

**BCSPC POLICY 15****Grants Policy (Section 137 of Local Govt Act 1972)**

Policy BCSPC	Release Date	Review frequency	Reviewed Date	Amended Date	PC Approved Date
Policy 15 Grants (S137)	April 2023	3 yrs	July 2026	July 2026	21 July 2026

Brightwell Cum Sotwell Parish Council, hereinafter referred to as “the Council”.

1. Introduction

A Parish Council can use the Local Government Act 1972 Section 137 to incur expenditure for the benefit of all or part of the Parish if no other specific power allows the action. The Council may budget annually an amount for Section 137 grants each year. The Council has a responsibility that these funds are only spent to assist organisations located and working in Brightwell-cum-Sotwell Parish or the locality, for the benefit of the Parish.

The Council will endeavour to provide value for money for local taxpayers in making Grant allocations. Grants may often be for less than the full value applied for.

The Parish is relatively small; therefore, our S137 grants are usually for less than £500 and are normally offered on a one off basis to support a particular project, event or purchase of equipment.

2. Summary of the Main Criteria

All applications will be assessed against a range of criteria. These are designed to be a general indication of need but are not exclusive and can be applied flexibly.

- a. Applicants must clearly show how any Grant given will benefit the people living in the Parish or will benefit the Parish environment.
- b. Any Grant given will be subject to monitoring and subsequent evaluation of the outcome of the Grant.
- c. Applications from organisations are to be reviewed against the number of Parishioners who would benefit.
- d. Grants will only be issued on an annual basis. A new application must be made for a repeat Grant in a following year. The Council will reassess the value of a repeat Grant in accordance with paragraphs above.

3. Grant Eligibility

The following conditions are used to guide S137 grant eligibility:

- a. To apply for a S137 grant you must be a charity, community group or local voluntary organisation, with a constitution and dedicated bank account, operating in or providing a service to the Parish. Your accounts must be available for the public to view.
- b. To ensure consistency, all grant applications should be made on the application form provided at Addendum 1 to Policy 15.

4. Grant Ineligibility

- a. Support for individuals or private business projects.
- b. The running costs of an organisation.
- c. Projects which are the statutory responsibility of other public bodies
- d. Projects which primarily benefit privately owned land or property.
- e. Projects which have already been completed
- f. Projects or organisations which do not primarily or directly benefit the Parish.

6. Application Process

- a. Applications for a grant are to be made on the application form (Addendum 1). Application forms are available from the Parish Clerk and from the Council's website. Document Reference – BCSPC POL 15
- b. Following receipt of a correctly complete application form and attachments, grant applications will be assessed by the full Council at the next Council meeting (held on the 3rd Tuesday of the month).
- c. The decision whether or not to award the grant will be recorded in the Council's meeting minutes, which will be published on the Council website. Following the Council Meeting the Clerk will notify applicants of the decision made, usually within 6 days.
- d. Successful applicants will usually receive their award within a week of the Parish Council meeting. Grants will be made by bank transfer. Payments will not be made to bank accounts of private individuals.

7. Conditions attached to all grant payments

- a. The grant can only be used for the purpose stated in the application and the Council reserves the right to reclaim any grant not being used for the specified purpose of the application. If for any reason the applicant organisation disbands, or the project is not completed, the Council may ask for all or part of the grant to be paid back.
- b. Applicants are responsible for ensuring that they are in compliance with all applicable legal and statutory requirements (including those relating to health and safety and equalities).
- c. Only one application per year will be accepted for any project or activity.
- d. The Council reserve the right to request written evidence of how the grant has been spent and the benefit it has brought to parishioners e.g. copies of invoices and receipts, attendance numbers, photos, press clippings etc.

Re-Adopted: 21/7/26

Signed: Cllr. J Davys
Chairman