

# Uffington Parish Council

## GRANTS AND DONATIONS POLICY

### General

1. Uffington Parish Council (“the Council”) is funded by precept, raised from the residents of Uffington, and therefore has only limited funds available to assist organisations working for the benefit of the community.
2. In addition, the Council may derive income from other sources. These may include the contributions from S106 agreements or Community Infrastructure Levy (CIL) agreements, as a result of development in the village, or from grants made to the Council for village projects. These are known collectively as “Other Sources of Income”.
3. Subject to funds being available, the Council is committed to providing assistance and support to local groups which are set up to promote and improve community life for local residents. The Council’s financial support is provided by way of **Grants** (for organisations / causes located in Uffington) or **Donations** (for organisations / causes which are not located in the village, but which benefit residents of Uffington). Generally, the Council will look more favourably on organisations / causes located in Uffington whose activities are provided for the general benefit of residents in Uffington, rather than elsewhere.
4. This policy will reflect the amount of money set aside each year for Grants and Donations. A realistic figure for Grants and Donations funded from the precept will be included in the Council’s annual budget for the following year and this may vary from year to year. Funds from Other Sources of Income will be held and accounted for in the Council’s accounts.

### Aims of the Council’s grants and donations policy

5. The Council provides funding to support the following aims:
  - a. To enable residents to participate in voluntary groups and activities.
  - b. To help the parish’s voluntary / community groups to improve their effectiveness.
  - c. To assist in the provision of services needed by residents provided by the voluntary sector.
  - d. To support organisations which meet the needs of people experiencing social and economic difficulties.
  - e. To encourage a degree of self-sufficiency by groups by encouraging them to part-fund projects wherever possible.
  - f. To ensure that there is equality of access and opportunity for all residents of Uffington to the services it provides and funds.
  - g. To improve or enhance the local environment.

### Eligibility

6. To apply for a Council grant or donation you must be a charity, trust, community group or local voluntary group:
  - a. With a constitution
  - b. With a dedicated bank account
  - c. Operating or providing a service to the community.

Details are to be provided with your application form (attached).

7. An organisation external to the village which applies for a Donation must show that it has supported residents of Uffington in the past year, indicating how many and in what way they were supported. Donations by the Council will only be of small value.
8. The Council will not fund the following:
  - a. Organisations or appeals that do not provide a service to the community.
  - b. Individuals or appeals supporting an individual.

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- c. Statutory organisations or the direct replacement of statutory funding.
- d. Political groups or activities promoting political beliefs.
- e. Religious groups where funding is to be used to promote religious beliefs.
- f. Arts & sports projects with no community or charitable element.
- g. Medical research, equipment or treatment.
- h. Animal welfare.
- i. Projects that have taken place before an application can be decided.
- j. Organisations that have a closed or restricted membership.
- k. Equipment or other costs that have already been purchased or incurred prior to the application being considered.

### The Process

9. Applications should be submitted as follows:

- a. For maintenance grants funded by the precept. Applications may be submitted at any time during the year but must be received by 30 October, so that they may be reviewed for inclusion in the Council's submission for the following year's precept. Payments will be made on receipt of precept funds for the relevant financial year, and as explained below under General Grant Conditions.
- b. For grants out of Income from Other Sources (e.g., S106 and CIL contributions). Applications may be submitted at any time; the final date for receipt of applications in response to a particular source of funds will be decided by the Council, once those funds have been received. The attention of applicants for grants in this category is particularly drawn to paragraph 13 below. Payment will be made as explained below under General Grant Conditions.

10. All funding requests must use the application form, attached, and applicants should provide all information requested. Application forms which are not properly completed may be returned.

11. Applications, which will inevitably be dissimilar in content, are judged against a range of criteria set by the Council, and which may be amended from time to time, so that they can be assessed consistently, rationally and objectively. The criteria are designed to establish a general indication of need but are not exclusive and can be applied flexibly. The Council may refer to any community plans when considering applications.

### Principles for the evaluation of applications

12. The Council will apply the following principles in evaluating all applications

- a. Promoting Partnerships. Our policy on deciding community grants and donations is based on the principle of promoting the development of partnerships which encourage and enable local community organisations to deliver local projects for the benefits of the residents of the Parish.
- b. Value for Money. In order to demonstrate that value for money is being achieved, detailed bids for projects etc should be accompanied by at least two quotations, if over £500 is requested; if this is not possible, please state why. If the applicant's recommendation is not to proceed with the cheapest quotation, a full explanation should be provided.
- c. Impact. Applications for grants and donations will be judged on the level of need / merit / contribution / impact to the community in the Parish, or the benefit to the environment of Uffington and / or the immediate local area.
- d. Accountability. Any assistance given to projects will be subject to reporting to and monitoring by the Council and subsequent evaluation of the outcome of the grant.
- e. Impartiality. We welcome applications from all sectors of the community including small or newly formed groups.
- f. Track Record. We will look for evidence of a well-managed group including previous experience and track record, financial sustainability and viability of group and / or project.

