



Limpsfield Parish Council S137 Grants and Donations Policy

SECTION 137 OF THE LOCAL GOVERNMENT ACT 1972

Section 137 of the Local Government Act 1972 ('LGA 72') allows Limpsfield Parish Council to spend a limited amount on activities for which it has no specific power, but which Limpsfield Parish Council considers will bring direct benefit to the area, or any part of it, or all of some of its inhabitants. Limpsfield Parish Council will consider financial assistance to local organisations and groups if it believes that such a grant would benefit the parish and/or its electorates.

The Local Government and Housing Act 1989 amended LGA 72, Section 137 to stipulate that the amount of expenditure and the public benefit must be 'proportionate'. Sec. 137 payments are index-linked under LGA 72 Schedule 12B. The national figure for the 2020 - 2021 financial year is £8.32 per elector. The annual Sec. 137 budget is limited and calculated by multiplying £8.32 by the total number on the electoral role on 1st April each year (currently 2847). The Parish Council's financial records must show a separate account for Sec. 137 spending.

Source: NALC Briefing LO4-14 December 2014. All contributions are classified as Sec 137 grants.

LIMPSFIELD PARISH COUNCIL SEC. 137 POLICY AND APPLICATION PROCESS

The Council will set aside an agreed amount in its annual budget for Section 137 grants which will include anticipated and regular contributions (e.g., Limpsfield in Bloom, support for village fetes, etc) as well as unanticipated ad hoc grant requests that may be received or proposed during the year.

An increase in the budgeted annual Section 137 Grant Budget will require approval by a majority vote of the Council and will also require an approved transfer from other budgeted funds. In the event that a specific activity or the specific amount of an anticipated activity has not been identified in the approved budget, the Council will require a formal vote to approve the Grant.

Any contribution will be structured in a way, if possible, to allow the Council to reclaim VAT.

All grant requests should be submitted via the agreed request form, giving a clear outline of the amounts requested and intended purpose. All ad hoc requests that have not been approved in the annual budget process require a majority vote of approval of the council. This may be

carried out at the next available council meeting or via email with evidence of votes recorded by the clerk and noted at the next council meeting in the minutes.

The Council reserves the right to request additional material (e.g. accounts or other background information) in order to approve the grant:

- Any community/voluntary/charitable organisation may apply to the Parish Council for a grant. The applicant should provide sufficient information about the organisation and individuals running the organisation.
- Requests must be made in writing and describe the need for the Grant and the benefit to the Limpsfield Parish community.
- The organisation must have a bank account as disbursement cannot be made payable to individuals.
- The Council may place reasonable conditions on approval and subsequent disbursement of grants, including the provision of evidence that the grant has been used according to the terms of approval.

A resolution for financial assistance to an organisation will be made by the Parish Council and recorded in the minutes.

HOW TO APPLY

A form is included which you can fill in and send back to us. Your application will be acknowledged within seven days.

WHAT WE WILL DO WHEN WE HEAR FROM YOU

The Council will deal with your request for financial assistance on a quarterly basis at its full Parish Council Meeting.

Your application will be discussed and considered by Council Members and a resolution will be passed to:

- approve the request (specifying any conditions for approval and disbursement); or
- refuse the request; or
- reduce the amount requested and approve the reduction; or
- request additional information.
- You will be informed in writing no later than fourteen days of the decision made.
- If additional information has been requested, your application will not be considered until the following Full Council and/or Finance and General Purposes meeting

MONITORING AND REVIEW OF THIS POLICY

The Council shall be responsible for reviewing this policy annually to ensure that it meets legal requirements and reflects best practice.

CONTACT

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APPLICATIONS CRITERIA & GUIDELINES

Limpsfield Parish Council will consider applications for grants from voluntary groups or charitable organisations.

To qualify for an award the applicant must be able to demonstrate that any funding from the Council will benefit the Parish, or residents of the Parish. Grant applications will be evaluated by the Full Council.

In determining the validity of an application, the Council will refer to the following guidelines:

WHAT CAN BE FUNDED?

- The project should be something that 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.
- Applications do not have to be from groups that already exist. Help will be given to new or informal groups of people who have come together to undertake new projects and priority will be given to those who are doing something which adds value, rather than applications for running costs.
- Each group may only make one application per financial year.
- Preference will be given to local groups.

CONDITIONS

- Grants will not be awarded to individuals, with a preference for registered legal entities.
- Additional applications within a 12-month period will not normally be considered.
- The award must be used for the purpose for which the application was made.
- If the group is unable to use the award for the stated purpose, within 12 months of the receipt of the grant, all monies must be returned to the Council
- All awards must be properly accounted for and evidence of expenditure should be supplied as requested. If the Council is not satisfied with the arrangements it reserves the right to request a refund of monies awarded.
- Donations to Registered Charities in response to a general fundraising appeal will not normally be considered.

ELIGIBILITY

- Any Charity, Voluntary Group or Community Organisation.
- Agencies that operate within the Parish and are of benefit to the local community, with the following provisos:
 - The Council may not fund activities that it considers to be the responsibility of a Statutory Authority.
 - Applications from schools for an activity that takes place within the school day will not be considered.
 - The Council will not fund activities outside its powers and functions.

LIMPSFIELD PARISH COUNCIL - GRANT AID (S137) APPLICATION FORM

	<i>Please complete this form in block capitals</i>
1. Name and address of the organisation requesting a grant	
2. Contact name (who has authority to act on behalf of your organisation)	
3. Amount requested	£
4. Purpose(s) for which the grant will be used	
5. Please specify how this will benefit the Parish and/or the parishioners of Limpsfield	
6. Have you requested, or are you receiving funding from other sources? (if yes, please provide amount and funder(s) details)	
7. If your application is successful, payment will be made by CHEQUE OR ONLINE BANKING. Please provide your bank details.	Account Name: Sort Code: Account Number:
Signed	
Dated	