DONATIONS POLICY

Reviewed	Approved	Adopted
03/03/2026	20/05/2026 Minute ref: 17/2627	20/05/2026

PURPOSE

1. Valley Community Council regularly receives requests for donations from a variety of organisations. The aim of this policy is to encourage and support activities and projects which benefit residents.

INTRODUCTION

2. A donation is any payment made by the Council under any of its statutory powers, including but not limited to Section 137 of the Local Government Act 1972, to be used by an organisation for a specific purpose that is in the interests of, and will bring direct benefit to, the Council's area or any part of it or all or some of its inhabitants, and which is not directly controlled or administered by the Council.

3. The Council will award donations, at its discretion, to not-for-profit and community organisations. Funding can only be provided to support initiatives that are for charitable or benevolent purposes and those that seek to do good works for others in the community e.g.:

- Providing a service
- Enhancing the quality of life
- Improving recreation and /or sports
- Improving the environment
- Promoting the Welsh Language, heritage and culture
- Promoting the community in a positive way
- Promoting Health and Wellbeing

POLICY

4. Valley Community Council will consider applications for donations from not-for-profit organisations, community groups, or charitable organisations based in the community, or from those that can demonstrate that the funding will substantially benefit residents of the community.

5. The maximum sum set aside each financial year for donations, is to be agreed by the full Council as part of its annual budget setting process.

6. Each year the Council will agree the maximum amount of an individual donation award. The funding available is limited to a maximum of **£75** per application.

7. All applications for funding must be made in writing and submitted to the Clerk by email to clerk@valley-community-council.wales no later than 1st January each year for funding from the following years budget provision. An application form is available, see Appendix A.

8. The Council may increase the budget provision for the award of donations should its funding position change during any year.

9. To qualify for an award the applicant must be able to demonstrate:

- That there is a need for the activity or project to be funded
- That funding will benefit the community or residents of the community
- That it does not discriminate on grounds of age, race including colour, nationality, ethnic or national origin, gender, sexual orientation, disability, and political or religious persuasion.

10. The Council will not fund:

- Private individuals
- Political Parties
- Religious organisation unless a clear benefit to the community can be demonstrated irrespective of religious beliefs.
- National organisations except where it can be demonstrated that the funding will substantially benefit residents of the community.
- Applications submitted after the closure date, unless in exceptional circumstances, such as in cases where it can be clearly demonstrated that the activity is of an urgent nature that could not have been foreseen
- Purposes for which there is a statutory duty upon other local or central government departments to fund or provide.
- Applications exceeding the maximum individual donation award determined each year, except where it can be clearly demonstrated that additional funds are essential and the benefits are proportionate with the additional expenditure
- Retrospective applications

DONATION APPLICATION AND AWARD PROCESS

11. Any application for funding must be made using the application form attached at Appendix A.

12. A guidance note has been prepared to assist applicants. This is attached at Appendix D.

13. Application forms are obtainable from the Clerk or can be downloaded from the Council's website (when operational).

14. On receipt, the Clerk will review the application and supporting information and follow up any queries or obvious omissions with the applicant. The Clerk will complete the Evaluation Matrix as given in Appendix E.

15. If the demand for funding exceeds the budget available, eligible applications will then be initially prioritised for funding by the Clerk. Priority will be given to those applications which contribute the most to any documented council priorities and /or which demonstrate the greatest need and benefits for the community and /or its residents.

16. All eligible applications will then be considered by the full Council, together with any recommendations made by the Clerk, to agree which activities or projects to fund.

17. Where a member of the Council is also a member of a group or organisation applying for funding, that Member must consider whether, in accordance with the Code of Conduct, it is necessary to declare an interest in the matter.

18. Where additional information is considered necessary to fully consider or prioritise an application, applicants will be invited to meet with full Council to further discuss the application prior to a decision being made.

19. All applicants will be notified in writing of the outcome of council funding decisions.

20. All awards will be subject to the applicant accepting donation terms and conditions as set out in Appendix C.

21. The Council's decision on any application is final and there is no right to appeal.

22. The Council reserves the right to decline any application which it considers inappropriate or against the objectives of the Council.

