# Manorbier Community Council

## DONATION POLICY

Manorbier Community Council creates an annual budget for donations to support local projects, events or activities which contribute to the wellbeing of the Manorbier and its Residents.

The process for application of funding, and the procedure of awarding funds, is transparent, accountable and accessible. Application requirements are tailored to be appropriate for the level of funding applied for. Supporting evidence will be required and sufficient to meet Manorbier Community Council's duty to tax-payers, ensuring that public money is allocated with due diligence and secures good value for money for Manorbier.

Donations will be awarded in accordance with the relevant Local Government Acts and Statutes.

Donations will be awarded only where the application will actively contribute towards at least one of the goals of the Wellbeing of Future Generations Act.

1) A prosperous Wales.
2) A resilient Wales.
3) A healthier Wales.
4) A more equal Wales.
5) A Wales of cohesive communities.
6) A Wales of vibrant culture and a thriving Welsh language.
7) A globally responsible Wales.

Any project considered to be in conflict with any of the Wellbeing Goals will be rejected.

### Who Can Apply?

A voluntary or community group/organisation which is self-governing, independent from any other organisation, works for the benefit of Manorbier and its residents, has adopted a Governing Document or Constitution and is a not for profit group

*(Not for profit - no-one within the group will profit from that group. It is run by volunteers who can be reimbursed for volunteer expenses but apart from that any profits made must be reinvested in the group)*

### Exclusions

The Manorbier Community Council is legally obliged to use funds within its powers and limitations. The following is a list of activities which are specifically excluded. Applications for projects deemed to fall within these points will be refused:

- National appeals are, within limited exceptions, outside of the Council's donation aid policy and, at present, the Council is prevented by statue from giving financial assistance to individuals and charities operating overseas or to a fund established to help persons outside the UK
- Activities that are part of statutory obligations or replace statutory funding of any sort
- Endowments
- Salaries of any description
- Loan repayments
- Rates, Council Tax or utilities
- Second-hand road vehicles
- Projects with high ongoing maintenance costs – unless your group can show that you have the funds/skills to maintain them once your Manorbier Community Council donation runs out
- Religious / political groups unless unrestricted community benefit can be demonstrated
- Religious building fabric and grounds including halls
- Profit-making business including limited companies, sole traders or partnerships
- Projects that do not directly benefit the residents of Manorbier
- Projects that are written in support of an individual's needs or activities

## What Donations Can Be Used For

- Projects, events or activities in Manorbier which will be started and completed within no more than a 12-month period.
- Start-up costs for new organisations with a clear social purpose benefitting Manorbier.

Applications should make requests for costs specific to the project, activity or event being proposed.

Donations shall not cover an organisation's core running (revenue) costs.

# Donation Aid Guidance for Applicants

### Project Duration

You must use the donation within one year of the date specified on your award letter. We recognise that project timescales can slip for good reasons and if your project is delayed, you will need to agree any revision to the timetable with us. If a project does not ultimately proceed as planned, we require the donation to be returned.

### How and when to apply

Application forms are available on our website or by contacting the Council office. Donation applications will only be considered by submission of the Manorbier Community Council Donation Application Form, together with all the supporting evidence required on the application form. Donations are assessed on a first come first served basis.

An organisation may apply for more than one donation in any given financial year. However, the applications would have to be made for different projects.

Completed application forms and supporting documentation should be submitted to the Clerk, who will check that the application is complete and includes all the supporting evidence requested. Applications will be considered at the next Full Council meeting.

All decisions will be met by a democratic vote at a Full Council meeting of Manorbier Community Council and are final.

As a member of the public, you are welcome to attend Full Council meetings and those at which your application is considered. However, applicants may only answer questions addressed to them by the Chairman and are not permitted to take part in the discussion. Applicants will be advised of the decision following the meeting. Applicants will be provided with a copy of the completed scoring criteria and relevant literature.

Donation recipients receiving over £1,000 should submit a report after 31st March showing how the funding has been used.

### How applications are assessed

The criteria against which applications are assessed can be found in the Application Form and Scoring/Assessment Table in the application pack.

### When a donation may have to be repaid

If there is a serious breach of the terms and conditions, or the group ceases to operate before the funds have been spent, or if a project does not proceed as planned, the donation will have to be repaid. Anyone found to be acting dishonestly in making the application or spending the donation will be reported to the Police and may be prosecuted.

### Data Protection Act 2018

The Manorbier Community Council recognises the need to maintain the confidentiality of groups and individuals, and their details will not be made public in any way, except as required by law.

### Policy Review

This policy will be reviewed on a four-year cycle. However, the policy will also be examined when there is a change in Legislation relating to such or a formal complaint is made to identify any areas requiring improvement.

Policy adopted: May 2022
Policy due for review: May 2023

**Contact**

Melanie Priestley
Clerk and Financial Officer

**Manorbier Community Council**
Top Office, County Chambers, Warren Street, Tenby, SA70 7JS

Clerk@Manorbier-cc.gov.wales