

CHARLEY PARISH COUNCIL GRANT AWARDING POLICY (\$137 SPENDING)

May 2024

1. Introduction

1.1 A grant is a payment made by the Parish Council to be used by an organisation or a specific purpose that will benefit the Parish, or residents of the Parish, and which is not directly or jointly controlled or administered by the Council. The Council awards grants, at its discretion, to organisations which can demonstrate a clear need for financial support to benefit the Parish by:

- Providing a service.
- Enhancing the quality of life.
- Improving recreation and/or sports facilities.
- Improving the environment.
- Promoting the Parish of Charley in a positive way.

1.2 Section 137 of the Local Government Act 1972 empowers local councils to make such grants to voluntary bodies and charities, where no specific grant making power exists in other legislation and where, in the council's opinion, the grant will benefit any part of its area or any of its inhabitants.

2. The Grant Application Process

2.1 Applicants will be required to complete an application form, available from the Parish Clerk upon request. All questions on the application form should be fully answered and additional appropriate information, which supports an application, should be provided.

2.2 Application forms and any supporting information will be submitted to the Clerk in the first instance. The Clerk will collate all necessary information from the applicant ready for presentation and discussion at the next Parish Council meeting.

2.3 Applicants will be required to demonstrate the following:

- Full and clear details of the project or activity that the grant will be used for
- An explanation of how the grant will benefit the local community
- The number or proportion of beneficiaries who live in the parish of Charley
- A clear need of the funding
- Evidence of other fund-raising activities

2.4 The Council will be notified by the Clerk of all applications received and will review all completed grant applications. The Council will make the final decision on each grant application. All applicants will be contacted by the Clerk following the Council's decision.

2.5 Funds available are limited. The Clerk can give guidance prior to an application being submitted. Please note that this is guidance only and does not give any indication of support for the project or the outcome of the application.

3. Conditions of funding

3.1 The applicant organisation must either be a not-profit or charitable organisation or operate in this spirit in the interests of the local community.

3.2 Grants will not be made to projects that discriminate on any grounds.

3.3 Grants will not be made to individuals.

3.4 Grants will not be made retrospectively.

3.5 An organisation should have a bank account in its own name. Payment will be made to the named organisation by bank transfer.

3.6 The administration of and accounting for any grant shall be the responsibility of the recipient.

3.7 All awards must be properly accounted for and evidence of expenditure should be supplied to the Council where requested. Where a grant awarded exceeds £1000 a report must be provided to the council within twelve months of the date of the grant. This may take the form of an annual report or set of accounts which clearly identify the manner of spending. This written report has to be deposited with the Parish Clerk. Applicants should be aware that this becomes a document which members of the public have the right to inspect under provisions of s.228 of the Local Government Act 1972. The council may extend the reporting condition to other grant recipients as part of the awarding process.

3.8 A public acknowledgement of any grant awarded should be made by the recipient.

3.9 Only one application for a grant will be considered from each applicant in any one financial year (1st April to 31st March).

3.10 An ongoing commitment to award a grant in future years will not be made. A fresh application will be required each year.

3.11 Each application will be assessed on its own merits.

3.12 The Council may make the award of any grant subject to such additional conditions and requirements as it considers appropriate. The Council reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the Council.

3.13 Any grant must only be used for the purpose for which it was awarded unless the written approval of the Council has been obtained for a change in

use of the grant monies. Any unspent portion of the grant Should be returned to the Council by the end of the financial year in which it was awarded except where, by agreement of the Council, the monies may be carried over to the following financial year.

3.14 The Council may make the award of any grant it considers appropriate in the event of an unforeseen urgent event.

3.15 Nothing contained herein shall prevent the Council from exercising, at any time, its existing duty or power in respect of providing financial assistance under the provisions of the Local Government Act 1972, Section 137.

Adopted by Charley Parish Council 15th May 2024

Minute ref: 42/2024