

## **Grants Policy**

### **Grant Guidance under Section 137 of the Local Government Act 1972**

1. Caister Parish Council sets aside a sum of money each year to donate to good causes in the parish as either a grant or a donation. The sum allocated by the Parish is part of the annual precept the Parish Council collects from the electorate and is available for distribution from 1 April each year.
2. The Parish Council is governed by rules set out in the Local Government Act 1972 (section 137) which states the money must be spent on purposes for the direct benefit of the parish or part of the parish, or to some or all of the inhabitants and be commensurate with the expenditure incurred, for example, spending a large amount for the benefit of only one or two people is not acceptable.
3. It is unlawful for a council to contribute to an individual or a charity or a public service body operating overseas.
4. No further amount should be allocated from the annual budget if the money is committed before the end of the financial year (end of March each year).

### **All funding applications are to be approved by full Parish Council**

#### **WHO IS ELIGIBLE TO APPLY?**

5. To be eligible for the award of a grant under Section 137 an organisation must:
  - a) be established for charitable, benevolent, social, cultural, recreational or philanthropic purposes;
  - b) have a constitution, or set of rules, which define its aims, objectives and operational procedures;
  - c) 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;
  - d) have a bank account operated by a minimum of at least two joint signatories.

#### **WHAT CAN BE FUNDED?**

6. To be considered for the award of a grant under Section 137:
  - a) the project should be something which makes the local community a better place in which to live, work or visit;
  - b) it should benefit people who live in the parish;
  - c) there must be clear evidence that local people support the project and are involved in carrying it out.

## **THE FOLLOWING ARE NOT ELIGIBLE**

7. The awarding of a grant under Section 137 will not be considered for:
  - a) support for individuals or private business projects;
  - b) financing the aims of political or religious organisations;
  - c) the running costs of any organisation;
  - d) national organisations not based locally;
  - e) projects which include overseas travel;
  - f) projects which are the prime statutory responsibility of other government bodies;
  - g) projects which improve or benefit privately owned land or property;
  - h) projects which have already been completed or will have been completed by the time the grant is made.
8. Groups and organisations will be expected to show evidence of fund raising with the Parish Council being asked to match-fund.
9. Checks will be made to ensure that all expenditure is used for the purpose for which it was agreed. If any variation to the agreed amount is required, it must be approved by Caister Parish Council or the funding will be cancelled, and the grant repaid. Random checks may be made by an appointed person.
10. Except in the case of donations, full accounts and copies of relevant receipts and invoices will be required.
11. An annual budget for grants will be allocated at the Finance Meeting in November and then approved by the full Parish Council in April.
12. Any donations made by a member of the public to Caister Parish Council for a specific project will be passed on to that specific project. Any donation made by a public source given for a specific purpose will be ring fenced for that purpose.

### **How to apply**

Application for a grant from Caister Parish Council must be submitted on the approved form, available on the council's website here:

<https://caisterparishcouncil.norfolkparishes.gov.uk>

13. Such donations to applicants will be considered by full council and if agreed by vote will not exceed £350 other than in exceptional circumstances
14. Without the exception of those agreed to on precept. This does not apply to money precepted to other organisations.
15. Each group or organisation may only make one application per financial year.

## CAISTER PARISH COUNCIL GRANT APPLICATION FORM

Please read our Grants Policy and see eligibility rules in Section 5

Name of Group / Organisation
Registered Charity Number (if applicable)
Correspondence Address
Lead Contact
Email
Telephone
What are the main activities of your Group / Organisation?
<i>Please provide a copy of your constitution.</i>
Describe the project for which funding is required and the reason why (Include: The projected time scale, and who will benefit from the project)
<i>Note: Please attach any action plans, estimates or supporting information which you may have</i>
How much money are you requesting from the CPC
What is the total cost of the Project?
Signed
Position in Group / Organisation

Completed applications must be submitted to the Parish Clerk –  
Caister Parish Council, 79 Seafield Road, Caister on Sea, NR30 5LG

Tel number: 01493 720893

Reviewed 5 July 2021