23. The Council will not commit to any continuing expenditure unless previously approved.

24. Only one application is permitted from each organisation per financial year.

25. Nothing in this policy prevents the Council from providing a donation to a group or organisation or project without application where the Council considers that the giving of such a donation will bring benefits to the community or its residents, e.g. in the event of an unforeseen emergency event.

26. Details of donations awarded may be published in accordance with the Council's transparency obligations and relevant legislation.

POLICY APPROVAL AND REVIEW ARRANGEMENTS

27. This policy was originally approved by full Council at its meeting on 21/02/2024 - 211/2324(2).

28. It will be reviewed on an annual basis by full council as part of the budget setting process.

APPENDIX A

Valley Community Council

REQUEST FOR DONATIONS – APPLICATION FORM

This application form relates to projects to be considered for funding from the 2026-2027 Valley Community Council budget

Please read the enclosed donation conditions and guidance note before completing your application (Appendix D).

The completed application together with the necessary supporting documentation should be returned to Clerk no later than 01/01/2027.

Please complete all sections in black ink or electronically. If handwritten, continue on additional sheets as necessary.

1. YOUR ORGANISATION	
Name of Organisation:	
Contact Name:	
Contact telephone Number:	Contact email:
Address for correspondence:	
Position in organisation (e.g. Chairman, Secretary, Trustee etc.)	
2. DETAILS OF ORGANISATION	
Type e.g. voluntary not for profit, registered charity. Give registered number.	
Brief description of your organisation aims: •	
Do you have a constitution or other document that provides more details about your organisation.	☐ YES ☐ NO If yes, please submit a copy in support of your application

3.THE PROJECT		
Please give details of the project, activity or service that this application relates		
4. FINANCIAL DETAILS		
Copy of your latest bank statement enclosed?	☐ YES ☐ NO If no, please state why not?	
Should your application be successful please complete your bank details below for electronic payment:		
Account Name:	Sort Code:	Account Number:
DECLARATION		
This declaration must be signed by an authorised person from the organisation e.g. Chair, Office Holder, Trustee etc 1. I am authorised to make the application on behalf of the above organisation. 2. I have read and noted the Council's Donations Policy and agree to abide by the conditions listed if a donation is awarded by the Council. 3. I certify that the information contained in and with this application is correct. 4. I give permission for the Council to record the details of my organisation and my contact details and to retain the information as long as it is required.		
Signed	Position held:	Date
USE OF VALLEY COMMUNITY COUNCIL ONLY Date received:		
Date of Meeting at which request considered:		
Council Decision:	LGA power:	
Payment Date:	Payment Method:	
Notes:		

The Council declares that all personal information provided will be processed in accordance with the requirements of the data protection legislation.

The Privacy Notice can be viewed on the website or can be supplied on request. Please ensure you have answered every question and supplied full Contact Details. Failure to do so could mean your application cannot be processed.

Please return completed forms to the Clerk of the Council on clerk@valley-community-council.wales

APPENDIX B

Donation Terms and Conditions

1. Funding must be used to benefit the community or its residents, and expenditure must be proportionate to the benefit

2. Applicants must strive to achieve good value for money in all its expenditure and obtain competitive quotes wherever possible

3. Applicants are responsible for ensuring that they are in compliance with all legal and statutory requirements relevant to the activity/project and have any necessary insurance arrangements in place.

4. The donation shall only be used for the purpose stated on application otherwise the money shall be returned to the council, except where the council's prior written consent has been given for the funds to be used for another purpose.

5. The administration of and accounting for any donation shall be the responsibility of the recipient. All awards must be properly accounted for and evidence of expenditure should be retained and supplied to the council as requested.

6. The Council reserves the right to request repayment of any donation where an application does not comply with the conditions accepted on award.

7. Failure to adhere to the Council's donation conditions may impact on the success of future funding requests.

8. Where a donation is awarded, payment will only be made on receipt of a donation award acceptance form (Appendix C) confirming the agreement to the Councils donation terms and conditions.

