



# Section 137 Grant Applications

(Local Government Act 1972)

## Guidance for Applicants

**PLEASE READ THE FOLLOWING GUIDELINES CAREFULLY BEFORE COMPLETING THE APPLICATION FORM**

Under Section 137 of the Local Government Act 1972, the Parish Council has discretionary powers to award grants to local groups or organisations which may bring a direct benefit to the area or any part of it for some or all of the inhabitants. To be considered for an award, applicants must answer all the questions on the application form and provide the necessary details as requested.

### Applications must:

- have clear and measurable outcomes;
- be of benefit to residents in the neighbourhood;
- be non-profit making;
- be properly costed, detailing income and expenditure (if VAT is applicable please ensure that it is included on the itemised expenditure within the application form);
- include up to date quotations for items that are to be purchased with grant funding, where applicable;
- demonstrate value for money;
- any grant that the Parish Council offers is on the understanding that the applicant is responsible for obtaining any necessary legal permissions and the offer of the grant should not in any way be taken as authorisation.

### Section 137 funding WILL NOT support:

- any political activity
- a statutory responsibility or services generally resourced from/by other statutory organisations
- expenditure previously incurred or committed
- applications from individuals
- applications for private profit making businesses or for activity to fulfil any legal requirements
- projects occurring outside the boundaries of Silverdale Parish Council unless a direct benefit to the area can be proved
- any activity that directly or indirectly discriminates on the basis of race, religion, gender, nationality, disability, age or sexual orientation.

### How are applications assessed?

Section 137 Applications will be administered by the Clerk of Silverdale Parish Council who will check that all the necessary documents (where applicable) have been provided:

- a signed copy of the latest annual accounts.
- a signed copy of the constitution or set of rules.

- copies of recent written estimates or catalogue pages, if applying for a grant to purchase equipment.
- a **photocopy** of **one** bank statement from the last 3 months.
- name and addresses of all management committee members, with **cheque signatories** identified.

***Depending on the nature of the project or activity, additional documents should be sent if relevant:***

- Child Protection or vulnerable adult protection policy (if you are working with these groups).
- Health and Safety Policy.
- Equal Opportunities Policy Statement.

***The application will be put before full council and will be properly authorised by resolution, if successful.***

## **How much funding is available?**

The Parish Council has a grant programme allocation of £2000 per year.

The maximum amount which a parish council may spend under Section 137 in any one year (e.g. from 1 April to the following 31 March) is an indexed-linked amount per elector in Silverdale Parish, which for 2020-21 is £8.32.

Applicants may apply for more than one grant per year providing that the applications are for distinct and different projects.

## **Additional information**

- All activities will be subject to monitoring by the Silverdale Parish Council to ensure that the project delivers the outcomes as specified in the approved funding application;
- on completion of the project, the applicant should provide proof of expenditure and complete an evaluation form detailing the outcomes. Completed evaluation forms should be submitted to the Silverdale Parish Council within 28 days of the project completion date, failure to do so will mean that future applications will not be considered.
- if the project fails or does not perform satisfactorily to agreed targets, the commitment for any unpaid funding may be withdrawn;
- funding must be spent during the financial year in which it is awarded.
- if the funding awarded is not spent within the financial year in which it is awarded, approval to carry over any unspent grant **must** be obtained from Silverdale Parish Council;
- equipment funded with a Section 137 grant should not be kept in an individual's house, garage or shed, and should be kept, as far as is reasonably possible, in a communal building, for example a Community Centre.
- any organisation receiving a grant should inform the Silverdale Parish Council when considering disposing of its assets or when ceasing to operate. The Council will then consider whether repayment of the grant will be enforced, and/or how the asset should be disposed of.

If you are unsure whether your organisation is eligible to apply for Section 137 funding, or for any other information please contact the Clerk Clare Withington, at [silverdaleparish@hotmail.com](mailto:silverdaleparish@hotmail.com) or by telephone on 07901 692414.