

Longhope Parish Council Grant Application Policy

Approved 18th May 2020

This policy sets out the Parish Councils position and procedure for awarding grants under Section 137 of the Local Government Act 1972

In accordance with the Local Government Act 1972, Section 137, Longhope Parish Council sets aside a sum of money each year which can be applied for by local organisations for “purposes, which may bring a direct benefit to their area or any part of it for some or all the inhabitants”.

This document sets out the Parish Council’s policy and procedure for grants and donations under Section 137 of the above Act with its aim being to ensure all of its award-making activity is open, transparent, fair and supports local organisations.

The Parish Council’s awards are open to established voluntary or community groups, as well as new or informal groups of residents who are, or intend to become, formally constituted by the date of application.

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 defines 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.

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 the people who live in the parish of Longhope
- 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
- Grant awards will not normally exceed £200

The following are not eligible

- Support for individuals or private business projects
- The 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.
- Organisations outside of the town, unless there is a direct benefit to the town

- Organisations which support or oppose any political party
- Organisations that discriminate on the grounds of gender, race, disability, sexual orientation, religion and belief, age or any other protected characteristic.

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, 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 grant payment for audit purposes
- Funding must be spent within the financial year awarded and cannot be added wholly or partly to your reserves
- The grant must be used for the purpose for which the application was made. If the grant cannot be used for the stated purpose, all monies must be returned to the Council.
- All recipients of grants must provide a written report of how the grant money has been used within 6 months of receipt of the grant. As all Council money must be accounted for, evidence of expenditure must be supplied. The Council reserves the right to request a refund of monies awarded if the evidence supplied is unsatisfactory.
- The Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate.
- 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 the support it has provided in your publications, publicity and annual papers.

When to apply

The Parish Council shall set a grants budget in January of each year. As such, grant requests will be encouraged in November of each year in advance of budget setting, and in June when the financial year is under way.

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 in a different financial year. A fresh application will be required each time.

How will decisions be made?

Each application will be assessed on its own merits. The Council will take into account whether the application satisfies the requirements of S137. Applications will be considered by the Full Parish Council. Applicants may be required to attend the Council's meeting to answer any questions councillors may have about the items/project.

Unfortunately, the Parish Council may not be able to fund all projects as there may be more applications than there is funds available. Due account will be taken of the extent to which funding has been sought or secured from other sources or the applicants own fundraising activities. The Parish Council reserves the right to refuse any application which it considers to be inappropriate, or contrary to the objectives of S137.

There is no right of appeal for unsuccessful applications.

How to apply

Applications should be made in writing. A copy of the application form is attached to this document.

If you require any further information, please contact the Parish clerk:

Longhope Parish Council
The Barn, High Street,
Blakeney
Gloucestershire
GL15 4DY

clerk@longhopeparishcouncil.com

01594 510399

Longhope Parish Council
S137 Grant Application Form

Please read the Parish Council's policy for awarding grants before completing this form.

1	Name of the group or the organisation making the application:
2	Please provide a short description of the aims of the group or organisation:
3	Contact Details Name and position in the organisation: Tel no: Email: Correspondence address:
4	Is the organisation a Registered charity? Yes / No If yes, please provide charity registration number.
5	What will the grant be used for?
6	Total cost of the project/items?
7	Amount of grant requested:
8	When are the funds required?
9	When will the money be spent?

10	If the total cost of the project/items is more than the grant, how will the rest be financed?
11	Who will benefit from the project/items?
12	Approximately how many of those people who will benefit are residents of Longhope?
13	Should your application be successful, please provide bank/cheque details for payment to be made:

Please use a separate sheet of paper to submit any other information which you feel will support this application.

Signed.....Date.....

Please return your completed form to the Parish Clerk:

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