9. Payment will be made by cheque or bank transfer to the organisation and not an individual.

10. Should the organisation disband during the period of the donation the council may ask for all or some of the monies to be paid back.

11. Organisations must contact the Council before disposing of any equipment or resources purchased or partly funded with donation funding from the council.

12. Acknowledgement the financial support received from the Council is required on documentation and any promotional literature or other media operation.

APPENDIX C

Donation Acceptance Form

I/We accept the offer of award of £…… dated …… awarded to ……
……from Valley Community Council in respect
of……

I/we declare that we are authorised to act on behalf of the applicant ,……and agree to accept the terms and conditions as detailed below relevant to this award.

Signed: ……

Position: ……

Date: ……

APPENDIX D

Guidance Note for Applicants

1. This guidance note has been prepared to assist organisation who may be considering applying to the Valley Community Council for a donation. It is part of the Council's donation policy. A copy of the policy is available from the Clerk on request or can be downloaded from the website.

2. The Council will award donations, at its discretion, to community organisations and activities which contribute constructively to the life and well-being of some or all the residents within the community. For example
    - Providing a service
    - Enhancing the quality of life
    - Improving recreation and /or sports
    - Improving the environment
    - Promoting the Welsh Language, heritage and culture
    - Promoting the community in a positive way
    - Promoting Health and Wellbeing

3. To qualify for an award the applicant must be able to demonstrate:
    - That there is a need for the activity or project to be funded
    - That funding will benefit the community or residents of the community.
    - That it does not discriminate on grounds of racial origin, gender, disability, age (except for obvious reasons, such as becoming a member of a youth club) and political or religious persuasion.

4. Examples of the type of activities or expenditure that can bring benefits to the community include
    - Purchasing equipment
    - Transport that will enable group members to partake in a trip or outing
    - Training activities or purchase of expertise of an outside trainer/instructor/facilitator
    - Running costs of a viable group that is experiencing a temporary period of hardship
    - Hosting special events or celebrations
    - Provision of recreational facilities
    - Provision of street furniture, planters and plants

5. Certain types of organisations and activities that will not be funded include:
    - Private Individuals
    - Political Parties
    - Religious organisation unless a clear benefit to the community can be demonstrated irrespective of religious beliefs.
    - National organisations except where it can be demonstrated that the funding will substantially benefit residents of the community.
    - Applicants submitted after the closure date, unless in exceptional circumstances, such as in cases where it can be clearly demonstrated that the activity is of an urgent nature that could not have been foreseen
    - Purposes for which there is a statutory duty upon other local or central government departments to fund or provide.
    - Applications exceeding the maximum individual donation award determined each year, typically £75, except where it can be clearly demonstrated that additional funds are essential and the benefits are proportionate with the additional expenditure
    - Retrospective applications

6. It should be noted that this list may not be exhaustive and the Council reserve the right to decline any application which it considers inappropriate or against the objectives of the Council.

7. Only one application is permitted from each organisation per financial year.

8. All applications should be made using the application form attached, completed in black ink.

9. If you require assistance in completing the application form or submitting the supporting information, please contact the Clerk at:

    Valley Community Council
    c/o 10 Gorffwysfa
    Lon Fain
    Dwyran
    Ynys Mon
    LL61 6YJ

    Email: clerk@valley-community-council.wales

10. **Please ensure that you sign the declaration at the end of the application form. This should be signed by someone who is authorised to act on behalf of the organisation and in signing accepts responsibility or the accuracy of information provided.**

11. Completed applications form should be returned to the Clerk by post or email.

12. Please note that all applications must be returned by the closure date specified on the application form. Normally this will be the 1st January each year so that funding requests can be considered as part of the budget setting process for the following year. Applicants made in one financial year should therefore be in respect of activities or projects that are due to commence in the following financial year; i.e. after the 31st March.

    Please ensure that your application specifies the expected start date of the project or activity.

    It should be noted that if an activity will be repeated in future years, a separate application must be made; i.e. donation awards cover only one year and a successful application for funding in one year does not guarantee the award of a donation for the same activity in the following year.

