



Catterall Parish Council

Donation/Grant Policy

Background

The aim of Catterall Parish Council is to represent the views of residents and to develop, maintain and improve the parish of Catterall for the benefit of residents.

Catterall Parish Council puts aside a sum of money each year to make donations to groups that meet Catterall Parish Council's aim. These donations are funded directly from the Parish Precept.

The Parish Council receives no other significant monies from any source (with the exception of grant monies received for particular projects and ring fenced for that purpose).

Policy

Donations made by the Parish Council must directly benefit the Parish of Catterall and its Parishioners. The Parish Council cannot make donations to individuals unless the purpose of the request from an individual will directly benefit residents of Catterall.

The organisation requesting a donation must be a non-profit making local voluntary organisation where membership is open to all residents.

The Parish Council will consider a request for a donation from a Lancashire wide organisation as long as there is a clear benefit to a significant number of Catterall residents.

The Parish Council may also make a donation to one national organisation each year without the organisation making a request.

The Parish Council will not make a donation for events or activities which can be funded by the relevant participants or which can or will be self-supporting by means of donations, or grants from other organisations etc., **unless they are held in Catterall for the benefit of the whole community**. Donations cannot be made to fund political activities.

Details

The grant available is limited to a maximum of £200 per application.

If the Council considers that there are exceptional circumstances, then it can decide to exceed these limits.

Only one grant will be given to any group or organisation, or for any particular purpose, in any financial year (1st April to 31st March).

Donations cannot be awarded after the relevant event, or project has been completed.



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Eligibility Criteria

To be eligible for the award of a grant an organisation must:

- Be 'not for profit' and established for charitable, benevolent, social, cultural, recreational or philanthropic purposes.
- Be local to Catterall, or if just outside the boundary, its work should be of significant benefit to the village and its residents.
- Have a constitution, or set of rules, defining its aims, objectives and operational procedures.
- Be able to provide a copy of its latest annual accounts and/or most recent bank statement. Accounts are to be checked and signed by a person independent of the group.
- Have a bank account operated by a minimum of at least two joint signatories.

Individuals should reside in the parish, have references in support of their application, and have a bank account.

What can be funded?

- The purpose of a grant given by the council is to support initiatives in the local community and to help create opportunities for the residents of Catterall parish that are not, as a matter of course, funded by the council. The project should be something that makes the local community a better place in which to live, work or visit.
- The council would prefer to provide financial assistance towards specific projects or purchases of equipment or
- Where the funds will enable the relevant local group or local organisation to access or "unlock" funds or assistance from third parties
- There must be clear evidence that local people support the project and are involved in carrying it out.
- Grants can be provided as start-up awards for new organisations as well as grants for existing organisations.
- To ensure as fair a distribution as possible, the council will take into account the amount and frequency of previous awards.

What can't be funded?

- Support for private business projects.
- Applications for day-to-day running costs and individual projects.
- Projects that are the prime statutory responsibility of other government bodies.
- Projects that improve or benefit privately owned land or property.
- Projects that have already been completed or will have been by the time the grant is made.
- The council is prevented by statute from giving financial assistance to individuals or charities operating overseas or to a fund established to help persons outside the UK.



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- Organisations or individuals intending to support or oppose any political party or to discriminate on the grounds of race, religion, age, gender, sexual orientation, marital status, or any disability. This is in accordance with the duty imposed on the parish council to consider the following matters in the exercise of any of its functions: Equal Opportunities, Crime & Disorder, Health & Safety and Human Rights.
- “Upward funders”, i.e., local groups whose fundraising is sent to their central HQ for redistribution.

Applications

All applications for donations shall be made in writing to the Clerk to the Council. Applications should include details of the project, and a clear link to the aim of the Parish Council. Those applications which meet the Council's criteria will be considered at the next meeting of the Council. Applicants will be advised by the Clerk as to the date of the meeting.

Successful applicants will be notified in writing within two weeks of the meeting at which the application was considered and asked to provide details of to whom payment should be made. Funds must be spent within twelve months of receipt and should be returned if not spent in this timeframe.

Successful applicants will be required to acknowledge receipt of the payment in writing. They are also asked to provide a short-written report, preferably with photographs, on their activities.

Notes

The Council's decision on any application is final and there is no right of appeal.

The Council reserves the right to decline any application without giving reasons for its decision.

The Council will not commit to any continuing expenditure.

Nothing in this Policy prevents the Council from providing a donation to a local group, organisation or project without application where the Council considers that the giving of such a donation will bring benefits to residents of the Parish.

Where a Member of the Council is a member of a group/organisation applying for funding, that Member must declare, in accordance with its Code of Conduct, an interest in the matter and refrain from voting. Advice may be sought from the Monitoring Officer.



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Version	Changes	Author	Date	Minute
1.0	New model document	G. Benson, clerk	6 th October, 2020	3244
1.1	Review	G. Benson, clerk	October, 2021	3424
1.2	Review	G. Benson, clerk	October, 2022	3651
1.3	Review	E Millington, Clerk	4 th August 2026	4445