

# **Kniveton Parish Council Grant Award Policy**

## **Section 137 Regulations**

Section 137 refers to the 1972 Local Government Act. It is a statutory power available to all Parish Councils. If no other power exists then section 137 may be used on anything of benefit to the parish or its community. Section 137 should not be used if another power already exists. It cannot be used to get around restrictions in other powers. Councils should first try to identify a specific power for expenditure (including grants): section 137, unlike the general power of competence, is a 'power of last resort'.

There is a limit on the amount a Parish Council can spend which is set by the Department for Communities and Local Government (DCLG) for the purposes of section 137(4) (a) of the Local Government Act 1972 ("the 1972 Act"). The limit for 2018-19 is £7.86.per elector

The Parish Council must keep a separate record of expenditure incurred under section 137. Spending under section 137 must be minuted as such and recorded in the accounts in a separate column to ensure the level of expenditure has not been breached. However, section 137 expenditure is not disclosed separately in the Annual Return.

## **Kniveton Parish Council Section 137 Policy**

Kniveton Parish Council (the Council) will consider applications for grants from voluntary groups or charitable organisations at its bi-monthly meetings.

Grant applications should be submitted to the Parish Clerk 10 days before the meeting date so they can be considered and approved by Full Council.

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.

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

### **Applications will be considered for the following purposes:**

1. For purchasing equipment either in part or in full.
2. For the funding of transport that will enable group members to partake in a group trip or outing regardless of their incomes.

3. For training activities, or to purchase the expertise of an outside trainer/ instructor/ facilitator.
4. For activities that raise the profile of the area.
5. For running costs of a group/project that is reliant on donations.
6. For hosting special events or celebrations.
7. For the provision of recreational facilities.

### **Conditions:**

1. Grants will not be awarded to individuals
2. The award must be used for the purpose for which the application was made.
3. If the group is unable to use the award for the stated purpose, all monies must be returned to the Council.
4. 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.
5. Groups operating outside the parish boundary will normally be limited to an upper limit of £100.

### **Eligibility:**

1. Any Charity, Voluntary Group or Community Organisation.
2. Agencies that operate within the Parish and are of benefit to the local community, with the following provisos:
  - The Council will 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.

### **Principles of Grant Aid**

The Council operates a grant aid system. The system aims to:

- Help the voluntary groups within the Parish of Kniveton to improve their effectiveness
- Help to ensure the provision of services needed by Kniveton Parish residents via the voluntary sector
- Support organisations which meet the needs of people experiencing social and economic difficulties, and
- Ensure that there is equality of access and opportunity for all Kniveton Parish residents to the services and funds it provides

The Council values the diversity and strengths of the local voluntary sector and acknowledges its independent role in the community as:

S137 Policy adopted at Parish Council meeting on 8 May 2018

- A source of valuable services
- A means of enabling people to work together
- A channel for campaigning and advocacy

The Council defines a voluntary group as a 'not-for-profit' organisation, set up and run by a management committee.

This document gives the Council's general funding principles and details its expectations of all groups in receipt of grant aid.

**Groups applying for grant aid should note:**

- Grants are made only to groups meeting the needs of Kniveton Parish residents.
- Grants are made to meet deficits on future running costs, to encourage new groups or new projects, or to help with the costs of some one-off expenditures
- Grants will only be made to groups which **need** financial help. Accumulated reserves will be considered when grant levels are decided.
- Grants are normally made for one year's expenditure at a time and should be spent within the year for the purpose for which they were given. They should not be added, wholly or partly, to reserves unless part of a previously approved programme of funding for a project.
- Grants cannot be made to cover money already spent.
- Grants will not be made to groups, which operate for private gain or relate to any political party; grants may be made to religious organisations for social or welfare purposes, but not to cover the costs of worship or conversion.
- Grants will be required to return grant-aid if they close, or if a project or services funded by the Council, is not satisfactorily provided.

**Voluntary groups grant-aided by the Council are required to:**

- Ensure efficient levels of administration, hold regular meetings, keep minutes and circulate information to group members.
- Keep proper accounts. Grants may only be made to groups, which have submitted satisfactory accounts, unless the group is recently formed.
- Report back as required to the Council on their activities
- Involve group members and users in policy-making and in the management of activities and services
- Be open to eligible users, as defined by the group's constitution
- Establish and monitor equal opportunities policies and practices
- Meet the legal responsibilities of an employer where appropriate; adopt, implement and monitor good employment practices and procedures
- Recruit and support volunteers where appropriate
- Acknowledge the Council's support in annual reports.

## KNIVETON PARISH COUNCIL

### APPLICATION FOR FINANCIAL ASSISTANCE

<b>1 Name of Organisation:</b>
<b>2 Name and address of correspondent (and office held):</b>
<b>3 What are the objectives of your organisation?</b>
<b>4 Is membership/support open to any resident of Kniveton Parish, regardless of sex, age, ethnic origin, religion, disability or sexual orientation? If not, please give reason:</b>
<b>5 Amount of grant applied for £</b>
<b>6 Purpose for which the money will be used. Please explain clearly and simply the reason for your request, and identify where the Parish Council's money will be spent.</b>
<b>7 Have you applied for grant aid to any other organisation (including local authorities)? If so, to whom (please give details of the decision on your application):</b>
<b>8 Is there anything else you wish the Parish Council to consider when considering this application?</b>
<b>9 Please ensure that you have attached up to date examined accounts in support of this application.</b>

**I agree to the Principles of Grant Aid as set out by Kniveton Parish Council**

**Signed**

**Position in Organisation**

**For and on behalf of the Organisation**

**Dated**