

Benwick Parish Council

Donation Awarding Policy



Version Control

Adopted at council meeting on 01/09/2025 (minute ref: 083/25-26)

Reviewed at council meeting on 07/09/2026 (minute ref 073/26-27)

1. Introduction

Benwick Parish Council allocates a small annual budget (currently £200) to support local voluntary, charitable, and non-profit organisations whose activities provide a clear benefit to the residents of Benwick parish.

Donations are made under Section 137 of the Local Government Act 1972, which allows the Council to spend funds for the benefit of the parish or its inhabitants, provided the expenditure is reasonable and proportionate.

2. Who Can Apply?

Registered charities, voluntary groups, community organisations, and non-profit groups can apply. Organisations must be based in Benwick or, if outside the parish, their work must demonstrably benefit Benwick residents.

The Council cannot provide donations to:

- Individuals
- Businesses or for-profit groups
- Charities operating solely overseas

3. How to Apply

Applications are accepted once a year for the following financial year.

Application window: Opens 1 September, closes 30 November each year.

Decision meeting: Usually held in December (agreed as part of the annual budget process).

Notification: Applicants informed by 31 January.

Payment: Donations released by 31 May.

Required Documents:

A completed Donation Application Form (see Appendix A or download from the Council website).

Supporting information should be included, such as:

- Your group's constitution or membership rules (if available)
- Most recent audited or independently examined accounts for existing groups
- A budget or business plan for new groups
- Any other evidence supporting your application

Applications may be submitted by email or post (see Section 7 for contact details).

4. Conditions of Award

Donations must be used only for the purpose stated in the application.

If the project changes significantly, or if the group is dissolved before the donation is used, the Council may request repayment.

Donations will not be made for retrospective spending (i.e., money already spent).

Only one application per organisation per year will be considered.

Receiving a donation one year does not guarantee future awards.

The Council welcomes public recognition of its contribution (for example in newsletters, websites, or social media).

5. Council Discretion

The Council reserves the right to:

- Allocate donations to organisations without a formal application if their work benefits a significant proportion of Benwick residents, and where this is agreed at a Council meeting.
- Decline any application that does not meet the criteria or where the benefit to the parish is not deemed proportionate to the cost.

6. Monitoring & Accountability

Organisations awarded a donation may be asked to provide a brief report or feedback on how the funds were used and the benefits delivered to Benwick residents.

7. How to Submit Your Application

Please send your completed form and supporting documents by 30 November to:

Mrs Amy Blackhurst (Clerk)
34 Biggin Lane
Ramsey
Cambridgeshire, PE26 1NB

Email: clerk@benwickparishcouncil.gov.uk

Appendix 1 – Benwick Parish Council Donation Application Form



Please complete this form to apply for a donation. Submit by 30 November to:

Mrs Amy Blackhurst (Clerk)
34 Biggin Lane
Ramsey
Cambridgeshire, PE26 2RZ

Email: clerk@benwickparishcouncil.gov.uk

Organisation Name:

Contact Person:

Address:

Telephone:

Email:

Project Name/Purpose:

Total Project Cost:

Amount Requested:

Other Funding Sources:

How will this project benefit Benwick residents?

Constitution/membership rules attached? (Yes/No)

Recent accounts or budget attached? (Yes/No)

Signature:

Date: