Cornsay Parish Council

GRANTS & DONATIONS POLICY

ADOPTED JULY 2026

1 Purpose

Cornsay Parish Council recognises the valuable contribution made by charities, voluntary organisations and community groups in supporting and enhancing the wellbeing of the local community.

The purpose of this Policy is to provide a fair, transparent and consistent framework for considering requests for financial assistance where these will benefit the residents of Cornsay Parish.

Nothing within this Policy places the Council under any obligation to provide financial assistance.

2 Availability of Funding

The Council does not operate a formal grants programme and does not set aside a specific annual budget for grants or donations.

Requests for financial assistance will therefore be considered individually, having regard to:

- the Council's available financial resources;
- competing financial commitments;
- the information provided in support of the request; and
- the anticipated benefit to residents of Cornsay Parish.

Submission of a request does not imply that financial assistance will be awarded.

3 Eligibility

Requests will normally only be considered from organisations which:

- are based within Cornsay Parish; or

- can clearly demonstrate that the funding will substantially benefit residents of the Parish.

The Council will not normally provide financial assistance to:

- individuals;
- political organisations or activities;
- religious organisations where the funding is intended to promote religious activities;
- organisations operating for private profit; or
- national organisations unless a clear and direct benefit to residents of the Parish can be demonstrated.

4 Requests for Financial Assistance

Requests should be submitted in writing to the Clerk by letter or email.

To assist the Council in considering requests, applicants should normally provide the information set out in the Council's **Guidance for Requests for Financial Assistance** (Appendix 1).

The Council may request any additional information it considers necessary before determining a request, including copies of governing documents, constitutions or other supporting documentation.

Where insufficient information has been provided, the Council may defer consideration of the request or decline to determine it until the required information has been received.

Applicants will normally be notified of the Council's decision within ten working days of the meeting at which the request is considered.

5 Assessment of Requests

Each request will be considered on its own merits.

In determining whether to provide financial assistance, the Council may take into account:

- the benefit to residents of Cornsay Parish;
- the purpose for which the funding is requested;
- the organisation's financial position, including available reserves and current account balances;
- any other sources of funding available to the organisation;
- previous grants or donations awarded by the Council;
- the frequency of previous requests for financial assistance;
- whether satisfactory feedback has been provided in relation to previous awards; and
- the Council's available financial resources and competing financial commitments.

The amount requested by an applicant will be taken into account by the Council. However, any financial assistance awarded shall be entirely at the Council's discretion and may be less than the amount requested or no award may be made.

6 Conditions of Award

Unless otherwise agreed by the Council:

- Financial assistance shall only be used for the purpose stated in the request.
- The Council may request evidence that the funding has been used for its intended purpose, including receipts, invoices or other supporting documentation.
- The Council may request written feedback explaining how the funding has benefited the organisation and/or residents of Cornsay Parish.
- Where financial assistance has not been used for the approved purpose, or these conditions have not been complied with, the Council reserves the right to require repayment of all or part of the award.

7 General

The Council's decision on any request is final.

The Council reserves the right to refuse any request for financial assistance.

The Council will not commit itself to providing continuing or recurring financial support.

Nothing in this Policy prevents the Council from providing financial assistance without a formal request where it considers it appropriate to do so and where it is lawful to do so.

Members shall declare and manage any interests in accordance with the Members' Code of Conduct and shall not participate in the consideration of any request where they have a disclosable pecuniary interest or other relevant interest.

8 Review

This Policy will be reviewed periodically by the Council and amended as necessary.

Appendix 1

Guidance for Requests for Financial Assistance

Cornsay Parish Council regularly receives requests for financial assistance from charities, voluntary organisations and community groups whose activities provide a benefit to the residents of Cornsay Parish.

The Council does not operate a formal grants programme and does not set aside a specific annual budget for grants or donations. Requests for financial assistance are considered individually on their own merits, taking account of the Council's available resources, competing financial commitments and the information provided in support of the request.

Organisations wishing to request financial assistance should submit a letter or email to the Clerk. To assist the Council in considering your request, please include the information below.

About your organisation

Please provide:

- Name of the organisation.
- Name and position of the main contact.
- Postal address, telephone number and email address.
- A brief description of your organisation, its aims and activities.
- Charity number or other registration details (where applicable).

Your request

Please tell us:

- The amount of financial assistance requested.
- What the funding will be used for.
- The total cost of the project or activity (where applicable).
- The anticipated timescale for the project or activity.

Please note: *The amount requested will be considered by the Council when determining your request. Any financial assistance awarded shall be entirely at the Council's discretion and may be less than the amount requested, or no award may be made.*

Benefit to Cornsay Parish

Please explain:

- How the funding will benefit residents of Cornsay Parish.
- Approximately how many residents are expected to benefit.
- Whether the activity or project is open to all residents of the Parish.

Other funding

Please advise:

- Whether funding has already been secured from any other source.
- Whether applications have been made to any other organisations.
- Whether your organisation will be contributing towards the cost of the project or activity.

Financial information

Please include:

- Your organisation's most recent approved accounts or, where formal accounts are not prepared, an income and expenditure statement.
- The current balances held in your organisation's bank and savings accounts.
- Details of any unrestricted reserves or other funds available to the organisation.

This information helps the Council understand the organisation's financial position when considering requests for public funds.

Governance

Please confirm that:

- Your organisation is operating in accordance with its constitution or governing document.
- The information provided in your request is accurate to the best of your knowledge.

The Council may request a copy of your governing document or any additional information it considers necessary before determining a request.

Previous financial assistance

Please provide details of any grants or donations received from Cornsay Parish Council during the previous three years, including:

- the year in which funding was awarded;
- the amount awarded; and
- how the funding was used.

Additional information

You are welcome to include any additional information that you consider may assist the Council in considering your request.

Important Information

Please note that:

- *Submission of a request does not imply that financial assistance will be awarded.*
- *The Council may request further information before determining a request.*
- *Requests will be considered in accordance with the Council's Grant and Donation Policy.*
- *The Council's decision is final.*