

Alcester Food Festival

Grant Policy 2025



Grants/Donations Policy and Process 2025

Policy Statement

A Donation is any payment made by AAF to be used by an organisation for a specific purpose in the furtherance of the wellbeing of the local community, either generally or for a specific purpose, it includes payments made to organisations which support the running of the Food Festival events.

1. Policy

AAFF awards small donations (**defined as £1000 or less**), as approved by a General Meeting of members, to local organisations which can demonstrate a clear need for financial support to benefit the community by:

- Providing a service (which may or may not assist with the running of the Food Festival)
- Enhancing the quality of life of community members
- Improving the environment
- Promoting Alcester in a positive way

The organisation must be either non-profit making or charitable. Donations will not be made to individuals. Preference will be given to organisations which can show a link between their aims and objectives and those of AAF.

There are several community organisations and individuals who contribute to the successful running of Food Festival events and in recognition of this support there will be a presumption in favour of making these donations after each event, the amounts to be decided by the Board and retrospectively approved at the next AGM:

ABLE – street scene

Use of land for park and ride – donation to charity nominated by landowner.

Court Leet – marshall

Scouts – marshall

Litter Pickers – management of litter at events

Greig Hall – use of land for parking

St Benedict's School – use of land for parking

Any other organisation or individual who support the festival in similar ways to those noted above, in the case of individuals the donation would be made to a charity of their choice.

Should there be an immediate need in the community for funding which aligns with this policy the Board can take a decision to donate, but this must be in exceptional circumstances and the donation approved retrospectively at the next General Meeting.

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2. Annual process for awards out of surplus funds

2.1. The donations budget will be set annually as part of the general budget setting process and will be set at an amount that will ensure that cash reserves are retained to cover the running costs of two events.

2.2. Applications will be invited by **30th September** for consideration by the AAFF Board and approval at the in the appropriate manner.

2.3. The opportunity to apply for a donation will be publicised through the website, and social media.

2.4. Organisations will not automatically be contacted based on previous expressions of interest.

2.5. Applicants will be required to complete an application form and return it to the nominated role by the given date. All questions on the application form should be fully answered and additional appropriate information, which supports an application, should be provided.

2.6. Organisations may be required to provide a copy of their previous two years accounts or for new initiatives, a budget forecast.

2.7. Organisations may be required to provide a copy of their written Constitution, should they have one, together with details of their aims and purpose; project or activity; proportion/number of beneficiaries living in the local area; and demonstrate a clear need for funding. Previous years accounts or project budget may be requested.

2.8 AAFF reserves the right to contact recipients to confirm details of expenditure.

2.9 Ongoing commitments to award donations in future years will not be made. A fresh application will be required each year.

2.10 The Members may make the award of any donation subject to such additional conditions and requirements, as they consider appropriate.