

Grant Guidance under Section 137 of the Local Government Act 1972

This guidance sets out the Town Councils position and procedure
with regard to the award of s137 grants

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Minute PR896

In accordance with the Local Government Act 1972 section 137, Hedge End Town Council sets aside a sum of money each year which can be applied for by local organisations for projects which will be of benefit to residents within Hedge End.

Section 137 (1) of the Local Government Act 1972 is a statutory power. It gives council's the power 'to incur expenditure for purposes not otherwise authorised.' It is only used when there is no other specific power available; it is a 'power of last resort', it must benefit some or all inhabitants, not an individual, nor can it be made retrospectively.

S137 was amended in s36 of the Local Government and Housing Act 1989. The amendment stipulates that expenditure and benefit must be balanced.

This document sets out the Town Council's 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 Town Council's awards are open to established voluntary or community groups, as well as new or informal groups of parishioners who are or intend by the date of application to become formally constituted.

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 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.

WHAT CAN BE FUNDED?

- 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.

THE FOLLOWING ARE NOT ELIGIBLE

- support for individuals or private business projects;
- the running costs of any organisation;

- national organisations not based locally;
- projects which include overseas travel;
- 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.

CONDITIONS OF SUPPORT

The Town 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 Town Council and take into account an organisation's individual circumstances.

- In order to fully understand your project or activity, town 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.
- Funding must only be used for the purpose outlined in the application and if the monies are not spent on the items agreed, they must be returned.
- Funding cannot be added wholly or partly to your reserves.
- A lower award may be offered if there are insufficient funds to meet the whole funding application.
- If your project costs are more than you anticipated on your application, any shortfall must be met by you.
- The Town Council would ask that you acknowledge its support in your publications, publicity and annual reports.

WHEN TO APPLY

The Town Council considers applications twice yearly, initially in April and again in October. All applications should be sent to the office manager at least 7 days in advance of the meeting which takes place on the first Tuesday of the month. Only application forms received by these dates will be considered at the 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 again in a different financial year. A fresh application will be required each time.

HOW WILL DECISIONS BE MADE?

All applications will be considered after the closing date at the Policy & Resources Committee. Decisions will be made by Hedge End Town Council with its decision being final. Unfortunately, the Town Council may not be able to fund all projects as there may be more applications than there is money available. However, all applications will be

considered carefully. Due account will be taken of the extent to which funding has been sought or secured from other sources or the applicant's own fund-raising activities and of year end balances. Funding decisions will also be based on the number of direct Hedge End beneficiaries.

HOW TO APPLY

Applications should be downloaded from the website here: <https://www.hedgeend-tc.gov.uk/the-council/grant-application/>