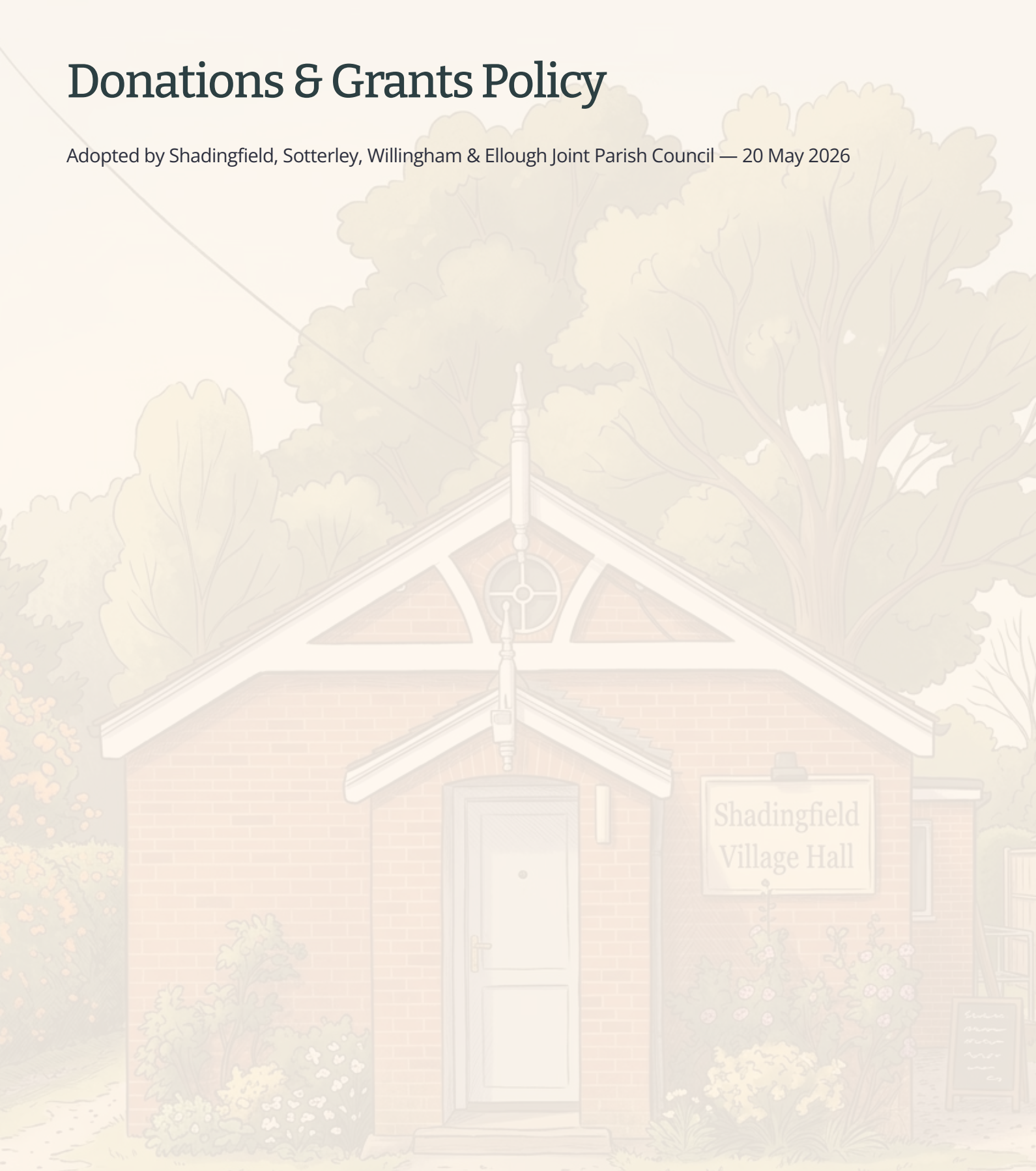
Donations & Grants Policy

Adopted by Shadingfield, Sotterley, Willingham & Ellough Joint Parish Council — 20 May 2026



This policy will be reviewed every two years or sooner if legislation or best practice changes.

