



## Policy on Grants under Section 137 of the Local Government Act 1972

This Policy sets out the Parish Council's position and procedure with regard to the award of S137 grants.

In accordance with the Local Government Act 1972 section 137, Credenhill Parish Council sets aside a sum of money each year which can be applied for by local organisations for projects which will be of benefit to residents within the parish of Credenhill.

This document sets out the Parish Council's policy and procedure for grants and donations under Section 137 of the above Act with its aim of ensuring that all of its award-making activity is open, transparent, fair and supports local organisations. The Parish Council's awards are open to established voluntary or community groups, as well as new or informal groups of parishioners who are or intend by the date of application to become formally constituted.

### Who is eligible to apply?

To be eligible for the award of a grant under Section 137 an organisation must:

- Be established for charitable, benevolent, social, cultural, recreational or philanthropic purposes
- Have a constitution, or set of rules, which define its aims, objectives and operational procedures
- Be able to provide a copy of its latest annual accounts and be able to demonstrate that the accounts are checked and signed by a person independent of the group or if the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed
- Have a bank account in the name of the organisation.

### What can be funded?

The project should be something which makes the local community a better place in which to live, work or visit:

- It should benefit people who live in the parish
- There must be clear evidence that local people support the project and are involved in carrying it out
- Each group may only make one application per financial year.

### The following are not eligible

- Support for individuals or private business projects
- The running costs of any organisation
- Projects which are the prime statutory responsibility of other government bodies
- Projects which improve or benefit privately owned land or property
- Projects which have already been completed or will have been completed by the time the grant is made.

Document Reference	D007
Version Number	V2.0
Date Adopted	13/02/2019
Review Date	16/01/2020



## Conditions of support

The Parish Council may make the award of any grant subject to all or some of the following conditions. Required conditions will be at the discretion of the Parish Council and take into account an organisation's individual circumstances.

- In order to fully understand your project or activity, parish councillors may wish to visit your project or activity, prior to it commencing. They may also wish to conduct a site visit once your funded project is underway.
- As a minimum, you will write to confirm receipt of the cheque for audit purposes.
- Funding must only be used for the purpose agreed with the Parish Council and if the monies are not spent on the items agreed, they must be returned.
- Funding must be spent within the financial year awarded and cannot be added wholly or partly to your reserves.
- If your project costs are more than you anticipated on your application, any shortfall must be met by you.
- The Parish Council would ask that you acknowledge its support in your publications, publicity and annual reports.

## When to apply

The Parish Council will consider applications in April; completed applications should be received no later than 31<sup>st</sup> March.

Awards will not exceed the agreed annual budget unless the Parish Council agrees to make an award under exceptional circumstances.

All groups will be treated equally. If an organisation has had a grant previously, they are not guaranteed to receive financial support again, but are not excluded from applying again in a different financial year. A fresh application will be required each time.

## How will decisions be made?

All applications will be judged on a case by case basis. Decisions will be made by Credenhill Parish Council with its decision being final.

Unfortunately the Parish Council may not be able to fund all projects as there may be more applications than there is money available.

However, all applications will be considered carefully. Due account will be taken of the extent to which funding has been sought or secured from other sources or the applicant's own fund-raising activities.

Successful applications will be recorded in the Council meeting minutes.

## How to apply

Applications should be made in writing on the Section 137 Grant Application Form and emailed to [clerk@credenhill-pc.org.uk](mailto:clerk@credenhill-pc.org.uk)

Document Reference	D007
Version Number	V2.0
Date Adopted	13/02/2019
Review Date	16/01/2020