



## **S137 GRANTS POLICY**

**EFFECTIVE JULY 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' multiplied by the number of residents on the Parish Electoral role. The resident rate is linked to the Retail Price Index. For example, in financial year 2019/20 the resident rate was set at £8.12 per resident.

### **Objective:**

It is Barton-le-Clay Parish Council's objective to ensure that any grants it awards, under this small grant scheme, is for the greater benefit of Barton-le-Clay's residents and community.

### **The Policy:**

#### **1. S137 Limit**

The Clerk will keep the Council informed of the current annual S137 limit (resident rate).

#### **2. Grant Application Requirements**

- 2.1** Applications for grants will not be considered unless the Barton-le-Clay Parish Council Grant Application form has been completed.
- 2.2** Applications will only be considered from organisations whose work benefits Barton-le-Clay Parish and its residents, and whose activities are governed by a written constitution.
- 2.3** All applicants must be able to provide bank account details in the name of the organisation.
- 2.4** Applications from individuals will not be considered, nor will applications where the grant would benefit an individual.
- 2.5** Applications for retrospective grants, where a project has already been completed, will not be considered.
- 2.6** Grant applications for up to £500 inclusive must, if available, provide financial statements in support of the application. Grant applications for more than £500 must provide a statement of the most recent audited accounts.
- 2.7** The Council will only consider one grant application per organisation per financial year unless there are extenuating circumstances.

#### **3. Types of Grant**

Barton-le-Clay 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:

- 30<sup>th</sup> September:** Last date by which an application form must be submitted to the Council  
**October/November:** All applications are considered  
**Mid December:** Applicants informed of the Council's decision and cheque payments made.

### **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 form in a single financial year.

## **4. Grant Allocation**

### **4.1 Total Grant Fund**

The total sum available for all grants varies from year to year but is in the region of £3,000.

### **4.2. Maximum per Application**

The Council will not consider a single grant application which exceeds £1,000 unless there are extenuating circumstances and all other grant applications approved by the Council 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.

### **4.5. Grant Payments**

Under normal circumstances cheques for the approved grants will be issued in December.

## **5. On-going Grants**

Repeat applications for grants year upon year will be considered but may not necessarily be granted. All applications will be considered on the value to the community, local performance of the group as known to the Parish Council, and against other grant applications received in the same financial year.

## **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 and a photograph where available. **The report must be received by the Clerk within 6 months of receipt of the grant. Failure to comply with this request will result in disqualification to receive a S137 Grant the following year.**

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 Barton-le-Clay Parish Council's support on promotional material, press releases and/or stationery if appropriate.

## **7. Grants Policy Distribution and Review**

**7.1.** The Clerk will retain the master copy of the policy.

**7.2.** Copies of this policy will be distributed to all Barton-le-Clay Parish Councillors.

**7.3.** A copy of this grant policy will be given to all grant applicants with the grant application form.

**7.4.** The policy will be reviewed at the beginning of each term (4 years) of the Parish Council.