

**Policy and Procedures for the Consideration and Awarding
of Grants and Donations under “Section 137”**

1.0 INTRODUCTION

- 1.1 This document sets out Holton Parish Council's (HPC) policy and procedures for making grants and donations under Section 137 of the Local Government Act 1972. It is not intended that these principles should be applied rigidly but that they should be guidelines within which the HPC should consider any funding application.
- 1.2 In common with many parish councils, HPC receives requests from third parties for financial grants or donations to support their activities. The power for HPC to donate is contained in the Local Government Act 1972, section 137, which allows a local authority to spend a limited amount on activities for which it has no specific power, but which the authority considers 'will bring direct benefit to the area, or any part of it or all or some of its inhabitants'. The Local Government and Housing Act 1989 added the requirement that the benefit obtained should be commensurate with the expenditure incurred.
- 1.2 HPC has no obligation to spend any or all of the money available under Section 137. This money is not 'gifted' to the parish council; it forms part of the Precept which the parish council makes on the District Council. The cost of any grants or donations is therefore reflected in residents' council tax bills.
- 1.3 To ensure a consistent and appropriate response to funding requests the following policy guidelines have been established which shall be followed when deciding upon and making grants or donations under Section 137.

2.0 AIM OF THE POLICY

- 2.1 HPC's aim is to ensure that all its grant or donation award making activities are:
- a. Open
 - b. Transparent
 - c. Fair
 - d. Benefits Holton parish or its inhabitants
 - e. Supports local organisations

2.0 POLICY STATEMENT

- 2.1 It is the policy of HPC that where qualifying organisations, supported by Holton residents, can provide facilities and services for the benefit of Holton parish and/or its residents, they are supported financially in so doing. The Council will earmark a sum within each annual budget to be used at the sole discretion of the Council in furtherance of this policy.

3.0 WHO IS ELIGIBLE TO APPLY

- 3.1 To be eligible for any award of a grant or donation the applicant must:-
- a. be an organisation 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 an established voluntary or community group, or a new or informal group of parishioners who are or intend by the date of application to become formally constituted.

3.2 Requests will not be considered from bodies from outside the parish of Holton unless the service they provide significantly benefits Holton parish or its residents.

4.0 WHAT IS ELIGIBLE TO BE FUNDED

4.1 To be eligible for any award of a grant or donation the purpose must:-

- a. be a project that enhances the fabric of Holton Parish and makes it a better place in which to live, work or visit, or
- b. be a service that benefits the wellbeing of a significant number of inhabitants of Holton parish,
- c. be the capital costs or day-to-day running costs of an individual project.

5.0 WHAT IS NOT ELIGIBLE TO BE FUNDED

5.1 Award of a grant or donation shall NOT be made for the following:-

- a. supporting individuals or private business projects;
- b. projects that are the prime statutory responsibility of other government bodies;
- c. projects that improve or benefit privately owned land or property;
- d. projects that have already been completed or will have been by the time the grant is made (i.e donation will not be made retrospectively).
- e. non-charitable bodies outside of Holton Parish or for work unrelated to Holton Parish.

6.0 CONDITIONS OF DONATIONS:

6.1 There must be clear evidence that local people support the project and are involved in carrying it out.

6.2 Funding must only be used for the purpose agreed with HPC. Reallocation of any funds after receipt to any other items or purpose is not allowed. Any funds not spent on the items agreed by the end of the financial year in which the grant was made must be returned to HPC.

6.2 Funding must be spent within the financial year awarded and cannot be “rolled over” to subsequent years or added wholly or partly to reserves.

6.3 If the project costs are more than anticipated on the application, any shortfall must be met by the applicant. HPC will not be in a position to make up any shortfall.

6.4 The applicant may be requested to provide evidence of expenditure (receipted invoices) to the Clerk to the Council on completion of the project (such request being discretionary – based on the amount given and the purpose for which it was used). This evidence of expenditure should be equal to, or more than, the total of the amount of the grant detailed on the application.

- 6.5 In the case of awards in excess of £500 the applicant should show the funding awarded separately in its published financial accounts and HPC should have access to the financial accounts, on request, where appropriate.
- 6.6 If requested a representative of the applicant should be available to give a report at the Holton Annual Parish Meeting (held on an evening between March and May each year) on how the money was spent and if appropriate how the project went.
- 6.7 HPC shall not be accountable in any respect for the project / work being undertaken.

7.0 APPLICATION PROCEDURE

- 7.1 Applicants should apply in writing to the Clerk of HPC by the end of October in order for HPC to include it when it prepares its annual budget during November/December. Any award offers made will be for the following financial year and cannot be confirmed until council approves the budget. Any award granted would become available for payment after the April following the application unless there are unallocated funds in HPC's current year budget.
- 7.2 Applications must state the following:-
- a. amount required;
 - b. other funding sources applied for in relation to the donation concerned
 - b. purpose to which it will be put;
 - c. number of Holton residents who have benefited from any activity or an explanation of the direct benefit to Holton as a Parish of any activity of the applicant within the last 12 months
 - d. proportion (%) of the overall activity of the applicant's work within / for Holton.
- 7.3 Applications should be for a single donation per financial year. HPC does not commit to a series of donations or any form of continuing support and no donation is to be taken as an indicator of future funding.
- 7.4 Whilst ad-hoc requests can be made at any time, there is no guarantee that any funds will remain available.

8.0 HOW WILL DECISIONS BE MADE

- 8.1 HPC will first consider the financial position of the Parish and the extent of funds that are available for donations.
- 8.2 All requests will be considered equally after the closing date. Unfortunately the council may not be able to fund all projects as there may be more applications than there is money available. In such circumstances HPC will fund only those to which it assigns the highest priority.
- 8.3 Due consideration will be taken of the extent to which funding has been sought or secured from other sources or own fund-raising activities.
- 8.4 Of those donation requests considered favourably, HPC will decide the level of support it is able to make in each case. This may be all or part of the sum requested.

- 8.5 Applicants who are able to demonstrate the greatest benefit within Holton or for its residents as a proportion of their activity will be considered more favourably than those for whom such activity is marginal.
- 8.6 HPC's decision is final.

This Policy was adopted by the Parish Council on 10 July 2017

This Policy was reviewed and adopted by the Parish Council on 14 September 2026