



Community Donations (S137): Policy & Application Pack

SECTION 1: INTRODUCTION

- 1.1 Morton-on-Swale Parish Council have a budget for **Section 137 of the Local Government Act 1972 (S137)** which allows parish and town councils to incur expenditures for purposes that benefit their communities when no specific statutory power is available.
- 1.2 Each year the Council will decide the budget for s137 and will invest it in projects and initiatives that benefit the residents of Morton-on-Swale in line with this policy and document to ensure fair and transparent use of Council funds.

SECTION 2: OBJECTIVES

- 2.1 Support projects that enhance community well-being, social cohesion, and quality of life for residents of the village.
- 2.2 Support following key priorities that have been identified through community engagement.
 - Activity to support community facilities
 - Community events
 - Community-led interventions to address community priorities
- 2.3 Encourage partnership working between community organisations, local businesses, and residents.

SECTION 3: Eligibility Criteria

Eligible Applicants:

- 3.1 The Parish Council is keen to support community groups that are based within, or whose activities are predominantly focused on, the village. To ensure funding benefits the local community, applicants will need to demonstrate that their group is established or formally recognised, and that their work directly supports residents of the parish.
- 3.2 Eligible organisations:
 - Registered local charities
 - Social enterprises and community interest companies (CICs)
 - Schools or faith groups (for non-religious, community-based projects) including PTAs
 - Residents' associations or informal community groups (with a sponsor organisation or registered bank account)
- 3.3 Organisations should have been in existence for a minimum of 6 months with a track record of delivery and success. **PLEASE NOTE THAT THE PARISH COUNCIL WILL NOT RELEASE FUNDING INTO PERSONAL BANK ACCOUNTS. IF YOU DON'T HAVE A REGISTERED ACCOUNT, THIS DOESN'T NECESSARILY**

DISCOUNT SUPPORT, AS THE PARISH COUNCIL CAN CONSIDER OPTIONS SUCH AS PAYING A SUPPLIER DIRECTLY.

Eligibility:

3.4 Eligible projects must:

- Directly benefit residents of Morton-on-Swale
- Are non-political and non-profit-making for personal benefit (directly or indirectly) such as supporting paid wages.
- Deliver outcomes aligned with the objectives as set out in Section 2.

3.5 Ineligible Projects/activities:

- Only indirectly benefit residents of Morton-On-Swale.
- Benefit communities outside of Morton-On-Swale such as those supporting national charities (unless applicant is able to demonstrate funding is proportionate to direct benefit to village residents).
- Political or religious promotion.
- Those that include retrospective funding or activities.
- Include ongoing operational/staffing costs.
- Are outside parish boundaries (unless clear local benefit)
- Applications from a person, persons or groups whose actions the Parish Council has previously determined to be vexatious under the Vexatious Correspondence Policy

SECTION 4: BUDGET AVAILABILITY

Source	Typical Use	Maximum total annual budget for 2026/27	Notes
S137	Community projects	£500	Subject to annual allocation for future financial years. Awarded on first come first served basis The Council wants to support the maximum amount of projects and there is therefore a cap to any one project per organisation/group per year with a maximum ask of £250. If there is remaining budget, it may be decided at the November meeting to relax these restrictions, but this cannot be guaranteed as it is demand lead. You are welcome to express an interest to go on a waiting list should this be applicable to your organisation.

SECTION 5: APPLICATION DEADLINES AND DECISION PROCESS

- 5.1 Application submitted: must be submitted at least **10 working days before the next Parish Council meeting** (scheduled meetings are the last Wednesday of Jan, Mar, May, Jul, Sep, Nov). Please note, Council cannot make decisions outside of formal meetings.
- 5.2 A minimum of three Parish Councillors review application and take recommendations to Full Council (with input from Clerk and RFO to ensure compliance and budget availability).
- 5.3 Full Council makes decisions on any awards for funding.
- 5.4 Applicants notified within two weeks of decision and any other special conditions of funding over and above standard conditions (section 7).
- 5.5 Monitoring report and photos required within 2 months of activity being delivered.

SECTION 6. ASSESSMENT CRITERIA

- 6.1 Applications will be scored against the following criteria (each will be marked between 1-5)
- **Community Benefit:** Number and location of beneficiaries
 - **Need and Evidence:** Does it fit community priorities ?
 - **Value for Money:** Budget realistic and proportionate?
 - **Delivery:** Applicant's capacity to deliver
 - **Sustainability:** Will benefits continue beyond funding?
 - **Match Funding/Partnership:** Additional funding or volunteer effort identified.
- 6.2 Successful applications will need a score of 20 (out of possible 30) to be considered at Full Council meeting.

