

Sampford Courtenay Parish Council Grants and Donations Policy

Sampford Courtenay Parish Council sets aside a sum of money each year to fund activities which benefit the parish and for which there is no other statutory basis for support. The sum allocated by the Parish Council is part of the annual precept the Parish Council collects from the electorate, is limited by central government, and is available for distribution from 1 April each year. This is held in the Earmarked Reserve as the Designated s.137 Fund.

The Parish Council is governed by rules set out in Section 137 Local Government Act 1972 which states the money can be spent on any activity which is to the direct benefit of the parish and must be commensurate with the expenditure incurred. Further detail can be found in the SCPC Financial Regulations Para 4.11

Sampford Courtenay Parish Council applies different criteria dependent on the type of group or charity. For this purpose, a group not specifically local to Sampford Courtenay, but nevertheless benefitting the residents of the village, could receive a grant without the submission of accounts or the requirement to link the sum to a specific project beyond that of their broad purpose. Local groups are asked to apply for specific projects.

No further amount will be allocated from the annual budget if the money is committed before the end of the financial year (end of March each year) unless in exceptional circumstances and will be based on the current financial balance of the S137 Fund.

Applications will be accepted throughout the financial year from individuals (on behalf of a group) or not for profit community groups, or where the donation is to provide benefit to residents of Sampford Courtenay. Any expenditure under section 137 must be properly authorised by resolution, minuted and shown in a separate column in the councils' accounts.

Sampford Courtenay Parish Council operate the following criteria for all applications:

- a. Only one application for a grant in each financial year;
- b. The organisation must be non-profit making (and not an individual);
- c. The organisation must be one that, in some way, benefits the local community.

In addition, local groups must:

- i. demonstrates a clear need for financial support by providing a description of the project / activity for which a contribution is needed;
- ii. provide a set of audited accounts or suitable financial statement to ensure there is a genuine need for a grant. Recently established organisations that do not have audited accounts should provide a statement setting out their funding position;
- iii. provide a summary of their efforts to generate income from other sources.

How to apply

Applications will be accepted throughout the year, but will normally be considered twice during the financial year – in the months of June and December. Applications should be submitted to the Parish Clerk no later than the end of the preceding month with the information set out in the policy above. The application will be placed on the agenda for consideration by the Parish Council who will decide on the application based on the information provided.

Contact the Parish Clerk: Malcolm Harris Clerk@sampfordcourtenay-pc.gov.uk

The Parish Clerk will inform the applicant of the Councils' decision and arrange payment if the application has been successful. A written receipt must be provided by the organisation and a note to show the funds have been used for the purposes specified in the application if applicable. A report on how the money was spent may be requested and monitoring may take place.

The Council reserves the right to require repayment in the event of the funds not being applied in furtherance of the purpose outlined in the application.

This policy was adopted at the meeting of the Parish Council held on 6 July 2021 and reviewed in May 2025. Next Review date May 2026.