



Community Events Donations Policy

Approved by Council on 28.01.20

Purpose	To ensure that annual events are provided for the benefit of the whole community.
Definition of a community event	A non-profit event that encourages community cohesion and is readily accessible to the whole community.
Which events can be considered for a community event donation	Events that meet the purpose and definition as stated above and have taken place for a minimum of one year. Any organisations running events that are not provided with a community event donation may apply for a grant via the grants programme as long as they meet the eligibility criteria as stated in the grants policy.
Can new community events be supported by a donation?	No. Organisations wishing to create a new event are welcome to make a grant application as long as they meet the eligibility criteria as stated in the grants policy.
How and when are donations awarded?	Donations are agreed once a year at the next scheduled People meeting following Council approval of the annual budget. The People Committee will assess the annual budget and decide which community events it will be supporting via donations during the forthcoming financial year.
Notification	Relevant organisations will be offered a maximum donation and, should they wish to accept, they will be requested to provide a costed project plan for approval by the People Committee. If the total of the costed project plan is lower than the donation maximum, the lower amount will be paid. Organisations will be required to confirm the date by which they require the funding and then payment will be made within two weeks of this date.
Acknowledgement of Council support	The Town Council must be acknowledged in all event publicity materials, printed and/or electronic.
Accounts	Any organisation accepting a community event donation does so on the understanding that it must provide project accounts along with receipts for any items of expenditure in excess of £100. Accounts to be submitted within 90 days following the event. Any project underspend in excess of £50 must be returned to the Town Council. No further donations or grants will be awarded to any organisation with accounts outstanding.
Exclusions	Statutory organisations. Political groups or activities promoting political beliefs. Religious groups where funding is to be used to promote religious beliefs. Retrospective donations.