SECTION 7: CONDITIONS OF GRANT

- 7.1 Funds must be solely used for the approved project – any changes must go back to the next full Parish Council meeting for consideration.
- 7.2 Projects and applicants fit within the clear eligibility as set out in section 3.
- 7.3 Projects must be completed and claimed by the end of February 2027 to allow for Council finance reporting.
- 7.4 Repayment of funds in full will be required if misused or used for purposes other than what was agreed.
- 7.5 Applicants must acknowledge Parish Council support in publicity/signage.
- 7.6 Applicants must provide the Parish Council with monthly updates including monitoring information and photos two months after completion.
- 7.7 If the grant includes the purchase of kit or equipment and the beneficiary ceases to exist or no longer uses the funded items, then they must be returned to the Council so that other groups can benefit.

SECTION 8: REVIEW

- 8.1 Document reviewed annually at Parish Council Annual Meeting.
- 8.2 Updates communicated via Council minutes and website

Community Donation (S137) Application Pack

Guidance Notes for Applicants

- Read the Policy carefully to ensure eligibility.
- Ensure your project clearly benefits Morton-on-Swale residents.
- Prepare a realistic budget and identify other funding sources (cash and/or in kind).
- Obtain accurate cost estimates from multiple suppliers to ensure value for money.
- Consider ongoing maintenance costs.
- Check if planning permission or other approvals are required.
- Identify potential partners or additional funding sources (this could include match funding for projects funded by S106 developer contributions, grant applications to charitable trusts or foundations, crowdfunding for community buy-in and/or partnership with local businesses)
- Maximise collaboration opportunities (such as through partnering with neighbouring parishes, schools, providers, other community groups/volunteers).
- Submit applications **10 working days before the next Parish Council meeting**. Please note - applicants welcome to attend Parish Council meeting to give brief overview of their proposal and ask questions (five minutes only). A request to attend the meeting would need to be made within five working days prior to the meeting.
- Projects may be revenue or capital. However if the grant includes the purchase of kit or equipment and the beneficiary ceases to exist or no longer uses the funded items, then they must be returned to the Council so that other groups can benefit.
- Successful applicants must report progress and provide photos within 2 months of the activity finishing.
- Projects must be completed and claimed by the end of February 2027 to allow for Council finance reporting.
- You are only able to apply once a year for a maximum of £250

Morton-On-Swale Parish Council - Community Donations Application Form
Applicant Details

Organisation name	
Contact person	
Address	
Phone / Email	
Type of organisation	
Do you have registered bank account for your organisation?	Yes/no
Date established	
Background to your organisation and any track record of delivery	

Project Details

Project title	
Location	
Description (max 300 words)	
Who will benefit and how	
Estimated number of beneficiaries	
Start and end dates	
Does your group/organisation have capacity and capability to deliver (100 words)	
Will benefits continue beyond funding? (100 words)	
Will there be financial benefit to individuals or organisations (including national charities) from this funding	

Which community priorities does your proposal meet?

Enhance community well-being, social cohesion, and quality of life for residents of the village.	☐
Activity to support community facilities	☐
Community events	☐
Community-led interventions to address community priorities	☐
Partnership working between community organisations, local businesses, and residents.	☐

Describe how are these priorities to be met:

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Funding Details

Total project cost	Capital:
	Revenue:
Amount requested from Parish Council	
Other sources of funding (confirmed / applied for)	
In kind contributions (such as volunteer time)	
Has your organisation received funding from the Parish Council previously – if yes, provide details	
Please provide a breakdown of expenditure to show what the funding will pay for	

Supporting Information

- Evidence of community support (consultation, letters, etc.)
- Evidence of organisation set up (constitution, accounts etc)
- Quotes or estimates

Disclaimer and Acknowledgment

I hereby confirm that I have the authority to submit this application on behalf of the organisation or group named herein. I confirm that the information provided in this application is true and accurate to the best of my knowledge. I understand that submission of this application does not guarantee funding, and any funds awarded must be used only for the purposes described in accordance with the policy and conditions of grant. I agree to comply with all requirements set by Morton-On-Swale Parish Council and understand that funding may be revoked if these terms are not followed.

Signature:	
Name (Print):	
Organisation:	
Position	
Date:	

Submit completed forms to: clerk@mortononswale-pc.gov.uk

Deadline: 10 working days before the next Parish Council meeting (held last Wednesday of Jan, Mar, May, Jul, Sep, Nov).