any unforeseen urgent event.

4.13 Nothing contained herein shall prevent the Council from exercising, at any time, its existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972, Section 137.

## Grant Application Form

*[If you need assistance in completing the application form or compiling the supporting information please contact the Parish Clerk.]*

1. Name of Organisation	
2. Nominated Contact Name, and Position	
3. Address, Telephone Number and Email of Nominated Contact	
4. Registered Charity Number	
5. Amount of grant requested	
6. Purpose of Grant Funding	
7. Total cost of the project/activity. Details of any other grants or funding applied for or received.	
8. Month & Year the money will be spent	
9. Who will benefit from the project? How many are residents in Dartmoor Forest? What age groups are catered for?	

*Continue on a separate sheet if necessary*

### Supporting Information

<u>Information Required</u>	<u>Enclosed</u>	<u>NA</u>
The organisation's accounts for the previous year and budget for the current year <sup>φ</sup>		
The organisation's written constitution or equivalent document detailing its aim and purpose <sup>φ</sup>		
The Project Management Plan or equivalent document providing details of the project <sup>ψ</sup>		
Details of all costs anticipated and all sources of funding and any conditions attached <sup>ψ</sup>		
Any other relevant documentation (please specify) <sup>§</sup>		

<sup>φ</sup> Required for all grants.

<sup>ψ</sup> Required for grants to repair or develop new infrastructure.

<sup>§</sup> Please discuss with the Clerk.

Signed	Position
Name	Date

## Grant Receipt Form

### Certificate by Grantor

You have been awarded a Grant by Dartmoor Forest Parish Council. This grant is for the purpose agreed on your application form and is subject to the Council's standard conditions and any additional conditions and requirements as it considers appropriate.

Organisation		DFPC Transaction	
Amount of Grant		DFPC Cheque No	
Purpose of Grant			
Power under which Grant awarded			

### Standard Conditions

1. The Grantee must pay the Council's cheque into a bank account that requires two authorised representatives to sign each cheque.
2. The administration of and accounting for the grant shall be the responsibility of the Grantee.
3. The Grantee must properly account for grant monies and evidence of expenditure must be supplied to the Council or its auditors as requested.
4. The Grantee must only use grant monies for the purpose for which the grant was awarded unless the prior written approval of the Council has been obtained for a change in use of the grant monies.
5. Any unspent portion of the grant monies must be returned to the Council by the end of the financial year in which the grant was awarded unless the prior written approval of the Council has been obtained to carry grant monies over to the next financial year.
6. If any of the statements made in the Grant Application Form or in the Supporting Information are found to be false or fraudulent the Council reserves the right to demand the repayment of the grant in full or in part.
7. If the Grantee fails to comply with the Council's standard conditions and any additional conditions or requirements imposed, the Council reserves the right to demand the repayment of the grant in full or in part.

### Additional Conditions and Requirements

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Signed by the Parish Clerk

### Certificate by Grantee

I acknowledge receipt of this grant from Dartmoor Forest Parish Council, which is from public funds and shall be used for the stated purpose only and that appropriate financial records shall be kept to demonstrate this. I understand the Grantee shall comply with the Council's standard conditions and any additional conditions or requirements imposed. If requested by the Council or its auditors, I shall provide the appropriate financial records for audit purposes.

Signed: \_\_\_\_\_ Position: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_