

## **KENWYN PARISH COUNCIL**

### **POLICY ON REQUESTS FOR CHARITABLE OR OTHER FINANCIAL DONATIONS**

Kenwyn Parish Council is keen to offer support to charities and non-profit organisations wherever possible but any request for donations must be subject to scrutiny and approval by the full Council.

This Policy aims to give clear guidelines to those considering making an application for financial support.

Kenwyn Parish Council will consider:

- Applications by charities and non-profit organisations for financial assistance to enhance the well-being of Kenwyn residents or enhance local service provision for them.

Kenwyn Parish Council will not consider:

- Requests for donations which will not be used exclusively and wholly within the Parish.
- Applications from individuals who are looking for sponsorship for fundraising activities.
- Applications from Religious causes.
- Applications from Political Organisations or Campaigns.
- Applications from National Charities unless it can be shown that any donation made will be used locally and exclusively within Kenwyn Parish.

## Application Procedure

If a charity or non-profit organisation wishes to be considered for financial support, the 'Responsible Officer' must, in the first instance, write to the Clerk on appropriately headed paper clearly stating:

- the aims and objectives of the charity/organisation.
- how, if granted, such financial support would enhance the well-being of Kenwyn residents or enhance local service provision for them.
- the specific amount requested or a statement that this is being left to the Council's discretion.

The Clerk will acknowledge formal receipt of the letter/request and agenda the item for the next available Ordinary Parish Council Meeting for discussion and decision.

The decision taken by the Parish Council will be communicated in writing to the applicant by the Clerk as soon as practicable after the meeting.

## **Review**

A review of the policy shall be undertaken each year (or as appropriate) and necessary amendments will be undertaken by the Clerk and reported to the full Council for approval. The Council will undertake to ensure that its Councillors and workers are trained in the processes required by this policy as deemed appropriate.