

Horncastle Town Council



Donations Policy

1. When setting the budget each year the Council will decide how much it wishes to set aside to use for grants
2. All requests for a grant must be made in writing to the Town Clerk using the attached form.
3. Grants will only be awarded to local organisations, or to national organisations whose services offer a benefit to the residents of Horncastle. An eligible organisation is one that is:
 - a. Formally constituted as a registered charity or has charitable status;
 - b. Or one that is not formally constituted as a charity or has charitable status but operates on a not 'for profit' basis. The meaning of "not for profit" in this policy is that no member of the organisation benefits financially from the operation of the organisation.

Grants will not be awarded to individuals. The Council may request formal proof of eligibility.

4. Grants will not be awarded towards day to day running costs, and the project must be sustainable without continuous funding from the Town Council. The application should provide clear details of what the proposed funding will be used for itemising, where applicable, services to be provided or equipment to be purchased along with costs such that the Council can determine the exact proposed use of the applied for funds.
5. Grant applications must be submitted in advance of the funds being required. Deadlines for applying for a grant will be 30 June and 31 December.
6. Decisions on grants will be made by the Town Council, unless delegated to a committee for a decision.
7. Applications for £500 or over will be subject to all funding from other organisations (if applicable) already being in place.

Policy adopted by the Town Council on 11 September 2012 and reviewed and amended on 13 June 2017, minute ref 38b

Horncastle Town Council

Application form for a donation/grant

Name of Organisation	
Address	
Contact details	
Amount of grant requested	
Purpose of grant	
Has funding been sought from elsewhere? If so, where from and how much?	
How will this grant be used to support local people? (please continue on another sheet if necessary)	
Have you previously applied for a grant from the Town Council? If so, when was this and how much did we award you?	
Copy of last audited accounts attached? (please note that the Town Council is unable to consider applications that are not supported by adequate financial documentation)	Yes/no
<i>For office use only</i>	
Date approved: _____	Minute number: _____
Power used: _____	Signed: _____ (Clerk/RFO)

