

# Flamborough Parish Council

## DONATIONS POLICY

### Introduction

Flamborough Parish Council will consider requests for donations/grants from voluntary groups or organisations. The applicant must be able to demonstrate that any funding awarded will be used for the benefit of the parish and/or its residents.

The donations budget is set each year as part of the annual budgeting process.

Donations/grants will be considered at full Council meetings, the dates of which are advertised well in advance. Any grant application must be with the Clerk at least 14 days prior to the meeting in which it is to be considered. Dates of Parish Council meetings are advertised on the Parish Council website and on the village noticeboard.

### Eligibility

- Donations are only given to local organisations
- Only projects that benefit the residents or parish of Flamborough will be considered.
- Retrospective applications will not be considered
- Only properly managed projects will be considered
- Grants will not be considered for activities the council considers to be the responsibility of a statutory authority
- Grants cannot be awarded to fund activities outside of the powers and functions of Flamborough Parish Council

### How to apply

Applications must be made in writing to the Clerk. The following should be included within the application:

- Amount of funding required
- When is the funding needed? (a start and end date should be included)
- What is the grant request for? (please provide as much detail as possible, including how the parish and/or residents of Flamborough will benefit)
- Details of any other funding sources
- The latest annual accounts of the organisation must be included
- Copies of quotes must be included if applicable

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### Conditions

- Grants will not be awarded to individuals
- Grants will be paid the month following the award.
- The award must be used for the purpose for which the application was made.
- If the grant is not used before the proposed end date of the project the Parish Council must be informed.
- Any unspent portion of the award must be returned to the Parish Council within 6 months following the proposed end date of the project.
- An acknowledgement of the contribution should be made to the Parish Council whenever possible and reference should be made in the organisation's annual accounts.
- Grants will only be awarded where the parish and/or residents of Flamborough will directly benefit.