

Section 137 Grant Applications 2023/24

(Local Government Act 1972)

Guidance for Applicants

PLEASE READ THE FOLLOWING GUIDELINES CAREFULLY BEFORE COMPLETING THE APPLICATION FORM

Under Section 137 of the Local Government Act 1972, the Parish Council has discretionary powers to award grants to local groups or organisations which may bring a direct benefit to the area or any part of it for some or all of the inhabitants. To be considered for an award, applicants must answer all the questions on the application form and provide the necessary details as requested.

Applications must:

- have clear and measurable outcomes;
- be of benefit to residents in the neighbourhood and in particular the benefit to the area must be commensurate with the expenditure;
- be non-profit making;
- be properly costed, detailing income and expenditure (if VAT is applicable please ensure that it is included on the itemised expenditure within the application form);
- include up to date quotations for items that are to be purchased with grant funding, where applicable;
- demonstrate value for money;
- any grant that the Parish Council offers is on the understanding that the applicant is responsible for obtaining any necessary legal permissions and the offer of the grant should not in any way be taken as authorisation.

Section 137 funding WILL NOT support:

- any political activity
- a statutory responsibility or services generally resourced from/by other statutory organisations
- expenditure previously incurred or committed
- applications from individuals as Section 137 expenditure cannot be used to benefit an individual
- applications for private profit making businesses or for activity to fulfil any legal requirements
- projects occurring outside the boundaries of Audley Rural Parish Council unless a direct benefit to the area can be proved
- any activity that directly or indirectly discriminates on the basis of race, religion, gender, nationality, disability, age or sexual orientation.
- Funding cannot be used to benefit an individual

How are applications assessed?

Section 137 Applications will be administered by the Clerk of Audley Rural Parish Council who will check that all the necessary documents (where applicable) have been provided:

- a signed copy of the latest annual accounts.
- a signed copy of the constitution or set of rules.
- copies of recent written estimates or catalogue pages, if applying for a grant to purchase equipment.
- a **photocopy** of **one** bank statement from the last 3 months.
- name and addresses of all management committee members, with **cheque signatories** identified.

Depending on the nature of the project or activity, additional documents should be sent if relevant:

- Child Protection or vulnerable adult protection policy (if you are working with these groups).

- Health and Safety Policy.
- Equal Opportunities Policy Statement.

The application will be put before full council and will be properly authorised by resolution, if successful.

How much funding is available?

The Parish Council has a grant programme allocation of £4000 per financial year (April to March 2024). The funding will be equally split into two tranches i.e. **tranche 1 - April to September** and **tranche 2 - October to March**. If all of the funds are committed in a tranche, applications will be deferred until the next tranche is available. Please note this amount may change each year in line with the budget and is at the discretion of the Parish Council.

In order to make the allocated funds benefit as many organisations as possible, applications should be no more than £300 per application. If there are very special circumstances as to why this limit is exceeded, then please make a case for an exception. Please note that the Parish Council will consider each application on its merits and may on occasion at its discretion suspend the policy and exceed the limit.

Applicants may apply for more than one grant per year providing that the applications are for **distinct** and **different** projects.

Additional information

- All activities will be subject to monitoring by the Parish Council to ensure that the project delivers the outcomes as specified in the approved funding application;
- on completion of the project, the applicant should provide proof of expenditure and complete an evaluation form detailing the outcomes. Completed evaluation forms should be submitted to the Parish Council within 28 days of the project completion date, failure to do so will mean that future applications will not be considered.
- if the project fails or does not perform satisfactorily to agreed targets, the commitment for any unpaid funding may be withdrawn;
- funding must be spent during the financial year in which it is awarded.
- if the funding awarded is not spent within the financial year in which it is awarded, approval to carry over any unspent grant **must** be obtained from the Parish Council;
- equipment funded with a Section 137 grant should not be kept in an individual's house, garage or shed, and should be kept, as far as is reasonably possible, in a communal building, for example a Community Centre.
- any organisation receiving a grant should inform the Parish Council when considering disposing of its assets or when ceasing to operate. The Council will then consider whether repayment of the grant will be enforced, and/or how the asset should be disposed of.

If you are unsure whether your organisation is eligible to apply for Section 137 funding, or for any other information please contact the Parish Clerk at audleyparishcouncil@hotmail.co.uk or by telephone on 07946 060826.