



## Community Donations: Policy & Application Pack

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### 1. Aim

Morton-on-Swale Parish Council has funding available to invest in projects and initiatives that benefit the residents of Morton-on-Swale. This policy and application pack is to ensure fair and transparent use of Council funds.

For the purpose of this policy, donations come from two distinct sources:

- **Section 137 of the Local Government Act 1972 (S137).** There is a limit to the funding, a specified amount per elector. This allows parish and town councils to incur expenditures for purposes that benefit their communities when no specific statutory power is available.
- **Community Infrastructure Levy (CIL) funding** primarily refers to the Community Infrastructure Levy, a charge on new developments used by local councils to fund local infrastructure like schools, transport, and green spaces, with funds split between strategic projects and local neighbourhood initiatives for projects that help deliver or improve local infrastructure to support the community.

### 2. Objectives

The Funding aims to:

- Support projects that enhance community well-being, social cohesion, and quality of life for residents of the village.
- Support key priorities that have been identified through community engagement.
  - List once established
- Improve, maintain or create community infrastructure for the village.
- Encourage partnership working between community organisations, local businesses, and residents.

### 3. Eligibility Criteria

#### Eligible Applicants:

The Parish Council is keen to support community groups that are based within, or whose activities are predominantly focused on, the village. To ensure funding benefits the local community, applicants will need to demonstrate that their group is established or formally recognised, and that their work directly supports residents of the parish.

Eligible organisations:

- Registered local charities
- Social enterprises and community interest companies (CICs)
- Schools or faith groups (for non-religious, community-based projects) including PTAs
- Residents' associations or informal community groups (with a sponsor organisation or registered bank account)

***PLEASE NOTE THAT THE PARISH COUNCIL WILL NOT RELEASE FUNDING INTO PERSONAL BANK ACCOUNTS. IF YOU DON'T HAVE A REGISTERED ACCOUNT, THIS DOESN'T NECESSARILY DISCOUNT SUPPORT, AS THE PARISH COUNCIL CAN CONSIDER OPTIONS SUCH AS PAYING A SUPPLIER DIRECTLY.***

#### Eligible Projects:

- Directly benefit residents of Morton-on-Swale
- Are non-political and non-profit-making for personal benefit (directly or indirectly) such as supporting paid wages.
- Deliver outcomes aligned with Fund objectives and principles.

#### Ineligible Projects:

- Projects which only indirectly benefit residents of Morton-On-Swale including national charities (unless applicant is able to demonstrate funding is proportionate to direct benefit to village residents)
- Political or religious promotion
- Retrospective funding
- Ongoing operational/staffing costs
- Projects outside parish boundaries (unless clear local benefit)
- Applications from a person, persons or groups whose actions the Parish Council has previously determined to be vexatious under the Vexatious Correspondence Policy

#### 4. Funding Sources and Limits

Source	Typical Use	Maximum total annual budget	Notes
S137	Community projects	£500 per financial year	Subject to annual allocation on first come first served basis
CIL	Infrastructure projects	As per CIL Investment Strategy (TBD)	Must relate to development impact and local infrastructure improvement

#### 5. Application Deadlines and Decision Process

- Application submitted: must be submitted at least **10 working days before the next Parish Council meeting** (scheduled meetings are the last Wednesday of Jan, Mar, May, Jul, Sep, Nov). Please note, Council cannot make decisions outside of formal meetings.
- A minimum of three Parish Councillors review application and take recommendations to Full Council (with input from Clerk and RFO to ensure compliance and budget availability).
- Full Council makes decisions on any awards for funding.
- Applicants notified within two weeks of decision and any other special conditions of funding over and above standard conditions (section 7).
- Monitoring report and photos required within 2 months of activity being delivered.

