

# Birdingbury Parish Council

## S137: Grant Awarding Policy

Under Section 137 of the Local Government Act 1972 Birdingbury Parish Council has discretionary powers to award grants to local groups and organisations for “purposes, which may bring a direct benefit to their area or any part of it for some or all the inhabitants”.

### How to apply

Please complete a grant application form and submit it to the Parish Council Clerk at the address given below.

Applications for grants can be made at any time and will be considered at the next Parish Council meeting.

### Eligibility

- Any non-profit making club, charity, voluntary group or community organisation may apply for a grant.
- All application must identify how the grant will benefit the local community
- Organisations will normally be expected to have clear written aims and objectives or written constitution and a separate bank account controlled by more than one signatory.

For legal reasons the Council cannot award grants to:

- Individuals
- Commercial organisations
- Activities that are the responsibility of another statutory authority
- Organisations outside of the village, unless there is a direct benefit to the village
- Organisations which support or oppose any political party
- Organisations that discriminate on the grounds of sex, race, disability, sexual orientation, religion and belief or age

### Other Considerations

Grants cannot be awarded retrospectively.

Applications should be for one-off grants which will not result in recurring expenditure to the Parish Council. If additional funding is required in subsequent years a fresh application will be required each year.

### Procedure

Each application will be assessed on its own merits.

The Parish Council will take into account whether the application satisfies the requirements of S137. of the Local Government Act 1972 (and any subsequent amendments).

Applications will be considered by the Parish Council and applicants may be required to attend the Parish Council meeting to answer any questions councillors may have about the application for grant funding.

Applicants are invited to apply for grant funding and each application is considered and discussed by the Parish Council to determine the level of funding awarded.

All applications for Grants exceeding £200 must also include, along with the application form, a copy of the organisation's most recent accounts and balance sheet (if accounts are not available, a forecast or budget should be submitted).

Grants are dependent on the availability of funds and the suitability of the application. The Council may not be able to award the full amount asked for.

The Council reserves the right to refuse any grant application which it considers to be inappropriate, or contrary to the objectives of S137.

### **After receiving a grant**

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 in excess of £200 must provide a written report of how the grant money has been used within 6 months of receipt of the grant. As all Parish Council money must be properly accounted for, evidence of expenditure should be supplied. The Parish Council reserves the right to request a refund of monies awarded if the evidence supplied is unsatisfactory.

The Parish Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate.

Recipients of a grant may be asked to acknowledge Parish Council support on stationary and promotional material.

Successful applications will be recorded in the Parish Council meeting minutes.

### **Contact**

If you require any further information, please contact:-

The Parish Clerk  
Birdingbury Parish Council  
12 St Michaels Close  
Ufton  
Leamington Spa  
CV37 9PA  
E mail: - [parishclerk@birdingbury.org](mailto:parishclerk@birdingbury.org)  
Telephone: - 01926 716191

**Birdingbury Parish Council**



8.	When are the funds required
9.	When will the money be spent
10.	If the total cost of the project is more than the grant, how will the rest be financed
12.	Who will benefit from the project
13.	Approximately how many of those people who will benefit are residents of Birdingbury

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  
 Birdingbury Parish Council  
 12 St Michaels Close  
 Ufton  
 Leamington Spa  
 CV37 9PA  
 E mail: - [parishclerk@birdingbury.org](mailto:parishclerk@birdingbury.org)  
 Telephone: - 01926 716191

Birdingbury Parish Council use only:

Application received ..... Full Council Approval (date) .....

Chairman's signature on behalf of Council  
 : .....

Grant awarded: ..... Cheque number: .....

Feedback received ..... Date paid: .....