



*Watton Town Council*

# **DONATION POLICY AND APPLICATION PACK**

Watton Town Council  
Wayland Hall  
Middle Street  
Watton  
Norfolk  
IP25 6AG

Tel: 01953 881007

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## **What are the eligibility criteria for, and conditions relating to donations?**

The Town Council requires all applicants to comply with the following eligibility criteria. Please read this carefully before submitting your application.

The applying organisation should be a properly constituted voluntary or public sector body and should be either based wholly in Watton, or able to demonstrate that its beneficiaries are resident in Watton.

The organisation concerned should demonstrate that it is providing a service outside the scope of or in addition to normal public or private provision.

Grants or donations are not payable to organisations or charities operating abroad.

Grants or donations cannot be utilised to "sponsor" named individuals e.g., aspiring sportsmen etc.

Where a donation is awarded towards a capital project, the organisation concerned should be able to demonstrate that it has clear plans for raising the remainder of the necessary finance.

Where a donation is given towards the purchase of equipment or as a contribution to building works etc., the donation will only be paid once an invoice has been received from the organisation concerned, or upon the production of other equivalent evidence to the satisfaction of the Town Clerk.

If a donation is made in advance of a copy of any invoice being submitted the invoice copy should be forwarded to the Town Council within 90 days of the expenditure being made.

A condition of any donation is that the Town Clerk reserves the right, on behalf of the Council, to inspect any purchase of furniture and equipment, etc., or any building work that has been carried out, to verify that the grant has been used for the purpose authorised.

Where a "starter grant/donation" is provided, the Town Council will need to be satisfied that the organisation concerned has proposals to become self-supporting.

Organisations applying will need to provide a set of audited accounts for the previous financial year (except in relation to new organisations).

### **Help and advice**

The Town Clerk can be contacted for further details about donations. The Town Council's offices are situated at Wayland Hall, Watton. You can contact the Town Council by telephone on 01953 881007 or e-mail [clerk@wattontowncouncil.gov.uk](mailto:clerk@wattontowncouncil.gov.uk).

# **WATTON TOWN COUNCIL APPLICATION FOR DONATION**

## **Awarding Donations**

The Town Council may consider "one off" donations in excess of the £500 grant allocations. The purpose of such donations is to support the work carried out by groups who undertake activities that benefit Watton residents. This funding will be met from within the Community Improvement Fund identified within the Town Council's overall Budget.

## **Who can apply for donations?**

The types of organisation that can apply for donations are, for example, Charitable Organisations, Pre-school Playgroups, Youth Clubs, Sports Clubs, Art Groups, Advice Organisations etc.

The funding is intended for projects that will benefit Watton residents as a whole, and so there are some cases where we are not able to provide donations.

These include:

General Appeals (e.g. national/international disasters)

National Organisations without a locally-based group

Individuals (e.g. sponsorship for individual sportsmen and women)

## **How much funding is available?**

The level of the donation requested should relate to a specific project, item, or identifiable area of work. The request should be supported by an action plan outlining the use of the funding.

The Town Council will consider each application on its merit, and the sum awarded may vary from that requested.

## **How do I apply for a donation?**

If you think you meet the criteria for requesting a donation, complete the enclosed application form and return it to the Town Clerk. You will also need to send a copy of your latest accounts.

The applicant will be expected to present their request at a Watton Town Council meeting before the application can be agreed.

## **How is the decision made?**

If you are awarded a donation, you will be advised as soon as possible after the decision has been made at a meeting of the Full Town Council.

## **Successful Applicants**

The Town Council will expect updates on the use of the funding provided, and will request a presentation by the applicant at a Watton Town Council Meeting during the year following the release of the funding.

## **Application Checklist**

The following Check List may assist you in completing your Donation Application Form. Applicants are advised to read through the list below before submitting their completed forms.

Have you completed **ALL** sections of the form?

