

Burwell Parish Council

Draft Donation and Grants Policy

Burwell Parish Council has a limited budget to support voluntary and community organisations during the year.

A Council can make these donations under section 137 of the Local Government Act 1972 but must adhere to the following guidance.

‘A local authority shall not incur any expenditure unless the benefit accruing to their area or any part of it or to all or some of the inhabitants of their area will be commensurate with the expenditure incurred.

A council cannot use the power to benefit a single individual and must not spend a disproportionately large amount on a very limited object or purpose.

However, in May 2015 Burwell Parish Council adopted the General Power of Competence which allows a Council to do anything that a business can and this overrides general Parish Council powers including section 137 of the Local Government Act 1972. If Burwell Parish Council no longer meets the criteria required to be eligible to adopt the General Power of Competence, any donations or grants considered will need to be made under section 137 of the Local Government Act 1972.

The aim of the Parish Council is that donations and grants are allocated primarily for the benefit of the Burwell electorate.

Grant Application Procedure

1. Organisations should write into Council with their request. This should include the following information:
 - Details of the organisation
 - Details of the organisations membership, age groups, groups it supports etc.
 - Confirmation that it is a not for profit group
 - Why the funding is needed
 - Level of funding required and when it will be needed
 - Details of the organisations banking arrangements
 - Copy of the latest financial accounts
2. Applications will be considered by the Community, Leisure and Sports Group at their bimonthly meeting with a recommendation either in favour or not of a donation being made to Full Council for approval. The budget must be taken into account when considering any donation and any request for a donation more than £250, should be referred to the Finance and General Purposes Group for further consideration prior to any recommendation being made to Full Council.

Community Infrastructure Levy

Burwell Parish Council receives 15% of the contribution received by East Cambridgeshire District Council because of the construction of new houses in the village. The Parish Council can spend this funding known as the Community Infrastructure Levy on projects which result from the increased housing and population in the village. Whilst it is expected that the

majority of the money received will support infrastructure projects carried out by the Parish Council, organisations within in the village can approach the Parish Council for a grant from these funds as long as all criteria can be met.

- Any applicant must have a constitution and be a not for profit organisation
- For a capital project that results from the increased housing and population within the village
- Be able to provide bank account details and Financial Accounts for the previous year

Grant Application Procedure

1. Organisations should initially write to the Council with a general overview of their project, including estimated project costs, the contribution that they require from the Parish Council.
2. The Finance and General Purposes Group will carry out an initial assessment of the request, considering if the project fits the criteria and funding available.
3. If the project meets the criteria and funding is available, the applicant will be asked to submit a full application for consideration by the Council. The applicant may be invited to attend a meeting with the Finance and General Purposes Group or Full Council to do a presentation on the project prior to consideration by the Council.
4. The full application should include the following:
 - Details of the organisation
 - Details of the organisations membership, age groups, groups it supports etc.
 - Confirmation that it is a not for profit group
 - Why the funding is needed
 - Level of funding required and when it will be needed
 - What funding towards the project already in hand or applied for
 - Details of any other funders
 - Details of the organisations banking arrangements
 - Copy of the latest financial accounts
5. The Finance and General Purposes Working Group will consider the application and make a recommendation for consideration by Full Council as to whether a donation should be made or not.
6. If successful payment arrangements will be discussed, along with any other conditions with the applicant.

Approved and adopted by Full Council 11.8.2020