



Policy on Grants under Section 137 of the Local Government Act 1972

*This Policy sets out the Parish Council's position and
procedure regarding the award of s137 grants*

In accordance with the Local Government Act 1972 section 137, Whalley Parish Council sets aside a sum of money each year which can be applied for by local organisations for projects which will be of benefit to residents within the parish of Whalley.

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 of ensuring that 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 parishioners who are or intend by the date of application to become formally constituted.

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 define 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 people who live in the parish;
- 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.

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.

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 consider an organisation's individual circumstances.

- In order to fully understand your project or activity, parish 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 cheque for audit purposes.
- Funding must only be used for the purpose agreed with the Parish Council and if the monies are not spent on the items agreed, they must be returned.
- Funding must be spent within the financial year awarded and cannot be added wholly or partly to your reserves.
- 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 its support in your publications, publicity and annual reports.

WHEN TO APPLY

The Parish Council considers applications on an annual basis at its meeting in January which is held on the third Thursday of January. All applications should be sent to the Clerk by the closing date on the application form. Only application forms received by this date will be considered at the meeting.

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

HOW WILL DECISIONS BE MADE?

All applications will be judged after the closing date. Decisions will be made by Whalley Parish Council with its decision being final. Unfortunately, the Parish Council may not be able to fund all projects as there may be more applications than there is money available. However, all applications will be considered carefully. Due account will be taken of the extent to which funding has been sought or secured from other sources or the applicant's own fund-raising activities.

HOW TO APPLY

Applications should be completed and sent to the Parish Clerk by email: clerk@whalleyparishcouncil.org.uk or by post to Whalley Parish Clerk, 27 Waddow Grove, Waddington, Clitheroe, BB7 3JL.

Application Forms are at the end of this document.

Section 137 Grant Application Form 2022/2023

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

About your Group or Organisation	
1.	Name of the Group or organisation applying for the grant.
2.	A short description of the aims/function of the group or organisation.
3.	<p>Contact Details. Name & Position within the group or organisation</p> <p>Address:</p> <p>Tel No:</p> <p>Email:</p> <p>Website Address:</p>
4.	<p>Is the group or organisation a registered charity? If yes, please provide charity registration number.</p> <p>If other status– please state:</p>
5.	Does your group or organisation have a constitution?

The Proposed Project/Grant Funding	
6.	What is the grant for?
7.	Why is this project spending needed in the parish and what positive effect will it have in the village?
8.	Which sector does your group/organisation include -i.e. pre-school, school children, teenagers, pensioners, other please state?
9.	How many Whalley residents will benefit from the monies provided?
10.	Timescale of the Project: Start Date: End Date:
Cost of the Project	
11.	What will be the total cost of the project?
12.	Amount of the grant requested.
13.	If the total cost is more than the grant, how will the residue be financed?
Your Group or Organisation's Finances	
14.	Total income in the last financial year.
15.	Total amount of spending in the last financial year.

16.	Where does your group or organisation get its funding from? Include source and amounts.
17.	If your application is successful who shall the cheque be made payable to?

Applicant Name:

Applicant Signature:

Date:

Applications should be completed and sent to the Parish Clerk by email:
clerk@whalleyparishcouncil.org.uk
 or by post: Whalley Parish Clerk, 27 Waddow Grove, Waddington, Clitheroe, BB7 3JL.

CLOSING DATE – 9th January 2023
 No Applications will be considered after this date.

You will be advised the outcome of your application by the end of January 2023.
 The grants that are awarded will be paid in February 2023.
 Please include any additional information to support your application with your submission.