



RUDGWICK PARISH COUNCIL

Section 137 of the Local Government Grant Act 1972 policy

Date Adopted	Minute Number	Review Date
May 2018		Sept 2020
14 Sept 2020	140-20/21	Sept 2021
11 Oct 2021	136-21/22	Oct 2022
14 Nov 2022	175-22/23	Nov 2023
11 Sept 2023	110-23/24	Sept 2024
09 Sept 2024	107-24/25	Sept 2025
13 Jan 2025	193-24/25	Sept 2025
08 Sept 2025	100-25/26	Sept 2026
14 Sept 2026	109-26/27	Sept 2027

Background

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

Eligibility to apply:

To be eligible for the award of a grant under Section 137 an organisation must:

- be established for charitable, benevolent, social, cultural, recreational or philanthropic purposes;
- have a constitution, or set of rules, which define its aims, objectives and operational procedures;
- be able to provide a copy of its latest annual accounts and be able to demonstrate that the accounts are checked and signed by a person independent of the group;
- have a bank account operated by a minimum of at least two joint signatories.

Applications cannot be considered (Section 137 – legal reasons) from:

- individuals or private business;
- organisations which support or oppose any political party,
- organisations that discriminate on the grounds of sex, race, disability, sexual orientation, religion and belief, age or
- organisations or establishments for whom Central Government, Health Authorities, County or District Councils are the appropriate statutory funder.

For funding to be awarded:

- the project should be something which makes the local community a better place in which to live, work or visit;
- it should benefit people who live in the parish;
- there must be clear evidence that local people support the project and are involved in carrying it out;
- each group may only make one application per financial year.

When to apply:

The Council will use the criteria set by Department for Communities and Local Government Act to determine the maximum amount grant aid that will be available. Grants will be decided at Council meetings in January, April, July and October.

Applications for S137 grants should be sent to the Clerk by:

- the 15th of December for consideration at the Council meeting in January;
- the 15th of March for consideration at the Council meeting in April;
- the 15th of June for consideration at the Council meeting in July;
- by the 15th of September for consideration at the Council meeting in October.

Only application forms received by these dates will be considered.

The Council reserves the right to alter grant aid limits in line with budget requirements and or expenditure it may be required to make.

How to apply:

- Submit a fully completed application form (available on Rudgwick Parish Council website) <http://rudgwick-pc.gov.uk>
- The organisation, club or society must be non-profit making.
- All applications above £250 must be accompanied by the most recent Annual Accounts and a copy of their most recent bank statement.
- Each application must state the names of any other organisations to which an application for Grant aid has been made.

Grant Conditions:

- Receipts for all transactions that have been made with the grant must be provided to the Parish Council within 28 days upon request.
- Any grant that the Council offers is on the understanding that the applicant is responsible for obtaining any necessary legal permissions (including insurances). The offer of the grant by the Council should not in any way be taken as any authorisation.
- Funding must be spent within the financial year awarded and cannot be added wholly or partly to your reserves.
- If a project costs more than anticipated on the application, any shortfall must be met by the organisation.
- Applicants agree to acknowledge the contribution that it has made in publications, publicity and annual reports.
- The Council will request immediate repayment of any grant, and pursue all costs, if it is felt any criteria has not been adhered to.

Decision process:

- All applicants are treated equally.
- The Council may not be able to fund all projects as there may be more applications than there is money available.

- All applicants will be notified regardless of application outcome.
- Successful applications will be recorded in the Council meeting minutes.
- Grants will be paid by BACS into the organisations account.
- Grants must be spent within 12 months of issue.

To make an application for a Section 137 Grant please contact The Clerk, Parish Office, Rudgwick Hall, Bucks Green, Rudgwick RH12 3JJ or e-mail clerk@rudgwick-pc.gov.uk