**Culcheth and Glazebury Parish Council**

 **Financial Support Policy**

**Financial Support – Legal framework**
Section 137 of the Local Government Act 1972 makes provision for Councils to award financial support for the benefit of residents in its area in circumstances where the Council has no other legal authority to incur the expenditure .
The annual total value of such awards is based on the number of registered electors of the area.

**Policy Objective:**
Culcheth and Glazebury Parish Council's principal objective to ensure that any financial support it awards:
is in keeping with legislation;
benefits the needs and / or interests of the Parish Council’s community and residents; and
complies with the Parish Council’s decision to fund Community Day and to direct requests for financial assistance to that fund raising opportunity.

The Policy:

1. Amount of funding available under S137 of the Local Government Act 1972.
Each year the Clerk will inform the Parish Council of the current, annual limit.

2. Eligibilty
At any of its regular meetings the Parish Council may consider making an award to any group / organisation that has completed and submitted an application in keeping with the Parish Council’s Financial Support policy.
Financial support will **not** be made for:
the personal benefit / sponsorship / support of an individual;
any event / activity that involves dangerous activities; and
political organisations or campaigns.
No financial support will be given to any group / organisation that discriminates on the grounds of ethnicity, disability or sexual orientation.

3. Financial Support criteria.
Subject to the policy objective above:

3.1 Financial support will only be awarded to applicants whose activities or services are considered by the Parish Council to be of benefit to the Culcheth and Glazebury Parish community or to sectors of that community.
3.2 Applications must be accompanied by the group’s / organisation’s most recent, audited accounts together with the most recent management accounts.
Where such documents are not available, the application must be supported by a statement of the group’s / organisation’s financial position certified by its treasurer along with the last six months’ bank statements.
The application must state and quantify all the other sources of funds that support the proposed event / activity.
Other sources of funding may include fundraising and financial support from other bodies.
3.3 The applicant must submit a paper explaining the value of the financial support being requested. This explanation may be a simple statement, such as
2 whiteboards at £25 = £50;
or, for larger claims it would be appropriate to give a detailed analysis of the project total showing quotes received or best estimate of costs to be incurred.
3.3 Financial Support will only be awarded for forthcoming events / activities, not for past events / activities.
Applicants must specify a timeframe in which any financial support is to be spent.
3.4 Consideration for financial support shall be given to only one application per group / organisation per financial year.
Groups / organisations comprising sub groups (for instance based on age) shall be considered as one group / organisation.
3.5 For nominated groups / organisations and by resolution of the Parish Council when setting its annual budget, the award of financial support may be determined without the need to submit an application.

**4 Grant value**
Unless the Parish Council accepts by resolution that extenuating circumstances apply to an applicant / group / organisation, no financial support shall be awarded to it in excess of £1,000 per financial year.

5. **Report on the use of the financial support.**
All recipients must provide evidence of how the financial support was spent. This should show clearly that the financial support was utilised in accordance with the purposes expressed in the application.
This shall be a written report to the Parish Council, supported by financial evidence.
The report must be received by the Parish Council within 12 months of receipt of the grant or within 2 months of the financial support being spent, whichever is sooner.
The report shall become a document available to public inspection under the provisions of Section 228 of the Local Government Act 1972 (as amended).
Failure to comply with these requirements shall be taken into consideration when determining subsequent financial support applications from the group / organisation.

**6. Repayment of financial support.**
The Parish Council does not consent to the use of any financial support it awards for any purpose other than as approved and recorded in the minutes of a Parish Council meeting.
If a group / organisation is unable (for instance because a project becomes unfeasible) to use, or does not use the financial support awarded by the Parish Council for the purpose specified in the original application, the full financial support shall immediately be repaid to the Parish Council.
Failure to comply with this requirement shall be taken into consideration when determining subsequent financial support applications from the group / organisation.

**7. Acknowledgement of receipt of financial support.**Where appropriate, the award of financial support by Culcheth and Glazebury Parish Council should be acknowledged in any press releases or publicity issued by the recipient.