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- g. Match Funding. Successful applications may not receive 100% of the amount requested. On occasions, particularly for larger projects, we will look for evidence that funding has also been sought from other sources and we will take into consideration the level of match funding available. Applicants may be asked to prove that the remainder of the project can be funded before the funds are allocated.
  - h. Projects (not Ongoing Support). Organisations should not make a presumption that funding will continue on a year to year basis.
13. Additional principles applicable to projects funded from Other Sources of Income:
- a. Capital Project Funding. Only capital projects will be considered for applications to be funded from other sources of income such as contributions from S106 agreements or CIL agreements.
  - b. Financial Control. Allocated funds will remain in the Council's bank account, ring fenced to the application, until the project, or a designated phase, is complete. Phased funding may be considered if cash flow is an issue. If this is required it should be justified on the application form.

### General grant conditions

14. The following conditions will apply to any grant or donation:
- a. VAT Recovery. If the applicant / project sponsor wishes the Council to recover any VAT payable, the following rules will apply (in accordance with current VAT legislation):
    - 1) All invitations to tender and quotations must be in the name of Uffington Parish Council.
    - 2) The Parish Council must be involved in the assessment of tenders / quotations and the ultimate selection of suppliers.
    - 3) Further enquiries to check eligibility will be made by the Parish Council with the applicant / sponsor, prior to approving any project.
    - 4) The Parish Council must place any orders / contracts.
    - 5) The Parish Council will pay for the goods / services from its own funds.
    - 6) On completion the goods or services will be gifted to the organisation applying for the grant.
  - b. Where 14a above does not apply, grants and donations will only be paid by cheque, made payable to the organisation named on its bank account. Payments will not be made to private individuals.
  - c. A grant or donation can only be used for the purpose stated in the application; the Council reserves the right to reclaim any grant not being used for the specified purpose defined in the application within a reasonable timeframe.
  - d. If a group wishes to change the purpose of the grant they must seek approval in advance of any expenditure by writing to the Council who will consider whether or not to approve the change.
  - e. Organisations in receipt of grants or donations are responsible for ensuring that they are in compliance with all applicable legal and statutory requirements (including those relating to health and safety, diversity and equalities).
  - f. Should for any reason the organisation disband or the project is not completed the Council may ask for all or part of the monies to be paid back.
  - g. Any funds not expended at the end of the project are to be returned to the Council.
  - h. Acknowledgement of the financial support received from the Council is required on documentation and any promotional material, including websites.
  - i. Only one application per each half year will be accepted from any organisation.
  - j. Additional grant conditions may also be attached to any funding from the Council and these will be set out in the award confirmation letter. Failure to comply with any conditions attached to a grant may result in the grant being recalled or affect future grant assistance.

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### Monitoring and reporting requirements

15. As a condition of receiving a grant or donation from the Council successful applicants are required to complete a short report, to provide the Council with written evidence of what the money has been spent on, and the benefit it has brought to residents of the Parish. Any relevant evidence would be welcomed and may be publicised in the village.

16. A report, whether the project is complete or not, must be submitted to the Council by the end of January each year, so that it can be reported at the Council's Annual Assembly.

Last updated: November 2017

Adopted by the Council on: ... November 2017

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### APPLICATION FOR A GRANT OR DONATION

We classify Grants as being for organisations IN the village of Uffington, and Donations are for other, external, organisations. Please use this form for both, making clear your status.

**Name of organisation:**

**Address of organisation:**

**Name of contact:**

**e-mail address:**

1. **The name of the organisation's bank account (for a cheque) is:**
2. **Is a Grant or a Donation sought?** **Grant / Donation** (delete one)
3. **Is the organisation a registered charity?** **YES / NO** (delete one)
4. **If YES, please provide the Charity Number:**
5. **Objects and aims of the organisation:**
  
6. **Would the grant or donation sought be applied for the general benefit solely of the parishioners of Uffington, or for a wider area? (Please give details).**
  
7. **Is the grant or donation for a specific purpose?** **YES / NO** (please delete as appropriate)
8. **If NO, please proceed to Section 10 below. If YES, please give details of the project or intended use, including an estimate or breakdown of costs:**
9. **All projects over £500. Please provide a full description of the project here including the timeframe. (Use an additional sheet if necessary).**

|                                          |          |
|------------------------------------------|----------|
| <b>Project Cost</b>                      | <b>£</b> |
| <b>Grant / Donation requested</b>        | <b>£</b> |
| <b>Funds already raised</b>              | <b>£</b> |
| <b>Funds promised from other sources</b> | <b>£</b> |
| <b>Balance</b>                           | <b>£</b> |

**Anticipated start date:**

**Anticipated completion date:**

**How will the remaining balance of the project be funded? (1)**

**(1) List all other possible sources of finance whether secured or not; if not secured please**

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show the anticipated decision date.

10. If the grant or donation is NOT for a specific purpose, please state the amount requested, and describe how it will be spent, indicating the numbers of parishioners it is intended to help, and in what way, if this application is successful:

11. Please give details of the numbers of parishioners who have been helped in the past and in what way:

12. Are a minimum of two quotes / professional estimates in the name of the organisation applying attached for any application valued at over £500? If not, why not?

13. Please list any other information you would wish the Parish Council to consider in support of this application:

**Name of applicant**

**Address**

**E-mail address**

**Signed**

**Date**

**On completion, please send this form to the Clerk, whose address is:**

Mrs Julia Evans,  
Clerk, Uffington Parish Council  
Moorcroft  
The Greenway  
West Hendred  
Oxon OX12 8RG

E-mail: [parishcouncil@uffington.net](mailto:parishcouncil@uffington.net)

**Enclosure** (if applicable - e.g. Project description for projects over £500.)