Next review: April 2028

Purpose of the Policy

The Parish Council may award grants and donations to local community organisations that can demonstrate a clear need for financial support and whose activities provide direct benefit to residents of Shadingfield, Sotterley, Willingham and Ellough.

The purpose of this policy is to ensure that all applications are assessed fairly, transparently and consistently, and that public funds are used responsibly.

Eligibility Criteria

The Council may award grants to organisations that:

- Provide a service to the community
- Enhance quality of life for residents
- Improve the local environment
- Support community cohesion, wellbeing or resilience

Eligible organisations must normally be:

- Non-profit making
- Community-based
- Properly constituted (or working towards this)
- Able to demonstrate sound financial management

Grants Will Not Normally Be Awarded To:

- Individuals (except in exceptional circumstances where community benefit is clearly demonstrated)
- Political parties or campaigns
- Commercial or profit-making organisations
- Activities that exclusively benefit one individual or household
- Projects that have already taken place (no retrospective funding)

Only one application per organisation per financial year will normally be considered.

Funding Limits

- Standard grants will typically range from **£50 to £250**.
- Larger grants may be considered where significant community benefit is demonstrated.
- The Council will take into account the proportion of costs met from other sources when assessing the level of any grant.

Application Process

Annual Budget

A grants budget will be set each year as part of the Council's budget-setting process.

Publicity

The availability of grants will be publicised through:

- Parish noticeboards
- The Council website
- Newsletters or local press where appropriate

Application Requirements

Applicants must complete the Council's Grant Application Form and provide:

- Aims and purpose of the organisation
- Details of the project or activity
- The proportion of beneficiaries living within the parish
- A clear statement of need
- Total project cost and breakdown
- Amount requested
- Details of other funding sources
- A copy of the previous year's accounts (or a budget forecast for new groups)

ⓘ Incomplete applications may be returned for clarification.

Assessment of Applications

All valid applications will be considered by the Parish Council at a scheduled meeting.

In assessing applications, the Council will consider:

- The level of community benefit
- The number of residents who will benefit
- The financial need of the organisation
- Whether the project aligns with Council priorities
- Whether the organisation has sought other funding
- The sustainability of the project

> The Council's decision is final.

Awarding of Grants

Applicants will be notified in writing of the Council's decision.

Successful applicants may be required to:

- Acknowledge the Council's support in publicity materials
- Provide receipts or evidence of expenditure
- Submit a short report on the outcomes achieved

> ⚠ Failure to use the grant for the approved purpose may result in repayment being required.

Grant Monitoring

The Council may request updates or evidence of progress.

Repeat applications from the same organisation may take into account:

- Previous use of funds
- Compliance with reporting requirements
- Demonstrated community benefit

Application for Donations and Grants

SSWE Joint Parish Council

The Council awards grants to community groups and voluntary organisations. In exceptional circumstances, applications from individuals may be considered where clear community benefit can be demonstrated. Standard grants range from **£50 to £250**; larger grants may be considered where significant community benefit is demonstrated. Funds are limited and projects supported must benefit the community.

Details of Organisation

Full Legal Name (and title by which your organisation is commonly known, if applicable) **Address for Correspondence**	
Telephone Number	
Email Address **Contact Person & Position**	
Name of Organisation to which the grant should be made payable	

Financial Details of Application

Total Cost of Project	
Breakdown of Total Cost (include a "shopping list" if applicable) **Amount raised so far** **Amount of Grant for which you are applying**	
Other sources of funding (how you intend to raise the balance)	

Benefit to the Community

Please describe the benefits that this grant will make to the community and/or its residents.

Declaration

I confirm that the information given in this application is correct and that any grant awarded will be used for the purpose stated.

Name:	**Signed**
Date	

Please return completed forms to the Clerk to the Council. Contact details are available on the Council's website.