

CHEDBURGH PARISH COUNCIL

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Donation Policy

Adopted on 12th January 2026

To be reviewed annually

1. Objective

Chedburgh Parish Council occasionally receives requests from charities, voluntary and community organisations and sometimes individuals and other not-for-profit organisations for financial support. These include both locally based organisations and local branches of national organisations.

The Parish Council wishes to support activities and causes which benefit the parish of Chedburgh.

2. Eligibility

Any donation made by the Parish Council must directly benefit some or all the parishioners of Chedburgh but cannot be for an individual.

The following criteria must be met:

- The purpose for which the donation is made must be in the interest of Chedburgh.
- Requests for Donations are only applicable to the financial year in which the request is made, and a new request form needs to be submitted each financial year.
- All applications will be considered on their merits. The Council will not give donations towards running costs or salaries.

3. Conditions

- The donation shall be used only for the stated purpose otherwise the monies 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 Council may request that applicants provide written feedback explaining how the donation has benefited their group/organisation. If feedback is required, this will be communicated in the decision letter.
- Where equipment is gifted to an organisation, the Parish Council requires that it be insured and maintained at the expense of the user.
- The Parish Council will consider any previous grant made to an organisation or group when considering a new application.

- The Parish Council will only consider requests if there are budgeted resources available.
- The Parish Council reserves the right to amend the amount requested or to decline the application without reason. The Council decision is final.
- An acknowledgement on receipt of the donation is required.
- The Council reserves the right to request repayment of any donation where an applicant does not comply with these conditions.

4. Application process

- Applications should be made in writing and must include details of how the donation will be spent and how the residents of Chedburgh will benefit from the donation.
- Applications are accepted at any time of the year, but previous knowledge of on-going annual donation requests should be made by the setting of the annual precept.
- Applicants are usually informed within two weeks of the meeting.

5. Promotion

The Parish Council will ask for recognition from successful applicants in the form of the promotion of the Parish Council in the organisation's newsletter, press release or social media updates.

The Parish Council will also recognize successful applicants in its own reports to parishioners.