

MISTLEY PARISH COUNCIL GRANT/DONATIONS Policy Statement

Introduction- Mistley Parish Council recognises and accepts its financial responsibilities in the management of public funds, particularly when making discretionary grants/donations that contribute to the interests and social benefits of the residents of Mistley.

The Parish Council recognises the value of local charitable and community groups that provide for or assist in the development of community services meeting local people's social needs. The Parish Council will accordingly provide upon application, a level of financial support whenever possible within its annual budgetary provision. Each application will be assessed upon its own merits.

The Parish Council has limited financial resources available for the provision of discretionary grants/donations to groups and organisations and may refuse funding applications or reduce the level of support requested.

This policy sets out the Parish Council's requirements and guidelines when making such discretionary grants/donations.

Policy Statement – Mistley Parish Council makes provision in its annual budget for discretionary grants/donations to be made to community groups and other organisations in support of the Mistley community. The budget amount for this provision shall be reviewed at least annually and normally when the Parish Council is planning its budget.

All discretionary payments will be made in accordance with the requirements of the Council's Financial Regulations adopted by the Council.

The Parish Council will only make discretionary grants/donations to "non-profit making" groups and organisations in support of projects having a direct benefit to the residents of Mistley or the Mistley community. The Council is unlikely to assist with any fundraising requests from groups or organisations where that group or organisation can only demonstrate generalised benefits to Mistley residents or indirect benefits to the Mistley community.

Discretionary payments will be made to suitable group applicants on the basis of the grant/donation being "match-funded". Applicants requesting funding must be able to demonstrate that an equivalent level of finance has been raised from other sources, excluding other "match-funded" applications.

All discretionary donations are conditional upon the funding being used for the purpose specified. In the event that an application from a group or organisation does not proceed, the funding provided by Mistley Parish Council shall be returned.

Guidelines

Applications will be considered where:

- The applicant (group or organisation) is registered as a "not for profit" organisation having a base or visible presence in Mistley or directly contributes to the interests of the residents of Mistley.
- The applicant (group or organisation) group is based in Mistley or has a visible presence in Mistley or whose activities have a significant impact upon the residents of Mistley.
- The applicant (group or organisation) needs to demonstrate that the funds will provide a direct benefit to Mistley residents.
- If the grant/donation is need by the group/organisation for a new beneficial initiative/project, then a business case will be required for the proposed new initiative/project.

- If the grant/donation is for an event, entry to the event should be free of charge to Mistley residents to attend and participate.
- The applicant (group or organisation) must provide clear evidence and supporting documentation of having financial support from its own sources and other organisations (The latest set of basic summary Accounts/Financial Statement will be required. (Up to two A4 pages).

Applications will NOT be considered where:

- The applicant (group or organisation) is a private “for profit” organisation, group, or association.
- The applicant is an individual person, (unless supported by the relevant organisation or group).
- The applicant is a national or regional organisation routinely requesting funding support – unless proven support directly to Mistley residents can be provided.
- The application is for funding in support of conferences or conventions.
- More than one application for funding is made in any one financial year.

If after reading the details above you consider that your group or organisation meets the criteria, then **please complete the form below and forward it to the Parish Clerk**, attaching any further, but brief relevant information that you wish to be taken into consideration and return to:

The Parish Clerk
 Mistley Parish Council
 Tel. 07982 507584
 Email – clerk@mistleyparishcouncil.gov.uk
 Website – <https://www.mistleyparishcouncil.gov.uk>

Review Body: Parish Council

*Review period: At least annually. Each May at the Annual Parish Council Meeting. Adopted 20/05/2019.
Last Reviewed 18/05/2026. Next Review Date May 2027.*

DISCRETIONARY GRANT/DONATION APPLICATION (Continue on another page if needed)

Name of Group or Organisation	
Purpose of Group or Organisation	
Name of Contact	
Email	
Phone Number	
Address (including postcode)	
Purpose of Application	
Total Cost of Project (Breakdown of costs)	
Description and Value of Funds from Received/Pledged from other Funding Sources (Identify Sources)	
Amount of Grant/Donation Requested from Mistley Parish Council	
Describe how this project will benefit Mistley residents, including approximate numbers of residents.	
Describe how the project will be sustained in the future.	
Signed:	Date:

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