



## Cookham Parish Council

### SMALL GRANT AWARDS AND DONATIONS

### VOLUNTARY SECTOR

#### Policy for Section 137 Grants

**Reviewed and Approved at Full Council 6<sup>th</sup> September 2022 – minute page: 2944**

Cookham Parish Council has a small budget for the award of grants.

Under Section 137 of the Local Government Act 1972, The Parish Council (the Council) has discretionary powers to award grants to local groups or organisations for *purposes, which may bring a direct benefit to the area or any part of it for some or all the inhabitants. The benefit to the area or inhabitants must be commensurate with the expenditure.* Grants or donations to individuals are not feasible.

Council will use the criteria set by Department for Communities and Local Government Act to determine the maximum amount of grant aid that will be available on an annual basis.

For further information please refer to the Local Government Act 1972, Sections 137 and 137(A).

#### Terms and Conditions:

1. The amount of the award will be at the discretion of the Council. The Council will refer to the Local Government Act 1972, Sections 137 and 137(A) in its decision making process.
2. The maximum grant for the Financial year 2024/25, will be £1,000.
3. Applications for a grant will be considered by the Council at the Full Council meetings in March and October as detailed on the meetings timetable. Please submit your application at least 4 weeks prior to the date of the meeting.
4. Applicants **MUST** be community organisations based in Cookham Parish that provide recreational leisure, cultural, charitable or service activities for Cookham residents to take part in or to attend for leisure, charitable and cultural reasons. They must be not-for-profit organisations.
5. Grants and donations may also be considered from organisations based outside Cookham Parish who provide specific and specialised services to Cookham residents (Example C.A.B. / Thames Valley Air Ambulance).
6. The Council will determine grants based on the following:-
  - a) the value of the organisation to the residents of Cookham.
  - b) the level and significance of service provided to Cookham, its residents and or visitors.
7. Applicant organisations should submit requests for grants and donations in writing signed by an officer of that organisation (example: Chairman, Secretary, Treasurer).
8. As outlined on the Grant Application form, the request should state the reason for the application, detailing what project the grant funding would be used for. Each application must be supported by the required documentation in the correct format, e.g. to include copies of the previous years audited income and expenditure accounts.

9. The applicant organisation must clearly demonstrate that they have an Equal Opportunities policy that applies to all organisation members and to the community recipients.
10. The applicant organisation, if requested by Cookham Parish Council, must produce additional statistical information.
11. If a grant is awarded, the applicant must acknowledge Cookham Parish Council in their publicity.
12. The Council reserves the right to ask for evidence that the grant has been spent on the intended project.



# Cookham Parish Council

## Small Grant Application Form for 2024-25

All applications for Grants will be considered at the March and October Full Council meetings. Please submit your application at least 4 weeks prior to the date of the meeting.

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|---------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>YOUR ORGANISATION:</b> Please give us the following information about your organisation: |                                                                                                                                                                                                                                                                                                                                                                        |
| Name of Organisation:                                                                       |                                                                                                                                                                                                                                                                                                                                                                        |
| Address:                                                                                    |                                                                                                                                                                                                                                                                                                                                                                        |
| Postcode:                                                                                   |                                                                                                                                                                                                                                                                                                                                                                        |
| Description of your organisation's activities, please list your aims and objectives:        |                                                                                                                                                                                                                                                                                                                                                                        |
| How long has your organisation been established:                                            |                                                                                                                                                                                                                                                                                                                                                                        |
| What is the legal status of your organisation?                                              | Please tick one of the following:<br>a) unregistered voluntary or community organisation<br>b) registered Charity in England or Wales<br>c) waiting to be registered as a Charity<br>d) charity recognised by HMRC in Scotland or Northern Ireland<br>e) exempt / excepted Charity registered in England and Wales<br><br>Registered Charity No (if applicable): ..... |
| Bank account details:                                                                       | If successful, payment will be made by Bank Transfer:<br><br>Account Name:<br>Acc number:<br>Sort code:                                                                                                                                                                                                                                                                |
| <b>CONTACT DETAILS:</b>                                                                     |                                                                                                                                                                                                                                                                                                                                                                        |
| Name of Contact:                                                                            |                                                                                                                                                                                                                                                                                                                                                                        |
| Position:                                                                                   |                                                                                                                                                                                                                                                                                                                                                                        |
| Correspondence Address (if difference from above):                                          |                                                                                                                                                                                                                                                                                                                                                                        |
| Postcode:                                                                                   |                                                                                                                                                                                                                                                                                                                                                                        |
| Daytime/Mobile Tel:                                                                         |                                                                                                                                                                                                                                                                                                                                                                        |
| Email:                                                                                      |                                                                                                                                                                                                                                                                                                                                                                        |

