

BINGLEY TOWN COUNCIL



Bingley Town Council, Myrtle Place, Bingley, BD16 2LF

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SMALL DONATIONS POLICY: GUIDELINES

Larger organisations are encouraged to apply to the town council's grant scheme. The application form and grant criteria are available on the Town Council website www.bingleytowncouncil.gov.uk

Smaller organisations may apply for a **donation** from the Town Council. Donations are available for up to £100. Groups need to complete the short application form attached and submit it to the Town Council at:

Bingley Town Council
Myrtle Place
Bingley
BD16 2LF

Or via e-mail : enquiries@bingleytowncouncil.gov.uk

Process information and guidance for applicants for a small donation.

1. The Town Council will normally decide on small donations once a month - at its Finance and General Purposes meetings (subject to there being allocated funds available). Dates of meetings are available on the Town Council website and are usually the second Wednesday of each month.
2. In order for an application to be considered at a meeting, your application should be received by the Town Clerk no later than the 15th day of the month preceding that in which you wish your application to be considered. It is always advisable to discuss your application with the Clerk at an early stage, and certainly prior to submitting it, but please note that your application cannot be dealt with, or funds reserved for your scheme, without a copy of a bank statement from the last three months and a completed application form.
3. The Town Council may invite a representative from your organisation to attend the meeting at which your donation is to be considered, to answer any questions which might arise.
4. Donations cannot be paid to individuals. You must demonstrate that most of your members / beneficiaries live in the Parish of Bingley.
5. The Town Council does not provide donations for specifically party-political or religious activities. Applicants should show a commitment to equality, accessibility and diversity.
6. Organisations will not normally be awarded more than one grant or donation from the Town Council in a rolling 12 month period (unless your organisation is acting as the accountable body for another local group).
7. Retrospective donation applications are not permitted.
8. Copies of receipts will be required within 6 months of the donation being paid. If receipts are not provided the Town Council reserves the right to request the return of the donation.
9. Groups awarded a small donation are entitled to apply for a grant within a 12 month rolling period.

Adopted by the Council: February 2018

Date of review: 30th April 2019

Next review: