



COLSTERWORTH AND DISTRICT PARISH COUNCIL

GRANT APPLICATIONS AND ALLOCATION S.137 of the Local Government Act 1972

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. Financial records must show a separate account for s137 spending. A donation to the Royal British Legion for a wreath is one example of s137 expenditure.

The Colsterworth and District Council (CAD) has a small grants scheme which offers grants to community groups. The amount of money available will be set annually in the budget of the Council. Projects identified by the Council for ongoing sponsored projects by the Council are excluded and will be shown as ring-fenced money from CAD's reserves separately in the accounts.

1. 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.

2. 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 Council will consider applications for small scale capital expenditure such as purchase of special equipment.

3. THE FOLLOWING ARE NOT ELIGIBLE

- support for individuals or private business projects;
- the day to day 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.

4. 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 cheque for audit purposes.
- Funding must only be used for the purpose agreed with the Parish Council and if the monies are not spent on the items agreed, they must be returned.
- Funding must be spent within the financial year awarded and cannot be added wholly or partly to your reserves.
- If your project costs are more than you anticipated on your application, any shortfall must be met by you.
- The Parish Council would ask that you acknowledge its support in your publications, publicity and annual reports.

5. WHEN TO APPLY

- Although applications will be accepted throughout the year, normally they will be considered twice during the financial year – in the months of June and October.
- Ideally, therefore applications should be submitted to the Clerk of the Council not later than the end of the preceding month with the information set out in the policy above using the Council's application form.
- The application will be placed before a panel consisting of lead Councillors from the Council's Committees (Finance & Administration, Environment & Amenities and Highways & Footpaths) for consideration who will decide on the application based on the information provided.
- They will recommend their decision to be ratified at the next Full Council meeting.
- Please note that all agenda papers are published and therefore in the public domain.
- The Clerk of the Council will inform the applicant of the Councils' decision and arrange payment if you are successful or an explanation if the grant or donation was turned down
- 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.

6. HOW WILL DECISIONS BE MADE?

- All applications will be judged after the closing date.
- Decisions will be made by Colsterworth and District Parish Council with its decision being final.
- Unfortunately, the Parish 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.

7. HOW TO APPLY

- Applications should be made in writing using the application form. See Appendix A. An editable version of the application form is available from the Clerk.
Email: clerk@colsterworthanddist-pc.gov.uk

Appendix A

Colsterworth and District Parish Council Grant Allocation Application Form.

Please fill in all sections.

Should you wish to expand on a question please enclose additional information separately.

Only one project per application. Declaration at end of form must be signed and dated.

When completed please return this application form to:

Colsterworth and District Parish Council, 14 Hambleton Road, Stamford PE9 2RY. Email clerk@colsterworthanddist-pc.gov.uk

1. Your organisation	
Name of organisation	
Contact name	
Position in organisation	
Address for correspondence	
Tel No.	
Email address	
2. Details of organisation	
Brief description of your organisations aims	
How long has it been in existence?	
Is it run by a committee?	
If yes, how many committee members?	
Can anyone join?	

If not what are the restrictions?	
How often do you meet?	
Where are meetings held?	
Are they public meetings?	
How many members do you have?	
What percentage of members live within Colsterworth and District Parish?	
3. Purpose of organisation	
Please give a summary of the activities your organisation has undertaken during the last year. If you are a new organisation, give an idea of the activities you wish to undertake.	
Describe how the local community will benefit from your organisation	
4. About the project	
Please give details of your proposed project and what you wish to use any grant awarded for?	

What is the project cost? Provide as much detail as possible	
Have you received or applied for funding from any other source for this project?	
5. Financial details	
Do you receive funding from other sources and if so who?	
If you have previously received a grant from Colsterworth and District Parish Council, please give details.	

Please complete the following declaration

I declare that the information given is correct and agree to adhere to the conditions laid out in Colsterworth and District Parish Council Grants Allocation Policy.

On behalf of _____

I accept the conditions in Colsterworth and District Parish Council Grants Allocation Policy.

Signed _____ Date _____

Position in organisation _____

If the person signing this form is under 18, an adult organisation member must countersign it

Signed _____ Date _____

Please note completion of this form does not necessarily mean that a grant application will be successful in part or whole.

Document control and policy review

Document Control and Policy Review:

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Chairman:	Ellis O'Neill
Responsible Officer/Clerk	S Grant
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Chairman:	Caroline Hainsworth
Responsible Officer/Clerk	S Grant
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