

# **Castleton Parish Council - S137 Policy**

**Reviewed 27<sup>th</sup> May 2021**

**Signed.....Chair, Castleton Parish Council**

The Local Government Act 1972 section 137 makes provision for Parish Councils to provide financial support, up to a fixed amount, for the benefit of residents of the Parish. The total annual amount available to a Parish for this purpose is prescribed by Government and is a 'resident rate' times the number of residents on the Parish Electoral roll. The resident rate is linked to the Retail Price Index. For example, in 2020, it was £8.32 per resident.

Objective:

It is Castleton Parish Council's objective to ensure that any grants it awards is for the greater benefit of Castleton residents and the community of Castleton

The Policy:

## **1. S137 Limit**

The Clerk will keep the Council informed of the current annual S137 limit.

## **2. Grant Application Requirements**

2.1. Applications for grants will not be considered unless there has been a written application is made to Castleton Parish Council

2.2. Applications for grants can only be considered from organisations whose work benefits Castleton Parish and its residents.

2.3. Applications from individuals cannot be considered, nor can applications where the grant would benefit an individual.

2.4. Applications for retrospective grants, where a project has already been completed, cannot be considered.

2.5. Grant applications for up to £500 inclusive must, if available, provide financial statements in support of the application. Grant applications for more than £500 must provide a statement of the most recent audited accounts.

2.6. The Council will only consider one grant application per organisation per financial year unless there are extenuating circumstances.

## **3. Types of Grant**

Castleton Parish Council has made provision for two types of grant application:

### **3.1. Scheduled Grant**

A scheduled grant application is one where an application is received and considered according to the following schedule:

31st January: Last date by which an application form must be submitted to the Council

February: Applications are considered

End March: Applicants will be informed of the Council's decision and grant cheques will be issued to successful applicants

### **3.2. Special Grant**

An application for a special grant may be made at any time throughout the year, funds

permitting, but the Council will only consider the application if there is a genuine, immediate need, such as a community project experiencing financial hardship.

No applicant may submit more than one special grant application in a single financial year.

#### 4. Grant Allocation

##### 4.1. Total Grant Fund

The total sum available for all grants varies year upon year.

##### 4.2. Maximum per Application

The Council will not consider a single grant application which exceeds £1000 unless there are extenuating circumstances and all other approved grant applications can be satisfied.

##### 4.3. Minimum per Application

The minimum amount that can be applied for is £25.

##### 4.4. Grant Fund Shortfall

Where the total value of all grant applications exceeds the available funds and the Council considers the applications of equal merit, the Council may offer a reduced grant to applicants.

##### 4.5. Grant Payments

Under normal circumstances cheques for the total amount of approved grants will be issued at the end of March of each year. If however, the Council is dependent upon receipt of the second half of the precept to satisfy the amount requested, it may be necessary to pay a grant in two instalments (March and September). Applicants will be informed of staged payments at the time of grant approval.

#### 5. Ongoing Grants

Repeat applications for grants year upon year will not normally be considered unless there are exceptional circumstances which the Council considers an appropriate use of its grant fund. For example the need to prevent a worthwhile project from stalling or failing and other funding is not available. Such grants cannot exceed three years unless the applicant can demonstrate that other attempts at funding have been made.

#### 6. Grant Spend

##### 6.1. Proof of Spend

A recipient of a grant must provide evidence of how the grant was spent in the form of a written report, supported by financial evidence where available. The report must be received by the Clerk within 12 months of receipt of the grant.

The report will become a document available to public inspection under the provisions of Section 228 of the Local Government Act 1972 (as amended).

##### 6.2. Acknowledgement of Grant

Recipients of grants may be asked to acknowledge Castleton Parish Council's support on promotional material, press releases and/or stationery if appropriate.

#### 7. Grants Policy Distribution and Maintenance

7.1. The Clerk will retain the master copy of the policy

7.2. Copies of this policy will be distributed to all Castleton Parish Councillors.

7.3. A copy of this policy will be given to all grant applicants

7.4. The policy will be reviewed at the beginning of each term of the Parish Council.