#### 6. Assessment Criteria (1–5 scoring)

- **Community Benefit:** Number and location of beneficiaries
- **Need and Evidence:** Does it fit community priorities ?
- **Value for Money:** Budget realistic and proportionate?
- **Delivery:** Applicant’s capacity to deliver
- **Sustainability:** Will benefits continue beyond funding?
- **Match Funding/Partnership:** Additional funding or volunteer effort identified.

Successful applications will need a score of 20 (out of possible 30) to be considered at Full Council meeting.

## **7. Conditions of Grant**

- Funds must be solely used for the approved project – any changes must go back to the next full Parish Council meeting for consideration.
- Projects completed within 6 of offer letter.
- Repayment of funds in full will be required if misused or used for purposes other than what was agreed.
- Applicants must acknowledge Parish Council support in publicity/signage
- Applicants must provide the Parish Council with monthly updates including monitoring information and photos two months after completion.

## **8. Policy Review**

- Reviewed annually at Parish Council Annual Meeting
  - Updates communicated via Council minutes and website
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## Community Fund Application Pack

### Guidance Notes for Applicants

1. Read the Policy carefully to ensure eligibility.
2. Ensure your project clearly benefits Morton-on-Swale residents.
3. Prepare a realistic budget and identify other funding sources (cash and/or in kind)
4. Obtain accurate cost estimates from multiple suppliers
5. Consider ongoing maintenance costs
6. Check if planning permission or other approvals are required
7. Identify potential partners or additional funding sources (this could include match funding for projects funded by S106 developer contributions, grant applications to charitable trusts or foundations, crowdfunding for community buy-in and/or partnership with local businesses)
8. Maximise collaboration opportunities (such as through partnering with neighbouring parishes, schools, providers, other community groups/volunteers).
9. Submit applications **10 working days before the next Parish Council meeting**. Please note - applicants welcome to attend Parish Council meeting to give brief overview of their proposal and ask questions (five minutes only) (a request to attend the meeting would need to be made within five working days)
10. Projects may be revenue or capital.
11. Successful applicants must report progress and provide photos within 2 months of the activity finishing.

**Morton-On-Swale Parish Council - Community Donations Application Form**

**Applicant Details**

Organisation name	
Contact person	
Address	
Phone / Email	
Type of organisation	
Do you have registered bank account for your organisation?	Yes/no

**Project Details**

Project title	
Location	
Description (max 300 words)	
Who will benefit and how	
Estimated number of beneficiaries	
Start and end dates	
Does your group/organisation have capacity and capability to deliver (100 words)	
Will benefits continue beyond funding? (100 words)	
Will there be financial benefit to individuals or organisations (including national charities) from this funding	

**Which community priorities does your proposal meet?**

TBC following consultation	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

Commented [KW1]: Add priorities once known

**How are these priorities to be met:**

**Funding Details**

Total project cost	<b>Capital:</b>
	<b>Revenue:</b>
Amount requested from Parish Council	
Other sources of funding (confirmed / applied for)	
In kind contributions (such as volunteer time)	
Has your organisation received funding from the Parish Council previously – if yes, provide details	
Please provide a breakdown of expenditure to show what the funding will pay for	

**Supporting Information**

- Evidence of community support (consultation, letters, etc.)
- Evidence of organisation set up (constitution, accounts etc)
- Quotes or estimates attached:  Yes  No

**Disclaimer and Acknowledgment**

I hereby confirm that I have the authority to submit this application on behalf of the organisation or group named herein. I confirm that the information provided in this application is true and accurate to the best of my knowledge. I understand that submission of this application does not guarantee funding, and any funds awarded must be used only for the purposes described. I agree to comply with all requirements set by Morton-On-Swale Parish Council and understand that funding may be revoked if these terms are not followed.

**Signature:** \_\_\_\_\_

**Name (Print):** \_\_\_\_\_

**Organisation:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Submit completed forms to:** clerk@mortononswale-pc.gov.uk

**Deadline:** 10 working days before the next Parish Council meeting (held last Wednesday of Jan, Mar, May, Jul, Sep, Nov).