Donations to Bristol City Council

Bristol City Council

November 2026

V1.000

1. Background

The Council invites donations from citizens or businesses, who may be prepared to donate money to specific grant funds. The Council currently accepts donations to two grant funds for the following purposes:

A. to support the voluntary, community and social enterprise (VCSE) sector in Bristol by contributing to the Bristol Impact Fund (BIF) Small Grants budget. Donate to Bristol Impact Fund Small Grants
B. to help low-income households with the increased cost of living by contributing to the council's Local Crisis Prevention Fund (LCPF), which helps people who can't afford the basics like food, gas, electricity or household goods. Donate to the Crisis Payment Scheme: Discretionary Giving (bristol.gov.uk)

2. Policy objectives

This policy sets out how the council will use donations, monitor donations and spend and manage associated risks.

	BIF Small Grants:	**Crisis Payment Scheme:**
Who is it for?	VCSE organisations (neighbourhood organisations and citywide equalities communities)	Citizens who fulfil the qualifying criteria

Intended outcomes (This list is not exhaustive and not in order of priority.)	• increase the skills and knowledge held in community • are aiming to address community-identified priorities through co-production with the community • aim to tackle inequity	• Alleviate immediate poverty and hardship • Assist those leaving care, prison, young offender institutions or similar • Encourage and assist citizens to help themselves with regards to financial issues • Support people in their transition through benefits or back to work • Support victims of domestic abuse who are trying to move to a place of safety • Support the vulnerable and elderly to remain within their community

3. Funding principles

	BIF Small Grants:	**Crisis Payment Scheme:**
Award process	Awarded through the existing application and decision making process which will be published on the BIF webpage for each funding round. A list of successful organisations will be shared on the webpage after each funding round. There is no appeals process.	Awarded through a process that is accessible to all citizens in financial crisis, with no other means of support and has a fair and streamlined assessment and decision making process
Grant arrangements	Grants made to organisations are subject to a grant agreement and repayments could be required if terms are not met. Organisations are required to meet Bristol City Council's baseline standards.	No grant agreement. Donations will be awarded as grants which means successful applicants will not be required to repay any award made to them. Emergency Payments are currently made in the form of digital supermarket vouchers. Household Goods awards will be made via provision of new or reconditioned goods.. The delivery and instalment of goods is provided free of charge to the claimant and inclusive of the grant that CPS provide.

When will money be spent?	Donations will be spent within 2 years, as part of the next round of BIF small grant funding	Any monies donated will be spent within the financial year.
Size of grant	Awards will be from £2500 per year	There will be no minimum amount for an award following donations, as each case will be assessed based on the citizen's circumstances and needs and also on other funding directed to LCPF.
How to apply	The Community Resources team will communicate with the VCSE sector when BIF is open for applications via the Communities newsletter and established channels such as the Community Exchange, Voscur and Black South West Network.	The Council currently accepts CPS applications online and by phone. Additional information and evidence from the citizen may also be required. This will be requested in writing, electronically or verbally. The claimant will be required to provide any information promptly.

Priorities are identified based on the principles outlined above.

4. Considerations for receiving donations and making grants

- Donations to any scheme are purely discretionary. Citizens do not have a statutory right to an award
- Donations to either scheme from individuals and/or businesses will be ring fenced for the purposes listed previously.
- Donors are asked to provide their name and email address for audit purposes.
- Donors to Bristol Impact Fund Small Grants can chose for their name to remain anonymous or not. People who chose to share their names may receive a public thank you for example via communications, such as the Communities Newsflash email.
- Businesses donating to Bristol Impact Fund Small Grants are asked for their organisation name and email, and to notify us if their donation is part of their social value commitment in a contract with Bristol City Council. This is so that we can track social value contributions for monitoring purposes to ensure commitments are being fulfilled.
- Donors will not be able to specify where their funding is awarded.
- For CPS, additional amounts that can be paid out by the Council in any financial year will be determined by the donations amounts received

5. Monitoring of donations/spend

	BIF Small Grants:	**Local Crisis Prevention Fund:**

Monitoring of grant recipients	Funded organisations will be subject to the monitoring and reporting processes that apply to all BIF grant recipients. Evaluation reports will be published on the webpage at key milestones in the BIF programme (eg. mid term and end of programme). Funded organisations will be part of the BIF learning programme which encourages organisations to share best practice, learn and develop during their time on the programme.	NA
Programme monitoring	During the BIF small grants allocation process, when setting out recommended awards for a decision, the Community Resources team will indicate the value of donations being awarded as grants what proportion this represents of the overall budget for that round of funding. The Community Resources team review allocation processes frequently, collecting feedback from applicants and working to ensure equitable and accessible processes.	Each year the CPS team will: • Evaluate whether decisions are being made with equity and fairness across diverse citizen groups • Review the application process to ensure it enables decision makers to be consistent and gather appropriate information • Facilitate and review stakeholder feedback of grant giving and decision-making • Make recommendations to sustain and improve the quality of donations and decision-making
Budget monitoring	Monthly budget monitoring will be carried out to ensure funds are reasonably and fairly allocated	The CPS team will evaluate the number of donations/awards received per month
Publication of awards	A list of funded organisations in each grant round is published on the BIF webpage.	NA

6. Publicity

The Council has a responsibility to ensure it does not limit the legal discretions it may apply and is committed to applying the policy fairly and consistently. It will take steps to

maximise take up to make sure that the funds are targeted towards those who are most in need.

7. Misuse, Money Laundering and Fraud

Bristol City Council is committed to the identification and prevention of fraud in all its forms. Where it is alleged or considered that a donation or award may have been made fraudulently, the matter will be investigated and if fraud is found to have occurred, action will be taken including criminal proceedings, where relevant.

8. Refunds or mispostings of grants

The council will make every effort to minimise the need to refund or correct any misposting of donation. Where an error has been identified by the council or notified by the person that an error has occurred, the council will investigate and if appropriate such monies will either be reallocated or refunded to originator.

9. Policy review

The policy will be reviewed annually and in light of any changes, trends or other factors that impact on the effectiveness of it.

10. Complaints

The council's complaints procedure will apply in the event of any complaints received about this policy.