SHIPTON UNDER WYCHWOOD PARISH COUNCIL

A COTSWOLD VILLAGE AND COMMUNITY

**Grant Awarding Policy**

Under Section 137 of the Local Government Act 1972, Shipton-under-Wychwood Parish 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”.* The amount they can spend is limited by the number of persons on the Electoral Register, and funds have been set aside for the purpose in the annual budget.

To be considered for a donation, applicants must make a written application to the Parish Council using the application form below.

**Policy**

1. Applications for grants can be made at any time, but will only be considered at the Council meeting in May, August, November or February.
2. Each request will be considered individually and will be treated on its own merits.
3. Applications will only be considered on receipt of a completed application form.
4. The Council reserves the right to grant limits in line with budget requirements and or expenditure it maybe required to make.
5. All applicants will be notified regardless of application outcome.
6. Successful applications will be recorded in the Council meeting minutes.
7. Grants will be paid by BACS into the organisations account.
8. Grants must be spent within the current tax year.

**Applying for S137 Funding**

The Parish Council will award grants, at its discretion, to organisations that can demonstrate a clear need for financial support to the benefit of the Parish by:

* Providing a service
* Enhancing the quality of life
* Improving recreation and/or sports
* Improving the environment
* Promoting the Parish in a positive way

**Exemptions**

The Parish Council will not consider applications from/for:

* Individuals
* Commercial organisations
* Purposes for which there is a statutory duty upon other local/central government departments to fund or provide
* Local groups which direct funds to a central HQ for redistribution
* Organisations which support or oppose any political party
* Religious organisations
* Organisations that discriminate on the grounds of sex, race, disability, sexual orientation, religion/belief or age

This list is not exclusive and may be added to at the Council’s discretion.

**Application Criteria**

1. Submit a fully completed application form

2. Identify how the donation will benefit the local community.

3. All applications above £250 must be accompanied by the most recent annual accounts and a copy of the most recent bank statement.

4. Each application must state the names of any other organisation(s) to which an application for aid has been made.

5. Copies of receipts for all transactions that have been made with the grant must be provided to the Parish Council within 28 days upon request.

6. Any grant offered by the Council is on the understanding that the applicant is responsible for obtaining any necessary legal permissions (including insurances). The offer of the grant should not be taken as authorisation in any way.

7. The applicant must notify the Council in advance if they are unable to fulfil or need to change any part of their application.

8. The Council will request immediate repayment of any grant, and pursue all costs, if it is felt that any criteria have not been adhered to.

9. Only one request can be made in any financial year.

Please submit the application form to the Clerk of the Council at 9 William Bliss Avenue, Chipping Norton OX7 5LT, or by email to [clerk@shiptonunderwychwood.org](mailto:clerk@shiptonunderwychwood.org)