



# **Ashbourne Town Council**

## **S137 Donations Policy**

**Reviewed April 2018**

The S137 Donations Policy was reviewed by  
Ashbourne Town Council on .....

Signed .....(Mayor)



## **ASHBOURNE TOWN COUNCIL**

### **POLICY ON S137 DONATIONS**

#### **Introduction**

To foster and encourage local clubs, groups and organisations in the Council area, the Council makes budget provision for grant aid to voluntary bodies for specific projects or items of equipment to continue their operation for the benefit of local people.

Our donations are open to established voluntary or community groups, as well as new or informal groups of parishioners who are intended by the date of the application to become formally constituted.

#### **Town and Parish Council Powers and Section 137**

Section 137 of the Local Government Act 1972, which permits it to spend up to a certain limit on anything which in the opinion of the council is in the interests of the parish, or any part of it, or is in the interest or all or some of its inhabitants.

This amount is limited to a figure per head of the electorate on the electoral role on 1st January before the commencement of the financial year. The figure is index-linked and for 2016/17 is £7.42 per head the Ashbourne electorate is 6359. The town council has no obligation to spend all or any of the money available under S.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 donations is therefore reflected in residents' council tax bills.

#### **Who can 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/or most recent bank statement. Accounts are to be 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 that 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

- applications do not have to be from groups that already exist
- each group may only make one application per financial year
- applications will be considered for day-to-day running costs and individual projects

### **The following are not eligible**

- Support for individuals or private business projects.
- Projects that are the prime responsibility of other statutory authorities.
- Projects that improve or benefit privately owned land or property.
- Projects that have already been completed or will have been by the time the grant is made.

### **Conditions**

The 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 council and take into account your organisation's individual circumstances.

- The application must be made using the official Ashbourne Town Council application form which is available from the Assistant Clerk.
- Details must be provided of the extent to which funding has been sought or secured from other sources or own fund-raising activities.
- Funding must only be used for the purpose agreed with Ashbourne Town 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 – Ashbourne Town Council will not be in a position to make up any shortfall.
- In order to fully understand your project or activity the town councillors may wish to visit your project or activity, prior to the project or activity 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, or as the cheque is handed over you will sign a form or receipt at the same time.
- The need to provide evidence of expenditure (receipted invoices) to the Clerk to the Council on completion of your project will be discretionary – based on the amount given and the purposes given. (If required, this evidence of expenditure should be equal to, or more than, the total of the amount of the grant detailed on your application.)
- Any unused funds at the end of the financial year in which the grant is paid out must be returned to Ashbourne Town Council.
- You must acknowledge Ashbourne Town Council's support in all publications, publicity and annual reports.
- You should show the funding awarded separately in your published financial accounts and Ashbourne Town Council should have access to your financial records, on request, where appropriate.
- A representative of your organisation should give a report at the Annual Parish Meeting (held on an evening between March and May each year) on how you spent the money and if appropriate how your project went.

**When to Apply**

Ashbourne Town Council prepares its annual budget in November. Organisations must apply by 30<sup>th</sup> September for the funding to be considered in the budget for the following financial year. The maximum grant is £2,000.00 and must not equal more than 20% of the total cost. All applications will be considered on their individual merit and must comply with the policy and criteria, these will initially be assessed by the Clerk and Assistant Clerk, to ensure that all the necessary documentation has been received. They will then be assessed by the Finance Committee, against the policy and criteria. Any funding granted will be made at The Parish Meeting to be held between March and May.

**How will Decisions be Made**

Applications will initially be assessed by the Clerk and Assistant Clerk, to ensure that the Application Form and all specified supporting documentation is received. Applications that are not fully completed will **not** be assessed by the Finance Committee. The Finance Committee will assess completed applications against the policy and criteria, unfortunately, the Council may not be in a position to support all applications. Due account will be taken of the extent to which funding has been sought or secured from other sources or own fund-raising activities.

**How to Apply**

Applications should be made in writing using the application form available on the web-site or from the Assistant Clerk, contact on 01335 342291 or [enquiries@ashbournetowncouncil.gov.uk](mailto:enquiries@ashbournetowncouncil.gov.uk)

The Application for Funding Policy was Reviewed by Ashbourne Town Council on

Dated.....

Signed.....