

SONNING COMMON PARISH COUNCIL SOUTH OXFORDSHIRE

Parish Office

VILLAGE HALL, WOOD LANE
SONNING COMMON, OXON, RG4 9SL

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Policy and Guidance for making donations to good causes.

1. Aims and Objectives:
 - a. The Council allocates some funds which may be donated to organisations and activities that contribute constructively to the life and community of the Village to benefit the people of Sonning Common. This allocation does not indicate any fixed spend. Donations are limited and are made to organisations that demonstrate need for financial assistance.
 - b. Sonning Common Parish Council will also:
 - i. Publicise availability throughout the Village;
 - ii. Review the donation allocation on a regular basis and at least annually;
 - iii. Review the policy and application process every two years.
 - c. The Council realises that some organisations, particularly new or smaller ones, may experience difficulty in completing the application process. Advice will be given to such organisations on request.
2. Criteria: Applications will only be considered if they are made using the form below and they meet with the following criteria:
 - a. Organisation and Locality:
 - i. Applications will only be accepted from charitable, voluntary and non-profit making organisations. Applications from commercial organisations will not be considered. National appeals are, with limited exceptions, outside the scope of the Council's donation scheme;
 - ii. Organisations should be located within Sonning Common Parish or, if based outside the boundary, their work should be of benefit to the Village and its residents.
 - iii. Note that the Council is prevented by statute from giving financial assistance to individuals, charities operating overseas or to a fund established to help persons outside the UK.
 - b. Types of Financial Assistance:
 - i. The Council may award a donation towards specific projects or purchases of equipment. It will also consider contributing to operating costs if it can be proved that a donation from the Council will have a positive effect on the Village and/or its residents.

3. Application process: To ensure fair and proper consideration is given to all requests the Council requires that at minimum:
 - i. An application form be submitted describing what the donation will support and identifying how the donation would benefit residents of Sonning Common;
 - ii. Applicant organisations provide either printed copies or website links to the constitution or the rules of their organisation.
- b. For applications for sums over £300 the Council may also require applicant organisations to provide or provide website links to:
 - i. The most recent income and expenditure account or in the case of a new venture/initiative a fully costed current plan with financial information;
 - ii. A chart showing the roles individuals take in the organisation as positions of responsibility;
 - iii. Details of any additional funding secured or applied for, as well as any fundraising carried out;
 - iv. Any additional information the organisation considers will support their application.
4. Making Applications
 - a. Applications for up to £300 submitted as prescribed in 3 i. and ii. above will be considered at any of the Council's monthly Finance Committee meetings. Applications must be received by the third Monday of any month for consideration in the following month.
 - b. Applications for amounts over £300 will only be considered at a full Council meeting. This meeting may then:
 - i. Approve the donation; or
 - ii. Recommend that a budget for a donation be included in the next year's financial plans.
 - c. The deadline for the receipt of all applications is three weeks before the relevant Finance Committee meeting. Dates of these meetings are published on the parish council website www.sonningcommonparishcouncil.gov.uk and on Noticeboards. Applicants can also telephone 0118 972 3616 or email clerk@sonningcommonparishcouncil.gov.uk
 - d. During the period between a donation application being submitted and the meeting at which it will be discussed, additional information or clarification may be requested by the Committee.
 - e. Applicants will be advised whether their application has been successful after the Finance Committee or full Council meeting at which the application was approved.
5. General Conditions
 - a. Organisations seeking donations may be invited to give a presentation to the Committee or Council in support of their application.
 - b. Donations must be spent for the purpose and on the project/activity for which they were given. The Council expects due recognition and advertisement of any donation awarded.

- c. Donations will not normally be made for money already spent.
- d. Organisations are not restricted to the number of applications they may submit to the Council during any year. However, the history of previous applications may be considered in the decision making process.
- e. The award of donations in one year or period does not set a precedent for any subsequent applications.

SONNING COMMON PARISH COUNCIL
Application for Donations to Good Causes

Applicants are advised to read the Parish Council's Donations to Good Causes Policy prior to completing this form.

- A. Applicant organisation: (NB: This will be the name the payment is made to should an award be agreed)
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- B. Contact details:
Name:
Position:
Address:
.....
Postcode:
email:@.....
Applicant organisation website (if any) www.....
- C. Project title or what the funding will be used for:
.....
- D. What benefit will the village and/or residents of Sonning Common gain from this funding if granted?
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- E. The constitution or the rules of their organisation are attached/can be seen at
www.....
- F. Total cost of the project or annual revenues of the Applicant organisation:
£.....
- G. What amount are you applying for?
As a one off capital grant: £.....
As ongoing revenue support: £.....
- H. How will any funding shortfall be met?
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I. Where/who else do you seek funding from?

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J. Application checklist:

- ✓ A brief description of what the donation will support and identifying how this will benefit the residents of Sonning Common – C and D above.
- ✓ Constitution or rules of the organisation – E above
- ✓ Information about the applicant organisation – 3 b above if relevant to size of request.

Signed by (name)

Name and Position in the Organisation:

Payment Details - please supply the bank account details that, if successful, the donation funding would be paid into by BACS:

Account Name (Note: this should be in the name of the organisation):

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Account Number: Sort Code:/...../.....

Email Address (for remittance advice):@.....

Authorised Signature: Print Name:

Date:/...../.....