



## THORNABY TOWN COUNCIL

### **General Donations Policy**

Section 137 of Local Government Act 1972 'A local authority may, subject to the provisions of this section, incur expenditure which in their opinion is in the interest of, and will bring direct benefit to, their area or any part of it or all or some of its inhabitants'

Accordingly the Council have adopted the following policy:

#### **LOCAL ORGANISATION REQUEST FOR DONATIONS**

- 1) A maximum of £150 per year will be awarded per applicant/organisation.
- 2) All applicants are required to complete the Town Council's Community Chest Application Form
- 3) The Town Council have limited funds for donations, accordingly grants are targeted to activities, which will contribute positively to and benefit as many people as possible from within Thornaby on Tees
- 4) The event must be in accordance with the aims and objectives of the Town Council.
- 5) All organisations are required to submit their last audited accounts or current bank statement if requested
- 6) All grant applications will be considered at a Town Council meeting
- 7) Only one application in any one financial year can be submitted

#### **CONDITIONS OF FINANCE**

- 1) **Applications will not be considered from Private organisations operated as a business to make a profit or surplus.**
- 2) Applications will not be considered from "upward funders" i.e. local groups whose fundraising is sent to the Headquarters for redistribution unless proof is given that the grant is spent at local level.
- 3) An organisation is required to have a bank account in its own name with two authorised representatives required to sign each cheque.
- 4) Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required in all cases.
- 5) If the donation is not required for the purpose originally intended, the Town Council must be notified immediately, and the full donation amount returned.
- 6) The donation is only to be used for the purpose applied for.
- 7) Evidence **must** be produced after the grant has been spent to ensure that it has been used for the specific purpose it was requested.
- 8) No payment can be made to an individual or into a personal account

This policy will be reviewed on an annual basis

Reviewed and approved by Full Council on Monday 27 January 2014– (FC-14-17)