DONATION APPLICATION FOR VOLUNTARY ORGANISATIONS

Local Government Act 1972

Please refer to our Donation Aid Policy for assistance on completing this donation application form.

The donation application is in three parts:

1. **Donation Application**: This gives us information about you, your organisation and the project you would like us to support. Please write your answers in the boxes provided.
2. **Supporting Evidence Checklist**: Please read the checklist carefully and provide ALL items that are relevant to your application. The Community Clerk **will not be able** to submit incomplete applications for consideration by Council.
3. **Signature** for the donation application and **acceptance** of the terms and conditions. This must be the signature of the applicant and the applicant must have authority form the applying organisation to apply and to agree to the terms and conditions of the donation.

1. Donation Application

Name of organisation	
Name of key contact	
Position in organisation	
Address and postcode	
Telephone number (landline & mobile)	
Email address for correspondence	
Website address	
Project start date	
Project end date	

Project description (maximum 500 words)
Please explain:
1. What will your project do?
2. Where will it happen?
3. Who will do it, and why those people?

How will the Manorbier Community benefit from this project? (maximum 500 words)
Consider:

1. How many people will benefit, and who / which groups?
2. What will the benefit or benefits be?
3. Which of the six Wellbeing outcomes are being met and how?
   (please see the "Donation Aid Policy – Donation Aid Guidance for Applicants"

Total cost of project	
Amount of Donation Requested	
Match Funding If the total cost of the project is more than the donation, how will the balance be financed?	

2. Supporting Evidence Checklist

Please complete the checklists below as instructed and provide the relevant documents with your donation application.

Provide supporting evidence for each item in 'all applications' section and for each item in the list relevant to the applicant (individual / new groups / organisations).

Item	**Tick below**
Breakdown of project costs Please list all the cost that must be covered to deliver your project. Please indicate which of these costs the donation from Manorbier Community Council will cover.	
Evidence supporting the costs breakdown including written quotes or estimates	
Evidence of any project specific match funding noted in the 'Match Funding' question	
Your organisation's constitution or rules	
One year's approved accounts for your organisation, or a note explaining why you do not have these	
Your organisation's most recent bank account statement	
If your project will work with children or vulnerable adults, your organisation's adopted Protection Policy	
If your project requires it, evidence of adequate public liability insurance	

You may also provide if you wish:

Item	**Tick below**
One or more letters of support	
Evidence of any other funders supporting your organisation (not project specific)	

3. Signature and Acceptance

Name of applicant ……

On behalf of organisation ……

Position in organisation ……..

Address……..

……

I, as the applicant, accept the **Terms and Conditions** below. I have authority from the applying organisation to apply for the donation and to accept the terms and conditions. Electronic signatures are acceptable.

Signed ……. Dated ……

Terms and Conditions

- All applications are approved by Full Council and the decision is final. Meetings of the Manorbier Community Council are open to members of the press and the public, and minutes of the meetings are available from the Council office and the website.
- If you receive a donation, it may only be used for the purpose set out in the application form and it cannot be given to any other group. The Manorbier Community Council will not give retrospective donations to cover costs that have already been incurred and the donation cannot be increased. Your donation will be paid by electronic bank transfer to the organisation / applicant detailed on the donation application form and submitted bank statement.
- Only one donation per year will be awarded to applicants for each project for which the donation is sought. The awarding of a donation in one year will not preclude, but nor will it set a precedent for continued support in future years.
- Groups working with young people and / or vulnerable adults will be required to have protection policies in place.
- Applicants will need to demonstrate that they have adequate public liability insurance for their activities.
- The Manorbier Community Council require all applicants to complete a short report to tell advise what you have achieved with the funds. The Manorbier Community Council will also ask you to prove that the money was spent for the intended purpose.
- Recognition of the donation from Manorbier Community Council must be made in any publicity and detailed in the group's accounts.
- The Manorbier Community Council may use the details, as provided in the application form, to publicise any funding provided.
- The Manorbier Community Council will use the name of your group (excluding personal data) and its project in our own publicity material.
- When a donation expires, Manorbier Community Council has no commitment to provide any further funding for the project.
- Due to a limited budget, the Manorbier Community Council cannot guarantee that the full amount of donation funding requested will be awarded.

Please return the completed donation application with all supporting information to:

Melanie Priestley Manorbier Community Council Clerk
Clerk and Financial Officer

Manorbier Community Council