

HENFIELD PARISH COUNCIL (HPC)

Guidelines for assessing requests for donations

Twice per year in May and November, the Finance Risk and Change Governance Committee makes recommendations to Council for the award of donations from interest on the Council's monies. Such recommendations will be based on the following:

1. Only applications from non-profit making organisations based in Henfield Parish will normally be considered. Such groups will have little or no access to any other funding routes.
2. To be successful, it will be necessary to demonstrate that Henfield residents will benefit directly from the activities of the applicant. Consideration will be given as to where the funding will have the greatest impact.
3. Normally, donations will only be made to organisations but there may be circumstances in which applications from individuals will be considered.
4. It is intended that a wide range of local voluntary bodies can gain from this scheme. For this reason, it is unlikely that a donation will be made to the same organisation for more than three years in a row.
5. Ideally, applications should relate to specific projects rather than running costs.
6. Donations of up to £750 will be considered for each organisation in any calendar year.
7. Any donations awarded will not set a precedent when considering future donations.
8. Applications must be received by the end of April or end of October to be included on the Committee agenda for consideration.

These notes are intended as guidelines and are not designed to cover every possible eventuality. It is important that, when considering applications, HPC members are in a position to exercise their judgement rather than adopting a rigid approach.

There are four donations which HPC makes each year that are considered separate from the above. These are:

- St Peter's Church, Henfield, to help towards churchyard maintenance costs;
- The Henfield Club to help cover Remembrance Sunday/War Memorial and related expenditure.
- Henfield Community Partnership towards running costs
- Henfield Youth Club towards running costs

April 2026