

# **General Donations and Grants Policy**

## **1.1 Introduction**

Under Section 137 of Local Government Act 1972 “*A Local Authority may, subject to the provisions of the section, incur expenditure which in their opinion is in the interest of, and will bring direct benefit to their area or any part of it or all or some of its inhabitants*”.

The Town Council has limited funds for donations and grants. Therefore, the Town Council has strict criteria for the approval of donations and grants.

## **1.2 Criteria**

Donations and grants are targeted to activities and organisations, which:

- Offer services to the local community
- Will contribute positively to the community
- Or contribute to the well being of, and benefit as many people as possible from within, the communities of Burry Port and Pembrey.

Donations and grants will not generally be awarded to:

- National organisations, unless they have a local presence and meet the criteria noted above and demonstrate that it will directly benefit local people.
- Private organisations operated as a business to make a profit or surplus.
- “Upward funders” ie local groups whose fundraising is sent to the Headquarters for redistribution unless proof is given that the grant is spent at a local level.
- Offset rental charges for the Council’s facilities.

There are two types of grants and donations available within this policy:

- Community Grants
- Local Organisation donations

Usually, no more than two applications per year will be approved for an organisation, save for in exceptional circumstances.

## **2.1 Community Grants.**

1. All applicants are required to complete the Town Council’s Grants Application form (Appendix 1 attached).
2. The application request must be in accordance with the aims and objectives of the Town Council.
3. In their applications all organisations are required to submit the following information:
  - Details of their status and governance arrangements (e.g. charity, board or committee)
  - A copy of their last audited accounts or all current bank account statements.
  - Objectives of the organisation.
  - Reason for the grant application.

4. All grant applications will be considered at each monthly meeting of the Regeneration and Community Services Committee and ratified at the Town Council meeting following.
5. Payment of the grant will be retrospective, following an event. If payment is required in advance of an event, it must be stated on the original application so that approval may be given

#### Conditions of Finance

1. An organisation is required to have a bank account in its own name.
2. Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required in all cases.
3. If the grant is not required for the purpose originally intended, the Town Council must be notified immediately, and the full grant amount returned. The grant only to be used for the purpose applied for.
4. The Council has the right to audit the organisation's finances at any time to ensure that the grant is used for the purposes awarded.

#### **2.2 Local organisation donations.**

1. All applicants are required to complete the Town Council's "Local organisation request for donations" Application form (Appendix 2 attached).
2. A maximum of £200 per year will be awarded per project.
3. Donations are to be banded into £50, £100, £150 and £200 amounts.
4. In their application all organisations are required to submit the following information:
  - Details of their status and governance arrangements (e.g. charity, board or committee)
  - A copy of their last audited accounts or all current bank account statements.
  - Objectives of the organisation.
  - Reason for the donation application.
5. All grant applications will be considered at each monthly meeting of the Regeneration and Community Services Committee and ratified at the Town Council meeting following.

#### Conditions of finance

1. An organisation is required to have a bank account in its own name.
2. Ongoing commitments to award donations or subsidies in future years will not be made. A fresh application will be required in all cases.
3. If the donation is not required for the purpose originally intended, the Town Council must be notified immediately and the full donation amount returned. The donation is only to be used for the purpose applied for.