

# SAXMUNDHAM TOWN COUNCIL

## Donations Policy

### Introduction

Saxmundham Town Council aims to serve and promote the well-being of its whole community, and of the different sections of that community. It recognizes a special responsibility to provide support, within its possibilities, to those who have particular needs or face particular difficulties or hardship.

The Council will seek to work in cooperation and partnership with the voluntary sector and community organisations within the town and/or serving the town's people. A strong, well-developed civil society will be of ever greater importance as the town continues to grow and develop.

Saxmundham Town Council sets aside a sum of money each year to donate to good causes in the Town as either a grant or a donation. The sum allocated for this purpose by the Town Council is part of the budget process and is available for distribution from 1<sup>st</sup> April each year.

### The legal powers to make grants

The Town Council is only allowed to make grants to voluntary organisations in cases where it has specific legal powers. These include (in summary) grants for provision of individual advice and information, for recreational facilities, for entertainment and cultural activities, or for other purposes which it considers will bring direct benefit to the town or its inhabitants.

In all cases, the benefits should be commensurate with the expenditure incurred, for example, spending a large amount for the benefit of only one or two people is not acceptable.

### Policy

Applications will be accepted throughout the financial year from or on behalf of local voluntary organisations or other charitable or not for profit organisations.

Saxmundham Town Council operate the following criteria for all applications:

- a) Only one application for a grant in each financial year from any group.
- b) The organisation must be non-profit making and not an individual.
- c) Grants are not made retrospectively.
- d) The organisation must be one that, in some way, benefits the local community,

In making grants under this policy, the Council will aim to provide financial support, each year, for a range of organisations meeting differing needs and benefitting different sections of the local community.

For local groups **where the application is for a small grant of £500 or less**, the application must be in writing and set out (a) the purposes for which it is requested, (b) the intended beneficiaries, and (c) the anticipated benefits to the town or its inhabitants.

For local groups **where the application is for a grant of more than £500**, applicants should complete the application form (below). Saxmundham Town Council will also apply the following criteria:

- a) The organisation must demonstrate a clear need for financial support by providing a description of the project / activity for which a contribution is needed, including the intended beneficiaries.
- b) The most recent set of audited accounts or suitable financial statement or budget should be submitted to ensure there is a genuine need for a grant.
- c) Evidence of efforts to generate income from other sources must be submitted

# SAXMUNDHAM TOWN COUNCIL

## Donations Policy

d) The group must agree to acknowledge the grant in its publicity material for the project / activity, and in its annual or other regular report

### Process

Although applications will be accepted throughout the year, normally they will be considered twice during the financial year – in the month of July and December. Ideally, therefore applications should be submitted to the Clerk of the Council not later than the end of the preceding month.

The application should be submitted including any supporting documents that might be useful to Council in reaching a decision. For applications for grants over £500, the application form (below) should be completed and returned.

1. The application will be placed on the agenda for consideration by Council who will decide on the application based on the information provided. Please note that all agenda papers are published and therefore in the public domain.

The Clerk of the Council will inform the applicant of the Council's decision and arrange payment if you are successful or an explanation if the grant or donation was turned down.

Should an application be successful:

The organisation will be notified in writing (which may be by email) as soon as possible, and in any event within 14 days of the decision.

Where the grant is greater than £500

- a written receipt must be provided by the organisation for the monies received.
- a report should be sent to the Council within a year of notice of the award, to show when and how the funds have been used for the purposes specified in the application.
- The council reserves the right to require repayment in the event of the outcome not being achieved.

This policy should be reviewed every 5 years.

Date reviewed \_\_\_\_\_

Signature \_\_\_\_\_

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### Grants in excess of £500 Application Form

Name of Organisation		
Correspondence Address		
Name of Contact		
Email for contact		
Phone number		
<p>Details of the Organisation and what it does. Please include information about number of members/age groups, areas or locations that you are active in and anything that you think will be useful.</p>		
Amount of Grant applied for?	£	
<p>What specifically will the grant be used for. Please indicate dates, location and major items.</p>		
<p>Have you applied and have you been successful in gaining other funding for this project– please give details?</p>		
<p>Do you raise income in other ways – if so how?</p>		
When do you need this money?		
Are there other ways that Council can help you with your event?		
Signed by Applicant		Date
Please print your name		
Approved/Rejected Minute Item		
Paid by		Date
<p>Please submit to the Clerk at Saxmundham Town Council with your supporting paperwork and accounts</p>		