



## COLSTERWORTH AND DISTRICT PARISH COUNCIL

### GRANT APPLICATIONS AND ALLOCATION S.137 of the Local Government Act 1972

Section 137 (1) of the Local Government Act 1972 is a statutory power. It gives council's the power 'to incur expenditure for purposes not otherwise authorised.' It is only used when there is no other specific power available; it is a 'power of last resort', it must benefit some or all inhabitants, not an individual, nor can it be made retrospectively.

s137 was amended in s36 of the Local Government and Housing Act 1989. The amendment stipulates that expenditure and benefit must be balanced. Financial records must show a separate account for s137 spending. A donation to the Royal British Legion for a wreath is one example of s137 expenditure.

The Colsterworth and District Council (CAD) has a small grants scheme which offers grants to community groups. The amount of money available will be set annually in the budget of the Council. Projects identified by the Council for ongoing sponsored projects by the Council are excluded and will be shown as ring-fenced money from CAD's reserves separately in the accounts.

#### 1. 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;
- have a bank account operated by a minimum of at least two joint signatories.

#### 2. 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 Council will consider applications for small scale capital expenditure such as purchase of special equipment.

#### 3. THE FOLLOWING ARE NOT ELIGIBLE

- support for individuals or private business projects;
- the day to day 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.

#### 4. 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.

## 5. WHEN TO APPLY

- Although applications will be accepted throughout the year, normally they will be considered twice during the financial year – in the months of **June and October**
- Ideally, therefore applications should be submitted to the Clerk of the Council not later than the end of the preceding month with the information set out in the policy above using the Council's application form.
- The application will be placed before a panel consisting of lead Councillors from the Council's Committees (Finance & Administration, Environment & Amenities and Highways & Footpaths) for consideration who will decide on the application based on the information provided.
- They will recommend their decision to be ratified at the next Full Council meeting.
- Please note that all agenda papers are published and therefore in the public domain.
- The Clerk of the Council will inform the applicant of the Councils' decision and arrange payment if you are successful or an explanation if the grant or donation was turned down
- 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.

## 6. HOW WILL DECISIONS BE MADE?

- All applications will be judged after the closing date.
- Decisions will be made by Colsterworth and District 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.

## 7. HOW TO APPLY

- Applications should be made in writing. Please apply to the Clerk for a standard application form.

### Document Control and Policy Review:

Adopted at Colsterworth and District Parish Council Meeting:	Sept 2018
Chairman:	J Walden
Responsible Officer/Clerk	S Grant
Document Control: Version	CAD-GrantsAllocation-Sept2018-V2
Policy Review Date	Sept 2019