

Brimscombe and Thrupp Parish Council

Grant Application Policy, Criteria and Application Process



Background

Section 137

Section 137 of the Local Government Act 1972, as amended by the Local Government and Housing Act 1989, Section 36, enables Councils to incur expenditure for certain purposes, not otherwise authorised, which in their opinion is in the interest of, and will bring direct benefit to, their area or any part of it or all or some of its inhabitants. The benefit obtained must be commensurate with the expenditure incurred. The annual expenditure must not exceed the total electorate multiplied by the annual statutory limit per elector.

The annual statutory limit for 2024/2025 is **£10.81** per elector.

The Brimscombe & Thrupp PC electorate on 1st March 2024 was **1,531**.

The total section 137 annual limit for 2024/25 = **£16,550.11**

Section 137 monies cannot be spent on an individual. For example, a scout may ask the Council for financial help to enable them to travel abroad on an exchange visit. Worthy as this may be, the Council cannot agree because the statute states that S137 monies must benefit some or all of its inhabitants. However, if a request came from the Scout Leader for the whole troop to travel abroad on an exchange visit, the Council could consider a grant for the whole group as this would then be benefiting some of its inhabitants.

Brimscombe and Thrupp Parish Council - Grant Policy

Grant Policy

Brimscombe and Thrupp Parish Council is funded by the residents of Brimscombe and Thrupp Parish and therefore has only limited funds available. Subject to funding being available Brimscombe and Thrupp Parish Council is committed to providing assistance to **local community groups which are set up to promote community life for Brimscombe and Thrupp Parish residents**. The Council's financial support is provided by way of grants/donations which are decided against criteria set by, and which can be amended from time to time by, Brimscombe and Thrupp Parish Council.

Criteria

1. The applicant is a voluntary or charitable body with a strong connection to Brimscombe and Thrupp Parish.
2. There should be a clear benefit to a significant part of the community of Brimscombe and Thrupp Parish.
3. Support is aimed at specific projects. The Council will normally only commit funds once in each financial year for any one organisation. It cannot guarantee availability of funding in subsequent years.
4. Types of project considered suitable are: improvements to the local environment and amenities; provision of recreational, arts or entertainment facilities.
5. The maximum grant payable per application is usually £500, other than in exceptional circumstances.
6. The council looks for some assurance that both the project and the applicant have long-term viability.
7. If a project is still in the planning stage a time-limited offer of a grant may be made conditional upon evidence of a firm commitment to a start date e.g. by placing a contractually binding order. The project for which the grant is claimed should commence within 6 months of the offer or it may lapse.
8. Applications for projects where the work has already been completed will not normally be considered.
9. The Council may ask the applicant to incur the expenditure and provide invoices for reimbursement.

Application process

1. Applications should be submitted using the [application form](#) and will be considered at Parish Council meetings
2. All documentation provided will be available for public scrutiny and should be legible.
3. Applications for a grant should be sent to the Parish Clerk by email to: clerk@brimscombeandthrupp-pc.gov.uk

4. Applicants will be informed of the Council's decision as soon as practicable after the meeting.

5. If successful the applicant is notified and asked to reconfirm the date on which the funds are required and the payee's name, and to undertake to use the funds for the agreed purpose.

5. Payments will be by BACS unless a cheque is requested and made payable to the applicant organisation.

6. A progress report is required within 3 months of the grant being given.

Monitoring and reporting requirements

As a condition of receiving a grant you are required to complete a short evaluation form. Groups are expected to provide written evidence of what the money has been spent on and the benefit it has brought to the people of the Parish. Such evidence of how the money has been spent should include copies of invoices and receipts, plus attendance numbers, photos, press clippings, etc. where applicable. This information should be submitted within 3 months of the event/project.

General grant conditions

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. However, if a group wishes to change the purpose of the grant they must seek approval by writing to the Council who will consider approving the change.

Review

This grant policy was reviewed and adopted by the Council at its meeting on **12th March 2024**, minute reference 8.5(b).