Application for S137 Grant

Subsection (3) of Section 137 allows local councils to contribute to any charitable body for its work in the United Kingdom, to any non profit making body which provides a public service to all, or a section of, the public within the UK and to any disaster appeal fund launched by the chairman of a principal local authority within the UK.

The Local Government and Housing Act 1989 Section 36 made two further changes relevant to Section 137. The first concerns financial assistance to voluntary bodies, charities and disaster appeal funds whether made under Section 137 or any other power. Where the total assistance to any of these purposes exceeds £2,000 in any one financial year the council must insist that the recipient provides a written report on the use of the assistance within 12 months. An annual report or set of accounts from which the use of the assistance can be seen is sufficient. The report must be deposited with the proper officer of the council (usually the clerk) and will therefore be open to public inspection.

To be considered for an award, applicants must answer all the questions on the application form and provide the necessary details as requested.

Criteria for Making Grant Aid to an Organisation

1. Any organisation, club or community group that wishes to make an application for Grant Aid must submit a fully completed application form.

2. The funding must be used for the benefit of the residents of the Parish of Leyburn.

3. The organisation, club or society must be non-profit making.

4. Each application must state the names of any other organisations to which an application for Grant Aid has been submitted.

5. Receipts for all transactions that have been made with the Grant Aid must be provided to the Town Council.

6. Any grants that the Town Council offers is on the understanding that the applicant is responsible for obtaining any necessary legal permissions and the offer of the grant by the Town Council should not in any way be taken as authorisation. Successful applications will be recorded in the Minutes of the Meetings of Town Council and notified to the applicant in writing.

7. The organisation must ensure the grant money is used for the specific purpose detailed on the grant application and the Council may request a follow up review and invoices for the project costs funded.

|  |  |
| --- | --- |
| **1. Applicant Details** | |
| Name of Applicant: |  |
| Address & postcode: |  |
| Telephone Number of Contact: |  |
| Contact email address: |  |
| Registered Charity? | Yes/No |
| VAT Registered? | Yes/No |
| Description of Event: |  |
| Number of Attendees expected at event: |  |
| **2. Grant Details** | |
| Amount of grant requested | £ |
| For what purpose or project is the grant requested?  (Please give as much detail as possible and use a separate sheet if required) |  |
| What will be the total cost of the above event? Please provide a summary of costs (including VAT) continue on a separate sheet if necessary. |  |
| If the total cost of the event is more than the grant, how will the residue be financed? |  |
| Please give details of any other Grant Applications that have been applied for in relation to this event – including:- date, amount and organisation |  |
| How will the grant benefit the Leyburn Community? |  |
| Approximately how many of those who will benefit are parishioners of Leyburn? |  |

You may use a separate sheet of paper to submit any other information which you feel will support this application.

For more information or to submit your application, contact the Clerk on 01969 622561 or email: [clerk@leyburntowncouncil.gov.uk](mailto:clerk@leyburntowncouncil.gov.uk)

• Grant applications are determined by the Council during public meetings, and this application form will therefore appear in the public domain. If you do not wish for any of your personal contact information to be included in the public papers, please specify when submitting your application.

• We will only use your personal information to contact you about your application, and other sources of funding that may be applicable.

If your grant is successful it will be paid by BACS payment, please provide the sort code and account number for the bank account you would like payment transferred to:

|  |  |
| --- | --- |
| Account Name |  |
| Sort Code |  |
| Account Number |  |

**LEYBURN TOWN COUNCIL DECLARATION**

1. We have read the criteria for making Grant Aid to organisations.

2. We have provided a copy of the most recent annual accounts/bank statement if necessary.

3. We agree to provide copies to the Town Council of all receipts for transactions that have been made with the Grant Aid.

4. In any publicity that is given to our group/project, we agree to acknowledge the contribution that has been made by Leyburn Town Council.

**Please read the following important terms and conditions carefully. By signing this form, you are confirming that:**

• You are an official representative of your group and are authorised to apply for funding on their behalf.

• Your details can be held by Leyburn Town Council in accordance with the Data Protection Act to administer the grants process.

• The information provided in this application is a fair and accurate description of your group and the project for which you are seeking funding.

**Signed on behalf of: (The Organisation)**

**Position in organisation:**

**Clerk to the Town Council:**

**Date:**

When completed, please return this form to:-

Mrs CE Smith

Leyburn Town Council

Thornbrough Hall

Leyburn

North Yorkshire

DL8 5AB

Or email to [clerk@leyburntowncouncil.gov.uk](mailto:clerk@leyburntowncouncil.gov.uk)