

Donations Policy

Version 5, 9 January 2018

BACKGROUND

The charitable object of the Town & Manor is to promote purposes for the benefit of the inhabitants of Hungerford. One of the ways this is achieved is through the offering of grants and donations to local groups, associations, charities, events and other good causes.

This policy outlines the types of donations that the Town & Manor will consider, the process for doing so and the conditions that may be attached to each donation.

The Town & Manor have a match funding agreement in place with Greenham Common Trust, and as such prefer that all donations where possible go through The Good Exchange.

DONATION TYPE

To successfully apply for a donation or grant from the Town and Manor the following requirements must be met:

- The donation or grant should assist with an activity, event, organisation or otherwise that brings benefit to the inhabitants of Hungerford
- The donation can be towards new equipment, a project, an event or similar. However, the Town & Manor will not support running costs of an organisation.
- The organisation applying need not be based in Hungerford, however the primary beneficiaries of the application should be Hungerford based.
- The donation cannot replace services or otherwise that should normally be funded for by the government

PROCESS FOR APPLICATIONS

All applicants should apply in writing (or email) initially to the Clerk, outlining the following:

- Contact details
- Brief history of the organisation applying / current membership
- Budget information relating to the application
- Details of any other grants also applied for
- Copy of your last 2 years' audited accounts (where available)
- Details of the donation you wish to receive, including total expected cost, timings and any other issues arising

Once received the application will be considered by the Finance Committee before being passed to the Trustees with a recommendation. The Finance Committee and Trustees meet monthly.

CONDITIONS OF DONATION

If an application for a donation is successful, the Town & Manor may add the following conditions:

- An update on the donation and its use and impact be supplied to the Town & Manor within a suitable timeframe. This will be reported at our Finance Committee and may also be used in our publications / website.
- That photos or similar be supplied of the donation and its usage. These could be used on the Town & Manor's website or other promotional material.
- Conditions may be imposed related to the standards and constitution of the organisation receiving the donation, for example that the organisation operates similar standards to the Town & Manor in relation to governance.
- Where we donate to a project that does not proceed, we may require that the donation be returned.
- We may require that progress / implementation of a project is open to inspection by the Trustees' nominated representative.
- Donations may, where appropriate, be made only against specific invoices or alternatively paid in instalments.
- We may reserve the right to ask that other contributions or funding is raised as a condition of our donation.

All donations remain at the final discretion of the Trustees and are subject to available funds.