

# Acton Parish Council

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## Donations and Grants Policy

*Reviewed: Annually*

*Last Review Date: July 2025*

### 1. Donations

Each year the Parish Council makes small donations to voluntary groups and local charities based within the Acton Parish Council area that have been proposed by Councillors. Small donation decisions are considered at a Parish Council meeting in September each year. The maximum donation is £350. If you wish your organisation to be considered please contact the Clerk, Abbie Lee at [clerk@actonparishcouncil.gov.uk](mailto:clerk@actonparishcouncil.gov.uk).

### 2. Grants

The Parish Council may also consider larger grant requests that meet its criteria. Please complete the form below to apply for a grant and send it to the Clerk. All grant requests will be assessed against the Parish Council's grant policy criteria below.

Grant requests must be accompanied by a summary of the organisation's latest accounts.

Please provide other information to support your application if you have it such as: a costed proposal, constitution, evidence of benefits.

#### **Grant applications should demonstrate at least one of the following:**

- a) Provision of a service
- b) Enhancing the quality of life
- c) Improving recreation and/or sports
- d) Improving the environment

#### **Application Assessment Criteria**

Each application will be considered by Councillors and evaluated against the following criteria:

- a) Will the grant meet the needs of the community, providing positive benefit to the residents?
- b) Is the cost appropriate and realistic?
- c) Could sufficient funding be provided from another, perhaps more appropriate source?
- d) Is there evidence that the organisation or group is well managed and able to use the grant effectively?

#### **Terms and Conditions**

- a) The amount of the award will be at the discretion of the Parish Council; the Council reserves the right to refuse an application if it is considered inappropriate.

- b) Other than in exceptional circumstances, only one grant award will be made to an organisation in each financial year.
- c) All applications will be considered on their merits, but in general grants will be awarded for capital projects, such as the purchase of equipment, works to buildings, improvements to premises. In addition, the Council may support a community event, festival or other special event. Grants towards running costs, salaries or consumables, may be considered in exceptional circumstances.
- d) Grants will be awarded to voluntary groups and societies, clubs, not-for-profit organisations, charities operating in the Acton area where the benefit will be for this area.
- e) Grants will not be awarded to individuals or to regional or national charities unless it is for a specific project providing obvious benefit to the Acton area.
- f) The benefit to the area and/or its residents must be commensurate with the expenditure.
- g) Groups from outside the Parish who can demonstrate direct benefit to the area are eligible to apply.
- h) The Parish Council will take into account any previous grant made to an organisation or group when considering a new application
- i) No grant will be awarded to or for any commercial venture for private gain.
- j) Retrospective applications will not be funded where the expenditure had been made, the project has been carried out or the event has taken place.
- k) The organisation or group should supply such information as the Parish Council may request regarding the impact of the project on the Parish Council's area.
- l) Applications should be made for 'one-off' grants ie, applications for small capital items or 'one-off' projects should not result in recurring expenditure to the Parish Council.
- k) In signing the application form, you give permission for Acton Parish Council to use the information provided which will be used for the purposes of establishing entitlement to a grant and assessing an application. If an application does not result in a successful grant application, it will be retained for 12 months. If the application is successful, the information will be held for a period of 7 years from the grant date for auditing purposes.

## Grant application form

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Name of group/organisation

Date

Charity number (if applicable)

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Contact name

Telephone

Contact email

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Amount requested

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What the grant is needed for

Benefits the grant will provide to local people

Have you applied to any other organisations?

Is your organisation a charity, not-for-profit or voluntary group?

Signature

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