

STANHOE PARISH COUNCIL

Grants and Received Donations Policy and Procedure

A grant is any payment or gift made by the Council to an organisation for a specific purpose that will benefit the parish, or residents of the parish and which is not directly controlled or administered by the Parish Council. These grants are funded from an annual amount set aside from the precept. Any unused grant provision in one year will not be carried forward to the next year.

This policy also sets out how Stanhoe Parish Council will consider, accept, record, and manage **donations offered to the Council**. It ensures transparency, accountability, and compliance with relevant legislation, including the Local Government Act 1972 and the Council's own governance framework.

Grants

The Parish Council awards grants, at its discretion, to parish organisations or groups which can demonstrate a clear need for financial support to achieve an objective which will benefit the parish by: -

- Enhancing the quality of life,
- Improving recreation, education, arts, and sports,
- Encouraging new groups,
- Improving the environment,
- Activities that raise the profile of the parish of Stanhoe.

1. Criteria

Each application will be assessed on its own merits. The Parish Council will consider: -

- Benefit of the grant to residents of the parish of Stanhoe,
- Effectiveness of the use of the grant by the group,
- Whether the costs are appropriate and realistic.

2. Conditions

1. The organisation must be either non-profit or charitable.
2. Applications must be made on the grant application form and all questions answered.
3. The size of any grant awarded is at the sole discretion of Stanhoe Parish Council.
4. Only one application may be made by the same organisation in any financial year
5. Grants will only be made to groups which need financial help. Accumulated reserves will be considered when grant levels are decided.

6. Ongoing commitments to award grants in future years will not be made. A new application form will be required each year.
7. Grants must only be used for the purpose stated on the application form and should be spent within the year for the purpose for which it was given.
8. The Parish Council reserves the right to reclaim any grant should it not be used for the purpose it was approved for, or in the event of the group or organisation closing during the financial year in which the grant was approved.
9. The organisation must have a bank account in its own name
10. An acknowledgement on receipt of the grant cheque is required.
11. There is no appeal process if an application is turned down.

The following requests will not be considered:

- Projects started/completed before the application can be considered by the Parish Council.
- General appeals from national charities.
- Religious organisations unless for a purpose which does not discriminate on grounds of belief.
- Private individuals or members clubs.
- “Upward funders” e.g. local groups where fund-raising is sent to a central Headquarters for redistribution.
- Political parties.
- Purposes for which there is a statutory duty upon other local or central government
- Purposes for which there is a statutory duty upon other local or central government departments to fund or provide.

3. Grant Application Process

1. Applications should be made by fully completing the Grant Application Form and submitted to the Parish Clerk. Grant Application Forms can be obtained from the Parish Clerk
2. Applications will be considered at the relevant meeting. Any remaining funding for applications will be considered at the March meeting.
3. Organisations requesting a grant are required to submit all of the documents detailed on the application form.
4. Grant applications should be returned to the Parish Clerk at the address on the form or via email to clerk@stanhoe.norfolkparishes.gov.uk

4. Successful Applications

1. Applicants will be informed within two weeks of the Parish Council Meeting.
2. Organisations receiving grants are required to advise their users/members that the grant had been received from the Parish Council.
3. A brief report on the benefit/difference that the grant has made may be requested.

Receiving Donations

This policy applies to all donations offered to the Council, including:

- Financial donations
- Gifts of equipment, materials, or assets
- Offers of services, volunteer time, or support
- Sponsorships or contributions linked to specific projects

1. Principles

Stanhoe Parish Council will ensure that:

- Donations are accepted only where they provide a **clear benefit to the community**.
- Acceptance does not compromise the Council's independence or integrity.
- Decisions are made **openly, lawfully**, and **without obligation** to the donor.
- All donations are recorded and managed in a transparent manner.

2. Types of Donations the Council May Accept

2.1 Financial Donations

The Council may accept monetary donations for:

- Community projects
- Village improvements
- Events or initiatives that benefit residents

Financial donations must not be ring-fenced for purposes outside the Council's powers.

2.2 Non-Financial Donations

The Council may accept:

- Equipment (e.g., benches, tools, signage)
- Materials (e.g., plants, paint, building supplies)
- Services (e.g., professional expertise, volunteer labour)

All non-financial donations must be assessed for suitability, safety, and ongoing maintenance implications.

2.3 Sponsorship

Sponsorship may be accepted where:

- It supports a specific project
- It does not imply endorsement of a commercial product or political viewpoint
- It does not conflict with the Council's values or legal obligations

3. Assessment Criteria

Before accepting any donation, the Council will consider:

- **Community benefit** – Does the donation support the Council's objectives?
- **Costs and liabilities** – Will it create ongoing maintenance, insurance, or storage needs?
- **Reputational risk** – Could acceptance be perceived as favouritism or inappropriate influence?
- **Compliance** – Does it align with procurement rules, financial regulations, and asset management requirements?
- **Conflicts of interest** – Does the donor have any personal or financial interest in Council decisions?

Where necessary, the Clerk may seek advice from insurers, auditors, or relevant authorities.

4. Decision-Making Process

- All offers of donations must be reported to the Clerk.
- The Clerk will prepare a brief assessment for Council consideration.
- Acceptance requires a **formal resolution** at a Council meeting.
- Conditions may be attached to acceptance (e.g., installation standards, ongoing responsibilities).
- Decisions will be recorded in the minutes.

5. Recording and Management of Donations

The Clerk will maintain a **Donations Register** including:

- Donor details
- Description and value of the donation
- Date received
- Purpose or project supported
- Any conditions attached

Where a donation involves an asset, it must be added to the **Asset Register** and insured appropriately.

6. Use of Donations

All donations must be used:

- For the purpose agreed at acceptance
- In accordance with Council policies and financial regulations
- In a way that maximises community benefit

The Council may publish information about donations in its annual governance documents or on its website to support transparency.

7. Declining Donations

The Council reserves the right to decline any donation that:

- Falls outside its legal powers
- Creates an unreasonable liability
- Conflicts with Council values or policies
- Could compromise impartiality or public confidence

The Clerk will notify the donor politely and record the decision.

Review of Policy

This policy will be reviewed every **three years**, or sooner if required

Approved 9th September 2026