

# Impington Parish Council

## Donations Policy

Impington Parish Council offers small<sup>1</sup> grant funding to community groups that deliver services which contribute to the Council's objectives and priorities.

The Council considers requests half yearly, currently in November/December and May/June. Only in exceptional circumstances will requests be considered at other times.

The Council will judge eligibility based on the following. The group must:

- Be a not for profit organisation (individuals and commercial undertakings are not eligible)
- Be undertaking work which directly benefits residents of Impington<sup>2</sup>
- Be properly managed - applicants are expected to have, and comply with, a constitution, rules or other governing instruments, and:
  - Have an elected committee or a representative steering group
  - Have a bank account in the name of the organisation with cheques etc authorised by 2 signatories
  - Meet other relevant legal responsibilities (eg regarding health & safety, employment etc), equality of opportunity; protection of young children and young adults
- Have an income from all sources in the previous financial year which is less than £50,000 (in exceptional cases this criteria may be relaxed)
- Be in need of financial help (as a rule of thumb if reserves are a significant proportion of one years trading/expenditure this is less likely to be supported. In these circumstances those who wish to apply must provide an explanation of why additional funding is requested)

### **Other Conditions**

#### **Groups seeking Core Funding**

The Council is keen to support groups that have not previously applied and new groups that are starting up. Groups seeking core-running costs need to show how they are planning to strengthen their group and create sustainability in future years. Details showing how the group will increase its own capacity by, for example, increasing the number and diversity of volunteers, offering training for staff/volunteers in general management, and seeking or establishing new sources of funding/income are required.

#### **Match Funding**

The Council does not expect to be the sole source of funding. Match funding is not a requirement, however applicants will be expected to show what other sources of funding have been sought.

#### **Monitoring**

All those receiving grants are required to submit a short monitoring report 6 months after the award of the grant. This monitoring will look at how the grant has assisted the group in its delivery of service/improvement of its own operations.

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<sup>1</sup> Grants are usually in the range £50 - £500

<sup>2</sup> The Council operates such funding under Section 137 of the Local Government Act 1972, and this 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 to be incurred*'.

## **Conditions of Grant**

If an organisation is awarded a grant it will be expected to comply with the following conditions:

- Any unused grant will be returned to the Council
- Grant monies will only be used for the purposes applied for

## **Procedure**

To discuss whether or not your request may be eligible, or to apply, contact the Clerk, preferably via email ([clerk@hisimp.net](mailto:clerk@hisimp.net)).