

COLLINGHAM *Parish Council*

SECTION 137 POLICY

ADOPTED 10 MAY 2018

NEXT REVIEW: MAY 2019

Grants Background

The Local Government Act 1972 section 137 makes provision for Parish Councils to provide financial support, up to a fixed amount, for the benefit of residents of the Parish. The total annual amount available to a Parish for this purpose is prescribed by Government and is a 'resident rate' times the number of residents on the Parish Electoral roll. The resident rate is linked to the Retail Price Index.

Objective:

It is the Parish Council's objective to ensure that any grants it awards is for the greater benefit of its residents and the community.

The Policy:

1. S137 Limit

The Clerk will keep the Council informed of the current annual S137 limit.

2. Grant Application Requirements

- 2.1. Applications for grants will not be considered unless the [Parish Council's Grant Application](#) form has been completed.
- 2.2. Applications for grants can only be considered from organisations whose work benefits the Parish and its residents.
- 2.3. Applications from individuals cannot be considered, nor can applications where the grant would benefit an individual.
- 2.4. Applications for retrospective grants, where a project has already been completed, cannot be considered.
- 2.5. Grant applications for up to £1,000 inclusive must, if available, provide financial statements in support of the application. Grant applications for more than £1,000 must provide a statement of the most recent audited accounts.
- 2.6. The Council will only consider one grant application per organisation per financial year unless there are extenuating circumstances.

3. Types of Grant

Collingham Parish Council has made provision for two types of grant application:

3.1. Scheduled Grant

A scheduled grant application is one where an application is received and considered according to the following schedule:

- 31st December: Last date by which an application form must be submitted to the Council
- January: All applications are considered, and applicants will be informed of the Council's decision, grant cheques will be issued to successful applicants

3.2. Special Grant

- An application for a special grant may be made at any time throughout the year, funds permitting, but the Council will only consider the application if there is a genuine immediate need, such as a community project experiencing financial hardship.
- The maximum sum available for a special grant is £500 and no applicant may submit more than one special grant application in a single financial year.

4. Grant Allocation

- 4.1. **Total Grant Fund** - The total sum available for all grants varies year upon year but is in the order of £1,000
- 4.2. **Maximum per Application** - The Council will not consider a single grant application which exceeds £2,000 unless there are extenuating circumstances and all other approved grant applications can be satisfied.
- 4.3. **Minimum per Application** - The minimum amount that can be applied for is £25.
- 4.4. **Grant Fund Shortfall** - Where the total value of all grant applications exceeds the available funds and the Council considers the applications of equal merit, the Council may offer a reduced grant to applicants.

5. Ongoing Grants

Repeat applications for grants year upon year will not normally be considered unless there are exceptional circumstances which the Council considers an appropriate use of its grant fund. For example the need to prevent a worthwhile project from stalling or failing and other funding is not available. Such grants cannot exceed three years unless the applicant can demonstrate that other attempts at funding have been made.

6. Grant Spend

- 6.1 **Proof of Spend** - A recipient of a grant must provide evidence of how the grant was spent in the form of a written report, supported by financial evidence where available. The report must be received by the Clerk within 12 months of receipt of the grant. The report will become a document available to public inspection under the provisions of Section 228 of the Local Government Act 1972 (as amended).
- 6.2 **Acknowledgement of Grant** - Recipients of grants may be asked to acknowledge the Parish Council's support on promotional material, press releases and/or stationery if appropriate.

7. Grants Policy Distribution and Maintenance

- 7.1 The Clerk will retain the master copy of the policy.
- 7.2 Copies of this policy will be distributed to all Parish Councillors.
- 7.3 A copy of this policy will be given to all grant applicants.
- 7.4 The policy will be reviewed annually.

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APPLICATION FOR GRANT FOR VOLUNTARY ORGANISATIONS LOCAL GOVERNMENT ACT 1972, SECTION 137

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisations income and expenditure and level of balances. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

Name of organisation:	
Contact details:	Name Address Position in organisation Telephone Number
Is the organisation a Registered Charity: If "yes" please provide Charity Number	Yes/No
Amount of grant requested:	£
For what purpose or project is the grant requested?	
What will be the total cost of the project?	£
If the total cost of the project is more than the grant, how will the residue be financed?	
Have you applied for a grant for the same project from another organisation? If "yes" please provide details of which organisation and how much?	Yes/No
Who will benefit from the project?	
Approximately how many of those who will benefit are parishioners?	

You may use a separate sheet to submit any other information which you feel will support this application.

Signed:.....Date:.....