13. In support of your application, you should also provide:
    - A copy of your constitution
    - A copy of your latest bank statement(s) showing financial balance(s)
    - Details of to whom the cheque payment should be made payable to and the address to where this should be sent should your application be successful

14. If any of the above is not available, please give the reason on the application form. If your organisation is newly formed, please include a copy of the budget and business plan.

15. Please feel free to submit any additional information you consider relevant in support of your application.

16. It should be noted that the Council may require additional information to fully consider or prioritise an application, and applicants may be invited to meet with full Council to further discuss the application prior to a decision being made.

17. Failure to supply any information requested by the Council may hinder the success of your application.

18. It should be noted that the Council's decision on the consideration of applications is final and there is no right of appeal.

19. Any award approved by Valley Community Council is made subject to the acceptance of terms and conditions. A declaration signed by the authorised officer of the organisation agreeing to these terms and conditions must be received before payment is made.

20. The terms and conditions that will normally apply are given below.

    - Funding must be used to benefit the community or its residents, and expenditure must be proportionate to the benefit
    - Applicants must strive to achieve good value for money in all its expenditure and obtain competitive quotes wherever possible
    - Applicants are responsible for ensuring that they are in compliance with all legal and statutory requirements relevant to the activity/project and have any necessary insurance arrangements in place.
    - The donation shall only be used for the purpose stated on application otherwise the money shall be returned to the council, except where the council's prior written consent has been given for the funds to be used for another purpose.
    - The administration of and accounting for any donation shall be the responsibility of the recipient. All awards must be properly accounted for and evidence of expenditure should be retained and supplied to the council as requested.
    - The council reserves the right to request repayment of any donation where an application does not comply with the conditions accepted on award.
    - Failure to adhere to the Council's donation conditions may impact on the success of future funding requests.
    - Where a donation is awarded, payment will only be made on receipt of a donation award acceptance form confirming the agreement to the Council's donation terms and conditions.
    - Payment will be made by cheque to the organisation and not an individual
    - Should the organisation disband during the period of the donation the Council may ask for all or some of the monies to be paid back
    - Organisations must contact the Council before disposing of any equipment or resources purchased or partly funded with funding from the Council
    - Acknowledgement the financial support received from the Council is required on documentation and any promotional literature or other media operation.
    - It should be noted that the Council reserves the right to make an award of any donation subject to additional conditions and requirements as it considers appropriate.

Valley Community Council will use the information provided by applicants solely for the administration of the donations scheme. Information will be retained in accordance with the Council's Records Retention and Disposal Policy and any relevant legal requirements.

APPENDIX E

Evaluation Matrix

Valley Community Council

DONATION EVALUATION MATRIX

Evaluation date: _____

1. Organisation:			
Date received:			
Retrospective application?	☐YES ☐NO	Yes – allocation rejected	
Application form completed/Letter provides all relevant info required?	☐YES ☐NO	No – Application rejected and returned for completion	
2. Details of Organisation – meets eligibility criteria	☐YES ☐NO	Organisation is properly constituted / well managed	☐YES ☐NO
3. Financial Details			
Copy of latest bank statement received	☐YES ☐NO		
4. Activities			
Organisation activities aligned with Council aims and objectives	☐YES ☐NO	Project aligns with policy criteria	☐YES ☐NO
Does the Council have a statutory power to provide this funding? ☐YES ☐NO Power: _____	**The Council may only make a donation where it has a statutory power to do so. This may include, but is not limited to, Section 137 of the Local Government Act 1972, which permits expenditure where it is in the interests of, and will bring direct benefit to, the Council's area or any part of it or all or some of its inhabitants.**		

Add as appropriate	Benefits Community & significant number of residents or community as a whole	Total cost of project	Costs appropriate and realistic?	How effectively will group use the donation.	What level of contributions raised locally /other funds raised?	Could applicant reasonably have been expected to obtain sufficient funding from a more appropriate source?	Meets Council aims and within Council powers
National organisation							
Local newly established group							
Local Established group							
Other specify							

Clerk's recommendation: Approve / Reject **Date of Council Meeting :** **Resolution Ref : .**