(If you are unable to complete any part of the form, please indicate why in your supporting statement, or write "not applicable" where appropriate).

Does your application set out how your Organisation meets the requirements of the 'eligibility criteria'? (**See page one**).

Have you enclosed your Organisation's latest set of accounts?

(If you are unable to provide these for any reason, you **MUST** indicate why in your supporting statement).

Have you signed the statement on page 4 of your application form to certify that all the details are correct?

Does your application explain how Watton residents would benefit from any donation made to your organisation?

Please return your form as soon as possible to the Town Clerk, to enable your application to be considered by the Full Town Council.

## **Data Protection Act 2018**

To comply with this Act, we require you to consent to Watton Town Council using personal data supplied by you in the processing and review of this application for a donation, and in any other legitimate activity of Watton Town Council: this includes transfer to and use by such individuals and organisations as Watton Town Council deems appropriate.

Watton Town Council requires your further assurance that personal data about any other individual is supplied to Watton Town Council with his/her consent.

Your signature on the Application Form confirms this assent and assurance.

# WATTON TOWN COUNCIL DONATION APPLICATION FORM

Please complete **all sections** of this form clearly using black ink.

## A. Your Application

1. Name of organisation in full: .....
2. Name of Contact (Mr/Mrs/Miss/Ms/Other):.....
3. Name and address of person making the application (to whom all correspondence *will* be sent):  
.....
4. Daytime telephone number: .....
- E-mail address: .....
5. Name of person/organisation cheques should be made payable to: .....
- .....

## B. Your Organisation

6. Registered charity number (where applicable): .....
7. Year organisation established: .....
8. What does your organisation do? *Please give aims and objectives. If you have a publicity leaflet, please attach this too.*  
.....  
.....
9. Please state whether your organisation is:  
Watton based for Watton people? Yes/No      Watton branch of a national organisation? Yes/No  
Watton based serving a wider area? Yes/No      Local organisation partly serving Watton? Yes/No
10. Where are your organisation's headquarters? .....
11. What is the total Membership of your organisation? .....
12. How many Members live in Watton? .....
13. Please give the names and addresses of the Officers of your Organisation?  
Chairman .....
- Treasurer.....
- Secretary .....

**C. Request for a Donation**

- 14. How much money are you seeking £.....
- 15. What is the total cost of the project? £ .....
- 16. What will you use the donation for? .....  
.....  
.....
- 17. How many people in Watton do you estimate will be receiving help from the donation? .....
- 18. Are funds available from other sources? .....  
*(If yes, please give details)*
- 19. What fund raising efforts will your organisation be making? .....  
.....

**D. Additional Details**

- 20. Please indicate the age range of the beneficiaries of any award - e.g., young children/youth/adult/senior citizens.  
.....
- 21. Please provide a set of your organisation’s latest **AUDITED ACCOUNTS**, together with details of income and expenditure for the current year.  
If a large reserve and/or surplus is indicated in your latest annual accounts please explain why you are applying for additional funds.  
.....  
.....
- 22. Please use the space below to include a **STATEMENT** in support of your request. *(This must include details of how your organisation meets the 'eligibility criteria' set out in the information pack included with this form. In addition you should include details of the ways in which you would publicise how the Town Council has assisted you, if your application is successful).*

**E. Statement in Support of Request for a Donation**

.....  
.....  
.....  
.....

## F. Certification

I certify that the above information and the contents of the attached documents are correct at the time of applying. I understand that if any of the information is subsequently found to be incorrect this may lead to the organisation being disqualified from consideration and/or the withdrawal of any grant awarded. I agree to my organisation being bound by the eligibility criteria and any conditions set by the Town Council.

**SIGNED:** ..... **DATED:** .....

### For Official Use Only:

**Approved:**            **Yes / No (Please circle)**            **Date:**.....

Resolution:

Proposer: Councillor.....Seconded: Councillor.....

For:.....Against..... Abstentions.....Date.....