

**WACTON PARISH COUNCIL
GRANTS AND DONATIONS POLICY**

The Parish Council makes donations to causes that are of benefit to parishioners.

The aim of the policy is to provide guidelines for the Parish Council when it considers whether to fund requests for donations. Requests for donations are received from voluntary and community organisations and sometimes individuals.

1. The Parish Council will only consider requests if there are budgeted resources available once the usual expenses of the Parish Council have been allocated.
2. The Parish Council will consider requests once a year (in July) except in extraordinary circumstances when there is a special need at another time. The aim of having an annual review of requests is to ensure that all such requests are appraised on a consistent basis and that the outcome of applications is not affected by the stage in the financial year that an application is received.
3. The Parish Council follows guidance issued by the National Association of Local Councils on spending under section 137 of the Local Government Act 1972.
4. The maximum amount which a council may spend under section 137 in any one year (i.e. from 1 April to the following 31 March) is restricted by the number of people on the parish electoral roll.
5. HOW TO APPLY - Before any request is considered the Parish Council's application form (see appendix 1) must be completed and returned to the Clerk before 1st May.

**WACTON PARISH COUNCIL
APPLICATION FOR GRANT AID**

<u>Name of organisation and status (charity, trust etc) :</u>
<u>Contact details :</u>
<u>In what ways does your organisation benefit people in Wacton?</u>
<u>Amount requested ?</u>
<u>What will this money be used for ?</u> Please indicate specific expenses that the grant will be used to cover. Please do not state 'general maintenance', or 'for funds'. How much money do you need to raise overall? How much have you raised already? What other sources of funding have you applied for? Continue overleaf if necessary.
<u>Applicant's signature :</u>
For Parish Council Use
<u>Decision by PC:</u>
<u>Any conditions to be placed when making donation :</u>
<u>Authorisation :</u>