

**HOLLAND FEN WITH BROTHERTOFT PARISH COUNCIL**  
**DONATIONS, GRANTS AND LOANS AWARDING POLICY**

***Donations***

1. For the purpose of this document Holland Fen with Brothertoft Parish Council interpret a donation as monies given to benefit a specific cause. An example of this is the annual donation to the party or parties that look after the parish churches.
2. Donations are not given to parties or Companies that are outside the Parish.
3. Donations are made at the discretion of Holland Fen with Brothertoft Parish Council and only a serving Councillor can request a donation be made. If a Councillor believes a donation should be made, he/she must email the Clerk, copying all other Councillors, to include on the next agenda.
4. When a donation request is received by the Clerk, the Clerk will email the request to all Councillors and should no Councillor support the donation before the publication of the next agenda it will not be included. Should no Councillor support the donation request before the next agenda deadline the Clerk can then respond on behalf of Holland Fen with Brothertoft Parish Council that the donation request was not supported and send the requestor a copy of this policy. This will be minuted in the Clerk's report at the next meeting.

***Grants***

5. For the purpose of this document Holland Fen with Brothertoft Parish Council interpret a grant as funds provided by Holland Fen with Brothertoft Parish Council for a specific purpose.
6. Holland Fen with Brothertoft Parish Council will accept requests for a grant from Organisations within the Parish; Grants are not normally considered to organisations outside the Parish.
7. Applicants making a request must have a Child Protection Policy in place if children are included in the organisation.
8. Only one application per applicant is allowed per year
9. Applicants may be asked to attend a meeting of the Council to make a presentation regarding the grant requested.
10. A grant application MUST be made on the official Holland Fen with Brothertoft Parish Council grant form. This can be found on the Parish website or email the Clerk at [clerk@hollandfenwithbrothertoft-pc.gov.uk](mailto:clerk@hollandfenwithbrothertoft-pc.gov.uk)
11. All Grant applications MUST be accompanied by supporting evidence of what the application is for and at least three quotations.
12. Holland Fen with Brothertoft Parish Council sets its precept in January so any grant applications for the following year MUST be submitted to the Council by 30<sup>th</sup> September of the preceding year.

13. Holland Fen with Brothertoft Parish Council MUST check that they have the power to make a payment and, should the grant be approved, MUST minute the power the grant has been assigned to.
14. Should a grant application be received that does not have a specific power assigned to it, Holland Fen with Brothertoft Parish Council can use their Section 137 allocation having ascertained that the request benefits all or some of the Community.
15. Grants are awarded at the discretion of Holland Fen with Brothertoft Parish Council after taking into consideration
  - (i) If it has the legal power to incur expenditure on the application
  - (ii) Will all or part of the area, or some or all of the inhabitant's benefit
  - (iii) Has the applicant demonstrated initiative in fund-raising?
  - (iv) Has the applicant applied to other organisations/outside bodies for funding?
  - (v) If the body for grant aid employs staff, is it a registered charity?
16. Should a grant be approved by Holland Fen with Brothertoft Parish Council the recipient MUST report back to Holland Fen with Brothertoft Parish Council within 6 months that the grant has been spent as per the application.
17. Where a grant of over £1500 is given, Holland Fen with Brothertoft Parish Council will require a written report of how the money has been used within 6 months of the grant being paid – in the form of an annual report or set of accounts that clearly identify the expenditure. Other evidence such as receipts may be requested.

### **Loans**

Holland Fen with Brothertoft Parish Council DOES NOT provide a loan facility.