Parish Clerk – Stephanie Dubas **Email**: chalvingtonwithripeclerk@gmail.com **Phone**: 07353990253

GRANTS AND DONATIONS POLICY ADOPTED OCTOBER 2025

The aim of awarding any grant or donation is to provide **A TANGIBLE BENEFIT FOR THE PEOPLE OF THE PARISH OF CHALVINGTON WITH RIPE**. The Local Government Act 1972, Section 137 allows the Council to contribute to charitable bodies, those providing public services and to raise funds for events that affect residents.

The Council will consider applications for costs, or a contribution towards the costs, to assist the group in its activities and will not offer assistance in excess of the total collective budget set each year.

Since the grant is paid from public funds the Parish Council will require evidence that the monies have been properly spent. Carefully note the following requirements and conditions:-

1. Grants and donations are considered at Full Council meetings. The dates of these meetings are advertised in advance and are available from the Parish Council noticeboards and website.
2. Grants will not collectively exceed our total budget figure set in each financial year.
3. The grant application form will be completed and emailed to the Parish Clerk and will be considered at the next available council meeting between May and September.
4. The funding may only be used for the purposes set out in the grant application form.
5. If it transpires that the funding cannot be utilised for the agreed purpose then you must notify the Parish Council at the earliest opportunity and return the funds.
6. If for any reason all the grant monies are not fully used, then the surplus must be returned.
7. Grants will only be made to organisations able to demonstrate sound financial management. This application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisation's income, expenditure and level of balances. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.
8. A grant achieved statement, detailing what was delivered, is to be emailed once completed. The statement will verify that the funding has been used for the agreed purpose with evidence provided of outcomes and expenditure attached. If no satisfactory evidence is supplied, we may request the return of funds.
9. If an applicant is VAT registered, VAT must not be included in the amount requested.

Applications will be considered against the criteria in the application form: The Council reserves the right to vary these criteria and values awarded.