

Blisworth Parish Council
Grant Application Policy

This policy sets out the Parish Council
position and procedure for awarding S137 grants

Adopted: By Blisworth Parish Council **1 March 2021**

In accordance with the Local Government Act 1972, Section 137, Blisworth Parish Council sets aside a sum of money each year which can be applied for by local organisations for “purposes, which may bring a direct benefit to their area or any part of it for some or all the inhabitants”.

This document sets out the Parish Council’ policy and procedure for grants and donations under Section 137 of the above Act with its aim of ensuring that all of its award-making activity is open, transparent, fair and supports local organisations.

The Parish Council’s awards are open to established voluntary or community groups, as well as new or informal groups of residents who are or intend to become formally constituted by the date of application.

Who is eligible 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 defines 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

What can be funded?

- The project or activity should be something which makes the local community a better place in which to live, work or visit
- It should benefit the people who live in the parish of Blisworth
- 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
- Grant awards are capped at a maximum of £500 although in exceptional circumstances the Council retains the right to award a higher level of grant subject to funds being available.

The following are not eligible

- Support for individuals or private business projects
- The running costs of any organisation
- Projects which are the prime statutory responsibility of other government bodies
- Projects which improve or benefit privately owned land or property
- Projects which have already been completed or will have been completed by the time the grant is made.
- Organisations outside of the parish unless there is a direct benefit.
- Organisations which support or oppose any political party
- Organisations that discriminate on the grounds of gender, race, disability, sexual orientation, religion and belief or age.

Conditions of support

The Parish Council may make the award of any grant subject to all or some of the following conditions. Required conditions will be at the discretion of the Parish Council and take into account an organisation's individual circumstances.

- In order to fully understand your project or activity, Parish Councillors may wish to visit your project or activity, prior to it commencing. They may also wish to conduct a site visit once your funded project is underway.
- As a minimum, you will write to confirm receipt of the funds for audit purposes.
- Funding must be spent within the financial year awarded and cannot be added wholly or partly to your reserves.
- The grant must be used for the purpose for which the application was made. If the grant cannot be used for the stated purpose, all monies must be returned to the Parish Council.
- All recipients of grants must provide a written report of how the grant money has been used within 6 months of receipt of the grant. As all Parish Council money must be accounted for, evidence of expenditure must be supplied. The Council reserves the right to request a refund of monies awarded if the evidence supplied is unsatisfactory.
- The Parish Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate.
- If your project costs are more than you anticipated on your application, any shortfall must be met by you.
- The Parish Council ask that you acknowledge its support in your publications, publicity and annual papers.

When to apply

The Parish Council considers applications at its Ordinary meetings in March and September. All applications should be sent to the Clerk either:

1. From 01 April to the end of August, for discussion at the September Ordinary meeting (agreement and payment made at the September meeting) or
2. From 01 Sept to the end of February for discussion at the March Ordinary meeting (agreement and payment made at the March meeting).

Awards will not exceed the agreed annual budget unless the Parish Council agrees to make an award under exceptional circumstances.

All groups will be treated equally. If an organisation has had a grant previously, they are not guaranteed to receive financial support again, but are not excluded from applying in a different financial year. A fresh application will be required each time.

How will decisions be made?

All applications will be judged after the closing date. Each application will be assessed on its own merits. The Parish Council will consider whether the application satisfies the requirements of S137. Applications may be considered by the Council, a subcommittee or working group of the

Council and applicants may be required to attend to answer any questions councillors may have about the items/project.

The Parish Council may not be able to fund all projects as there may be more applications than there is money available. Due account will be taken of the extent to which funding has been sought or secured from other sources or the applicants own fundraising activities. The Parish Council reserves the right to refuse any application which it considers to be inappropriate, or contrary to the objectives of S137.

There is no right of appeal for unsuccessful applications.

How to apply

Applications should be made in writing. A copy of the application form is attached to this document.

If you require any further information, please contact the Parish Clerk

Angela Billing
Clerk to Blisworth Parish Council
48 Pond Bank
Blisworth
Northamptonshire
NN7 3EL

Tel: 07983233501 01604 857602

Email: blisworthparishcouncil@gmail.com

Version	Details of any revision	Approved at	Date	Review Date
v1	Adopted new BPC s137 Policy and Form	Approved at BPC Meeting 01/03/2021	01/03/2021	April 2022
v2	Clerk's details	Readopted at BPC Meeting 09/05/2022 Minute Point:26	09/05/2022	May 2023
Readopted	None	Readopted at BPC Meeting 02/05/2023 Minute Point: 22	02/05/2023	May 2024
Readopted	None	Readopted at BPC Meeting 13/05/2024 Minute Point: BPC/58/24-25	13/05/2024	May 2025
V3	Amendments to dates for submission: From 01 April to the end of August, for discussion at the September Ordinary meeting (agreement and payment made at the September meeting) or From 01 Sept to the end of February for discussion at the March Ordinary meeting (agreement and payment made at the March meeting).	Readopted at BPC Meeting 02/06/2025 Minute Point: BPC/62/2025	02/06/2025	May 2026

BLISWORTH PARISH COUNCIL - SECTION 137 GRANT APPLICATION FORM

PLEASE COMPLETE IN BLOCK CAPITALS USING A BLACK PEN

Please read the Parish Council's policy for awarding grants before completing this form.

Name of the group or the organisation making the application:	
Type of organisation:	Registered Charity No: (if applicable)
Number of members:	Number of members living in the parish:
A short description of aims and objectives of the group or organisation:	
Contact Name:	
Position in the organisation:	
Tel no:	Email:
Website address:	
Correspondence address:	
Post Code:	
Please outline details of the project you are seeking funding for from the Council (please continue a separate sheet if necessary)	
Total cost of the project/items (indicate if estimated costs)	

	Date scheduled to start and complete.	
	Amount of grant requested: (note the maximum grant £500)	
	Funding already secured to support the project from other sources (please give details)	
	Have you already applied for other grants towards this project – please list below:	
	Name of organisation/body	Amount
	If your grant application to the Council is unsuccessful or can only be partially funded will the project still go ahead?	
	When are the funds required?	
	When will the money be spent?	
	If the total cost of the project/items is more than the grant, how will the rest be financed?	
	Who will benefit from the project/items?	
	Approximately how many of those people who will benefit are residents of Blisworth?	
	Should your application be successful, please provide bank/cheque details for payment to be made:	

Please use a separate sheet of paper to submit any other information which you feel will support this application.

DECLARATION

On behalf of organisation (your organisation)

We have read and understand fully the terms and criteria for making a S137 grant application to Blisworth Parish Council	
We have provided a copy of our organisation's constitution	
We have provided a copy of the most recent audited annual accounts	
We have provided a copy of our most recent bank account	
We agree to provide copies, to the Parish Council, of all receipts for transactions that have been made with the grant monies	
We agree that any publicity that is given to our project, our organisation will acknowledge the grant that has been awarded by Blisworth Parish Council	
We agree to attend the Annual Parish meeting to present a report to the Council on the benefits of the grant.	

I/We submit this application on behalf of the organisation and believe, to the best of my/our knowledge, all statements made to be true and accurate.

Signed on behalf of (name of organisation)	
Signed	
Printed	
Date	

Please return your completed form to:

Angela Billing
Clerk to Blisworth Parish Council
48 Pond Bank
Blisworth
Northamptonshire
NN7 3EL

or email a scanned copy to:

blisworthparishcouncil@gmail.com