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## Charitable Donations/ Grants Application – Terms and Conditions

**Please read the terms and conditions below before applying for a charitable donation/ grant from the Parish of St Helier.**

These Terms and Conditions (the “**Terms**”) (together with the documents referred to in it) inform applicants about the contractual terms on which you may request a charitable donation/grant from the Parish of St Helier. The parish reserves the right to change these terms and conditions at any time and without prior notice. Such changes will supersede and cancel our previous agreements in relation to the charitable grants. If applicants do not agree to be bound by these Terms, the Parish will be unable to consider their application request.

### **Grants – General**

- Charitable donations/grants are made available from the total value of charitable donations agreed by parishioners at the annual Parish Rates Assembly each year, and therefore, the amount donated may change year on year. The figure agreed by the Assembly will determine the number and value of charitable awards to be made.
- The Parish reserves the right to withdraw, amend or substitute its charitable donations/grants process at any time without prior notice.
- The fund is open for applications between 6<sup>th</sup> and 31<sup>st</sup> January each year. There will only be one release of the grants each year.
- Applicants who were unsuccessful in the previous year’s funding are welcome to submit a new application in subsequent or future years' funding.
- In the interests of fairness, those charities and organisations that were successful in the previous year’s applications can still apply, but may not be guaranteed success in the following year's funding.
- The Parish will reach out to charities via the Charity Commission or may approach organisations directly to promote the charitable grants.
- The Parish’s decision is final, and no correspondence will be entered into.

### **Who is eligible?**

Any St Helier charity, school, community group or any organisation situated in the Parish that can demonstrate that the grant will benefit and enhance the lives of St Helier parishioners is eligible to apply for donations from the Parish.

The Parish supports causes which demonstrate good governance and sustainable activities measured against identifiable outcomes.

The Parish would prefer to fund specific projects and will not generally fund salaries, fundraising activities, and core operating costs, including rent and other general running costs.

Charities will need to provide proof of registration with the Jersey Charities Commissioner.

Applications will need to be accompanied by a recent set of accounts.

For applications whereby the recipient of the fund is not a recognised organisation or charity, or whereby it has been requested that the cheque is made payable to an individual, a reference will be required.

The referee must be an organisation or professional individual who can verify the credibility of the project and may be contacted by the Parish to verify the validity of the project.

Any funding received is to be restricted to the purpose stated in the application, unless otherwise agreed by the parish.

The Parish has the right to refuse or withdraw an application and funding if it is found not to be for the benefit of a Parish cause or charity, or if it is led to believe that funding will not be used in an honest or charitable manner.

In the interests of fairness, those charities and organisations that were successful in a previous round of applications can apply, but may not be guaranteed success in future rounds of funding.

The Constable and Procureur du Bien Public will decide those organisations whose applications have been successful.

### **How to apply**

Applications for the Fund are open from 6<sup>th</sup> to 31<sup>st</sup> January each year.

Applications can be submitted by completing an application form. Paper forms are available on request at the Town Hall or can be obtained from the Parish of St Helier website [www.sthelier.je](http://www.sthelier.je). Completed forms should be returned to the Parish Secretary, Town Hall, P.O. Box 50, York Street, St Helier, JE4 8PA or by email to [Alison.Roberts@sthelier.je](mailto:Alison.Roberts@sthelier.je).

Any applications received between 6<sup>th</sup> and 31<sup>st</sup> January 2026 will be considered. The Parish is not liable for applications which are not received, or which are incomplete, illegible, indecipherable, corrupt, or delayed for any reason.

The Parish will acknowledge receipt of the application, and without a letter of acknowledgement, the application should not be regarded as having been submitted.

The Parish cannot accept liability for any system failures, website unavailability, hacks on the system, personal computer issues, delivery of mail or any other issue out of our reasonable control.

### **Data Protection**

During the application process, we will collect, store and process data in accordance with our Privacy Policy.

Personal data that you provide to us, for example, your name and contact details are processed to communicate with you during the application process and with funding recipients for follow-up purposes after funding has been awarded.

For successful applicants, the Parish may share the name of the community group/charity/school, how much was donated by the Parish and for what the donation was intended.

If the grant awarded is £5k, the details of the successful applications will feature separately in the Parish accounts. Grants of less than £5k will be amalgamated into a single collective amount, and therefore details will remain undisclosed unless the charity agrees to be featured in publicity/marketing (see below).

### **Publicity**

Successful applicants receiving a grant of 5K or more may be asked to take part in publicity/marketing activities in relation to their local charity or community project. This publicity would be conducted through our website and social media channels, such as Facebook and Instagram, and local media channels such as television, newspapers, and radio.

The applicant may be required to present the details of how the grant has benefited the charity to the Accounts Committee or to the annual Rates Parish Assembly.