

## LUCKINGTON AND ALDERTON PARISH COUNCIL DONATIONS POLICY

The aim of the policy is to provide guidelines for the Luckington and Alderton Parish Council when it considers and decides whether or not to fund requests for donations. This should be read in conjunction with the Luckington and Alderton Parish Council Community Grant Policy and is intended to provide a simple structure, under which donations of less than £200 may be made to qualifying organisations. All requests for funding from Luckington and Alderton Parish Council which exceed £200 must be made under the provisions of the LAPC Community Grants Policy.

1. The aim of this policy is to provide small scale financial assistance to a range of organisations, projects and activities which provide services for local residents within the Luckington and Alderton parish.
2. Requests may be received from voluntary and community organisations but not individuals.
3. Applicants for funding must meet the eligibility criteria set out in this document in order to be considered for a Luckington and Alderton Parish Donation. Applicants are only permitted to make one application under this policy in each financial year.
4. The specific amount awarded to successful applicants by the Luckington and Alderton Parish Council is discretionary funding and as such is separate from any other grants or services which the Parish Council may fund under contract to fulfil statutory obligations, delegated works or grants approved under the provisions of the Luckington and Alderton Parish Council Community Grant Policy.
5. Permissible donations can be divided into the following categories, with the maximum permissible individual donation as indicated:
  - a. National organisations and charities who are seeking a donation to support the provision of a service which is used by members of the parish. (Maximum £100)
  - b. Locally based organisations and charities within the parish of Luckington and Alderton (Maximum £200)
  - c. Locally based organisations and charities within Wiltshire or the adjoining historic counties. (Maximum £50)

Note: LAPC will periodically review these maximum donation limits.

6. The applying organisation or project must be properly constituted, structured and administered in relation to its financial management and controls. Evidence needs to be sought that appropriate management mechanisms are in place and that accountability is provided through formally elected or delegated members, managers, leaders. Depending upon whether the organisation or project is based in

the parish, or elsewhere, this may require the production of the most recent set of audited accounts or annual income and expenditure information. The provision of a copy of the latest set of accounts would not normally be necessary for well-known national or local organisations or charities based within Luckington and Alderton Parish and predominately serving local residents within the parish.

7. The organisation, project or individual, needs to show evidence of efforts made to raise their own funding requirements. Again, with national and local organisations or charities such information should generally be readily known or available to the Parish Council.
8. To focus the bulk of the grant or donation expenditure primarily upon organisations or projects located within Luckington and Alderton Parish.

**Adopted by the LAPC – September 2016**