

Mattersey Parish Council

Small Grants & Donations Policy

This document is a guide for the Parish Council and third parties in connection with requests for the granting of donations and funding.

General Principles

1. The Parish Council is only permitted to spend money on goods and services in accordance with its Statutory legal powers. It is not able to donate any monies to individuals.
2. All expenditure must be approved by full Council at an officially convened meeting under an agenda item in accordance with Standing Orders.
3. Requests should, wherever possible, be made by 31st December for the following financial year.
4. Organisations should have an official constitution and be classed as 'not for profit' or a registered charity. Requests from other groups may be considered in exceptional circumstances.
5. Monies donated must be used within the Mattersey Parish Council boundary or be available for the benefit of its' residents and for the purpose requested in the application. If for any reason the award cannot be used for that purpose it must be offered back to the Parish Council. Failure to comply with this will result in the monies being reclaimed.
6. Applications should be made on the official form and submitted to the Parish Council at least 10 days before the Parish Council meeting at which it is to be considered.