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|--------------------------------------------------------------------------|
| <b>YOUR PROJECT:</b>                                                     |
| Give a description of the project or scheme for which grant is intended: |

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Who will benefit from the proposed project or scheme?

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| Total cost of project or scheme: | £ |
| How much are you applying for:   | £ |

**PREVIOUS APPLICATIONS:**

Has your organisation previously applied for a grant from this Parish Council? If YES, please give details of the project or scheme and the date and amount of any grant received:

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**ADDITIONAL GRANT APPLICATIONS TO OTHER BODIES:**

Have you made a grant application to any other body for grant aid for this project or scheme? If YES, please provide further information:

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**YOUR FINANCIAL INFORMATION:**

All applications must be accompanied by the following financial information.  
If you do not supply this information, your application may not be considered.

- ☐ A copy of your latest approved statement of accounts or other financial reports which indicates your financial position
- ☐ A photo copy of bank statements covering the past year.
- ☐ A copy of your organisations' constitution

The Parish Council may request additional information depending on the project and the amount of grant sought.

If your accounts show a one off or accumulated surplus, please state how much and what you plan to spend it on. If your organisation has financial reserves, for what purpose are they held? If your reserves or surplus are more than the amount of grant you want, please explain why you are making this application.

**ADDITIONAL INFORMATION:****EQUAL OPPORTUNITIES**

Equal Opportunities seek to help all people receive fair and equitable access to the services our organisations provide. The Council has a legal duty to promote equality whether on grounds or race, disability, age, gender and other grounds where good relations and the elimination of discrimination can increase opportunities.

Does your organisation have an equal opportunities policy?  
If yes, please enclose a copy.

**CHILD PROTECTION POLICY**

Please supply a copy of your child protection policy, if yours is a Children's organisation.

**CONSENTS AND INSURANCES:**

Have you obtained all necessary consent and insurance relevant to your project/event?

Please provide details and a copy of relevant insurance documentation.

**FURTHER INFORMATION:**

If there are any other comments you wish to make to support this application, please give this information, or continue on a separate sheet:

## DECLARATION

Please read the following declaration carefully. The conditions will apply to you if your application for a grant is successful.

Applicants must be charity or community organisations based in Cookham that provide recreational leisure, cultural, charitable or service activities for Cookham residents to take part in or to attend for leisure, charitable and cultural reasons. Grants may also be considered from organisations based outside Cookham but that provide specific and specialised services to Cookham residents (Example C.A.B. / Thames Valley Air Ambulance).

Cookham Parish Council is committed to protecting and improving the environment and sustainability. Any funds given as a grant, should not be used to purchase or acquire disposable products or supplies made of plastic and other types of nonrecyclable materials in furtherance of the projects or causes for which the grant money is received. All the organisation's promotional material should acknowledge the support of Cookham Parish Council.

By signing below, I accept these conditions apply if funding is approved.

Signed..... Name .....

Position within organisation ..... Date.....

### Please return completed forms to:

Parish Clerk  
Cookham Parish Council  
Council Office,  
High Road,  
Cookham,  
SL6 9JF.

Email: [office@cookhamparishcouncil.org.uk](mailto:office@cookhamparishcouncil.org.uk)

### FOR OFFICE USE ONLY:

Date received:

Date approved:

Grant awarded:

Amount:

Cookham Parish Council is a data controller under the Data Protection Act. We hold information for the purposes specified in our nomination to the Information Commissioner and may use this information for any of them. We may get information about you and others, or we may give information to them. If we, do it will only be as the laws permits, to check the accuracy of information, prevent fraud or detect crime or to protect public funds.