



Scotton Village Hall, Hawthorne Ave, Scotton, Catterick Garrison. DL9 3NE  
Email: [clerk@Scotton-pc.gov.uk](mailto:clerk@Scotton-pc.gov.uk) Tel 07871341649

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## **Grants / Donations Policy and Terms of Reference**

Scotton Parish Council is governed by rules set out in the Local Government Act 1972 (Section 137). This the money must be spent on purposes for the direct benefit of the Parish and commensurate with the expenditure incurred, for example, spending a large amount for the benefit of only one or two people is not acceptable.

Contributions may be made to charities and bodies providing a public service on a non-profit making basis, but only in furtherance of their work in the United Kingdom. It is unlawful for a council to contribute to an individual or a charity or a public service body operating overseas. Contributions to Uk charities and bodies providing a public service do not have to bring any direct benefit to the council's area or to its inhabitants.

### **Policy**

Applications will be accepted throughout the financial year from individuals (on behalf of a group) or not for profit community groups, or where the donation is to provide benefit to residents of Scotton. Any expenditure under section 137 must be properly authorised by resolution minuted and shown in a separate column in the accounts.

- Only one application for a grant in each financial year
- A limit of £500 per organisation will be applied except for exceptional circumstances
- The organisation must be non-profit making and not an individual
- Grants/Donations are not made retrospectively
- The organisation must be one that, in some way benefits the local community
- The organisation will be asked to complete an application form, showing a clear need for financial support by providing a description of the project/activity for which a contribution is needed
- A set of audited accounts or suitable financial statement may be required to ensure there is a genuine need for the grant
- Organizations that have only recently set up and do not have audited accounts should provide a financial statement regarding their proposed budget instead
- Efforts to generate income from other sources maybe required.
- A report of how the money was spent maybe requested and if required should be submitted to council.

### **Procedure**

Applications will be accepted throughout the year, and dealt with at the next available Parish Council meeting.

Applications should be submitted to the Clerk of the Council not later than the end of the preceding month with the information set out in the policy above using the Council's application form.

The application will be placed on the agenda for consideration by the Parish council, who will decide on the application based on the information provided. Please note that all agenda papers are published and therefore in the public domain.

The Clerk of the council will inform the applicant of the Council's decision and arrange payment, if you are successful, or the explanation of why the grant or donation was turned down.

### **Applying for a grant donation**

For a copy of the grant application form, please see the end of the document and return it to the Parish Clerk, by email at [clerk@scotton-pc.gov.uk](mailto:clerk@scotton-pc.gov.uk) or by telephone 07871341649. All application forms are to be completed and returned to the Clerk for consideration.



## Scotton Parish Council

*Caring for Community Together*

Scotton Village Hall, Hawthorne Ave, Scotton, Catterick Garrison. DL9 3NE

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### ***Request for Financial support Application form***

Title of project:

Submitted by:

Contact email address:

Contact Phone No:

On behalf of (organisation Name and address):

Project total cost:

Net amount requested:

VAT Amount:

Are you able to reclaim VAT?

(VAT will only be paid if organisation can't reclaim)

Registered Charity number (if applicable):

Details of the project:

How would this benefit the residents of Scotton:

Any other useful information to support your application:

Please give details of any other funding received or applied for:

What was the organisation's bank balance at the end of the last financial year?

Please attach a copy of the latest accounts and a bank statement to verify the above questions.