



Donations Policy/Application Form

East Looe Town Trust recognises the value of local charitable and community groups that provide for, or assist in the development of, community services meeting community social needs. East Looe Town Trust will consider, upon application, a level of financial support as is possible within its annual budgetary provision. Each application will be assessed upon its own merits and in line with Trust policy.

The Trust has limited financial resources available for the provision of discretionary donations to groups and organisations and may refuse funding applications or reduce the level of support requested.

This policy sets out the Trust's requirements and guidelines when making such discretionary donations. Nothing in this policy however, precludes the Trust from making payments in the mitigation of an emergency event including situations involving personal distress or hardship for residents.

Policy

East Looe Town Trust makes provision in its annual budget for discretionary donations to be made to community groups and other organisations within its area of interest. The budget amount for this provision shall be reviewed at least annually and authorised by the Board of Trustees.

Requests for discretionary payments will be decided by the Trust Board.

The Trust will only make discretionary donations to 'non-profit making' groups or organisations in support of projects which have a direct benefit to the residents of Looe or to the Looe Community. The Trust will not respond to fundraising requests from groups or organisations where that group or organisation can only demonstrate generalised benefits to Looe residents or indirect benefits to the Looe community.

The Trust may require donations to be match funded and in those cases applicants requesting funding must be able to demonstrate that an equivalent level of finance has been raised from other sources.

All discretionary donations are conditional upon the funding being used for the purpose specified. In the event that an applicant's project/initiative does not proceed, the funding provided by East Looe Town Trust shall be returned.

Guidelines

Applications will be considered where:

- The applicant is a registered 'not for profit' organisation which has a base or visible presence in the Trust's area of interest or directly contributes to the interests of the residents of the area of interest
- The applicant is a community group based in Area of interest or which has a visible presence in the area of interest or whose activities have a significant impact upon the residents of the area of interest
- The applicant can demonstrate that the funds will provide a direct benefit to residents of the area of interest
- The applicant must demonstrate a clear need for financial support
- The funds are required for a new beneficial initiative or project in the area of interest
- If the donation is for an event, entry to the event is free of charge for residents of the area



of interest to attend and participate

- The applicant must provide clear evidence and supporting documentation of having financial support from other sponsors

Applications will NOT be considered where:

- The applicant is a private and 'for profit' organisation or association
- The applicant is an individual person, unless supported by the relevant organisation
- The applicant is a national or regional organisation routinely requesting funding support
- The application is for funding in support of conferences and conventions



DISCRETIONARY DONATION APPLICATION

Name of Organisation or Group:

Purpose of Organisation or Group:

Name of Contact:

Address:

Telephone No.

Mobile No.

Post Code:

email:

Date of application:

Purpose of Application:

Total Cost of Project/Event/Activity: £

Date of event/activity (if applicable):

Description and Value of Funds from Received / Pledged from Other Sources (Identify Sources)

List Other Sources Approached for Donation Support

Value of Donation Requested from East Looe Town Trust £

Attach to this form any further relevant information that you wish to be taken into consideration and return to:

The Trust Manager, East Looe Town Trust, 1st Floor The Guildhall, Fore St., East Looe PL13 1AA