

Donation Awarding Policy

Langford Parish Council

Adopted by Council – 13th May 2019

Review by 1st June 2021

LANGFORD PARISH COUNCIL DONATION AWARDING POLICY

Langford Parish Council (under section 137 of the Local Government Act) sets aside a small a sum of money every financial year for Donations to voluntary or charitable Organisations where the activities will contribute to, and be of benefit to, the life of the people of Langford parish. **The total overall budget for donations (2018/2019) is £250.00.**

The total figure available is agreed by the Council as part of the budget for each financial year. To ensure that fair and proper consideration may be given to all requests, the Council requires applicants to follow the following Application Process:

Application Process

Please ensure that the following documentation is enclosed when applying for a donation:

1. A completed Donation application letter (this should include information on numbers within Langford who have benefitted from your Organisation) - preference will be given to applicants who provide this information.
2. Information the Organisation considers will support its application.

Conditions

Organisations and Locality

1. Applications for a donation must be made on an annual basis
2. Applications will only be accepted from charitable, voluntary and non-profit making Organisations/groups
3. Organisations should be local to Langford or, if outside the boundary, its work should be of benefit to the parish and its residents.
4. Applications cannot be made for retrospective purchases
5. At present, the Council is unable to give financial assistance to individuals or charities operating overseas.

Application Timescale

1. The deadline for receipt of applications is the **1st December** each year.
2. Applications will normally be considered by the Council during December/January.
3. Applicants will be advised by end of March whether their application has been successful.
4. All donations will be paid by the end of April

General

1. Donations should be spent for the purpose and on the project/activity for which they were given and the Council would ask for due recognition and advertisement for any donation awarded.
2. Donations will not be made for money already spent.
3. If an Organisation is dissolved before the donation has been utilised, the Council would expect the Organisation to reimburse the donation awarded.
4. Organisations may only submit one application during any year.
5. The awarding of a donation in one year or period does not set a precedent for any subsequent applications.

Langford Parish Council reserve the right to donate money to Organisations who do not directly approach the Council for a donation but it is known the area of work they deal with directly affects a percentage of the general population *and* by agreement at a Parish Council meeting *or* Organisations that Councillors vote unanimously to donate to at a Parish Council Meeting.

Approved: