

Hail Weston Parish Council

Donations and Grants Policy

Adopted: 19/05/2026

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Version: 1.0

Introduction

Hail Weston Parish Council receives requests from third parties for grants and donations throughout the year. The Council may provide financial assistance where it has the legal power to do so and where such assistance will benefit the parish and its residents.

In certain circumstances, the Council may rely on specific statutory powers, including Section 142(2A) of the Local Government Act 1972 in relation to advice services. In most cases, grants and donations will be made under Section 137 of the Local Government Act 1972. This provision allows a local authority to incur expenditure for purposes for which it has no other specific power, provided that the Council considers the expenditure to be in the interests of, and will bring direct benefit to, the area or its inhabitants. Any benefit obtained must be commensurate with the expenditure incurred, as required by the Local Government and Housing Act 1989.

This policy sets out the principles, eligibility criteria, and procedures adopted by the Council when considering applications for grants or donations.

Policy Statement

It is the policy of Hail Weston Parish Council to support charitable, voluntary, and community organisations that provide services, activities, or facilities which directly benefit the residents or environment of Hail Weston.

The Council will determine annually a budget for grants and donations as part of its budget-setting process. All awards are discretionary and subject to the availability of funds.

The Council is committed to ensuring that public funds are used responsibly, fairly, transparently, and in accordance with statutory powers and recognised best practice guidance issued by the National Association of Local Councils (NALC).

Eligibility and Conditions of Grant

1. Applications must demonstrate a clear and direct benefit to the residents, community wellbeing, or physical environment of Hail Weston Parish.
2. Applicants must complete the Council's application form in full and provide any supporting documentation requested by the Council.
3. Applications will not normally be considered from:
 - o individuals;
 - o commercial or profit-making organisations;
 - o organisations whose activities do not directly benefit Hail Weston Parish or its residents;
 - o organisations operating outside the United Kingdom;
 - o overseas disaster relief appeals or international aid projects;
 - o organisations that have not provided demonstrable benefit to Hail Weston within the previous 12 months and where there is no reasonable expectation of future benefit.
4. Applications are limited to one request per organisation within any financial year.
5. Applications for consideration in the following financial year must be received no later than 31 December. The Council's financial year runs from 1 April to 31 March.
6. The Council reserves the right to request copies of:
 - o governing documents;
 - o recent accounts or bank statements;
 - o safeguarding policies;
 - o equality policies;
 - o insurance certificates;
 - o risk assessments;
 - o evidence of relevant licences or affiliations.
7. In accordance with Section 137A of the Local Government Act 1972, organisations receiving grants or donations of £100 or more may be required to provide written confirmation within 12 months explaining how the funds were used and the benefit achieved.
8. Any equipment or property purchased wholly or partly using Council grant funding may remain the property of the Parish Council at its discretion. Should the recipient organisation cease operating, the Council reserves the right to reclaim such items for community use.
9. The Council reserves the right to refuse any application or withdraw an offer of funding where:
 - o misleading or inaccurate information has been provided;
 - o grant conditions have not been met;
 - o there are safeguarding concerns;
 - o the organisation is subject to investigation or enforcement action by a regulatory body;

- the Council considers the award would not represent appropriate use of public funds.
10. The decision of the Council on all grant applications shall be final.
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Safeguarding

Hail Weston Parish Council is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults.

Any organisation applying for funding for activities involving children, young people, or vulnerable adults must:

- have an appropriate safeguarding policy in place;
- ensure relevant staff and volunteers are suitably trained;
- ensure appropriate Disclosure and Barring Service (DBS) checks are undertaken where required by law;
- comply with all relevant safeguarding legislation and guidance.

The Council reserves the right to request copies of safeguarding policies and procedures before any award is made.

Failure to maintain appropriate safeguarding standards may result in the refusal, withdrawal, or repayment of grant funding.

Data Protection

Hail Weston Parish Council will process personal data provided as part of a grant application in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Information supplied by applicants will be used for the purposes of:

- assessing grant applications;
- administering grant awards;
- ensuring accountability for public funds;
- meeting legal and audit requirements.

The Council may share information with auditors, regulatory authorities, or other bodies where required by law.

Applicants should avoid including unnecessary personal or sensitive personal information within their application wherever possible.

Records relating to grant applications will be retained in accordance with the Council's document retention policy and privacy obligations.

Equality and Non-Discrimination

The Council is committed to equality of opportunity and will consider all eligible applications fairly and consistently.

The Council encourages applications from organisations that promote inclusion, accessibility, diversity, and community cohesion.

No application will be treated less favourably on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Application Procedure

1. Applications from organisations based within Hail Weston Parish will normally be considered at the next available Council meeting following receipt by the Clerk.
2. Applications from organisations based outside the parish will normally be considered at the Council meeting held in April each year, unless exceptional circumstances apply.
3. Before determining applications, the Council will consider:
 - the Council's financial position and available budget;
 - the extent of community benefit to Hail Weston residents;
 - the proportion of the organisation's activities relating directly to Hail Weston;
 - evidence of financial need and value for money;
 - whether the application aligns with Council priorities and community objectives.
4. The Council may refuse applications where:
 - insufficient information has been provided;
 - eligibility criteria are not met;
 - funds are unavailable;
 - the application does not demonstrate sufficient community benefit.
5. Where applications are approved, the Council will determine the level of support to be awarded. The amount requested will be treated as indicative only.
6. Preference may be given to organisations able to demonstrate:
 - significant benefit to Hail Weston residents;
 - strong community engagement;

- sustainable or long-term impact;
 - effective use of previous grant funding.
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Monitoring and Review

The Council may request feedback or evidence demonstrating how grant funding has been used and the outcomes achieved.

This policy will be reviewed periodically to ensure compliance with current legislation, governance requirements, and best practice guidance.

Application Form

Application for a Grant or Donation from Hail Weston Parish Council

Date:

Organisation Name:

Registered Charity Number (if applicable):

Address:

Email Address:

Telephone Number:

Contact Name and Position:

Amount Requested:

Purpose of Funding Request:

Community Benefit

Please explain how your organisation has directly benefited Hail Weston Parish or its residents during the previous 12 months, including:

- activities undertaken;
 - number of Hail Weston residents benefiting;
 - measurable outcomes or community impact.
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Proportion of Activity

Please state the approximate percentage of your organisation's overall activity that relates specifically to Hail Weston Parish.

Safeguarding

If your organisation works with children, young people, or vulnerable adults, please confirm:

- you have a current safeguarding policy;

- appropriate DBS checks are undertaken where required;
- safeguarding training is provided to relevant personnel.

Please provide copies of relevant safeguarding documentation if requested.

Supporting Information

Please provide any additional information in support of your application, including:

- recent accounts or financial statements;
 - project plans or quotations;
 - evidence of community support;
 - details of other funding received or applied for;
 - relevant policies or insurance documentation.
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Declaration

I confirm that the information provided in this application is accurate to the best of my knowledge and that any grant awarded will be used solely for the purpose stated.

Signed:

Name:

Position:

Date: