



# PROMOTION, PARTNERSHIP & FINANCE COMMITTEE

Minutes of a Meeting of the Promotion, Partnership and Finance Committee held at Meeching Hall, Fort Road, Newhaven on **Tuesday 27<sup>th</sup> February 2024** at **7:00pm**.

**PRESENT:** Councillors Julie Carr (Chair)  
Mark Wardle (Vice Chair)  
Lesley Boniface  
Shaun Boniface substituting for Linda Thomas  
Lindsey Macleod substituting for Sean Macleod  
Corina Watts  
Pinky McLean-Knight

**ALSO ATTENDING:** Ken Dry, Town Clerk  
Maxine Fifield, Deputy Town Clerk  
Alison Campbell, RFO  
X1 Member of the Public

**PPF022/24** The Chair informed those present that this meeting will be recorded and then made publicly available on the Newhaven Town Council website for 28 days followed by its removal and deletion.

**PPF023/24** **APOLOGIES FOR ABSENCE**

Received from Cllr. S Macleod. (Cllr. Thomas extended period of absence).

**PPF024/24** **DECLARATIONS OF INTEREST - DISCLOSURE BY COUNCILLORS OF PERSONAL INTERESTS IN MATTERS ON THE AGENDA, AND WHETHER THE COUNCILLOR REGARDS THEIR INTEREST AS PREJUDICIAL UNDER THE TERMS OF THE CODE OF CONDUCT.**

Cllr. L. Boniface declared a personal interest regarding Agenda item 5 in that the group 'Just Friends' were a charitable beneficiary during her previous tenure as Mayor and additionally had connections with the Girl Guiding Association in respect of Agenda 5 and the Grant Application from 'Newhaven District Rangers'.

Cllr. Carr declared a personal interest in agenda items 5 and 6 in respect of two Grant Applications from 'Newhaven Baptist Church'.

Cllrs. Watts and L. Macleod declared a personal interest in Agenda Item 5 and the Grant Application made by 'Friends & Associates of Denton School' in that their children were pupils at Denton School.

**PPF025/24 TO CONSIDER WHETHER THE MINUTES OF THE MEETING OF THE PROMOTION, PARTNERSHIP & FINANCE COMMITTEE HELD ON TUESDAY 12<sup>TH</sup> DECEMBER 2023 ARE AN ACCURATE RECORD OF THE MEETING.**

The minutes of the meeting of the committee held on Tuesday 12<sup>th</sup> December 2023 were considered.

**RESOLVED:**

That these Minutes be signed by the Chairman as a true record of the proceedings.

**PPF026/24 PETITIONS/PUBLIC QUESTIONS.**

None received.

**PPF027/24 TO CONSIDER AND APPROVE SMALL & LARGE DISCRETIONARY GRANT APPLICATIONS – REPORT BY THE TOWN CLERK**

The Town Clerk summarised his report and the matter of applicant/grant eligibility prior to the scoring of each application by council officers.

Following discussion of each eligible application, the committee unanimously,

**RESOLVED, that**

1. 'Newhaven District Rangers' (Small Grant) be awarded £500,
2. 'Newhaven Art Club' (Small Grant) be awarded £500,
3. Officers seek additional detail surrounding 'training costs' forming part of the 'Newhaven Bowling Club' (Large Grant) application and inform the committee by email as to their findings before any award is made,
4. 'Just Friends' (Large Grant) be awarded £1778 (rounded up from £1777.78),
5. 'Friends & Associates of Denton School' be awarded £2445 (rounded up from £2444.44)

**PPF028/24 TO CONSIDER & APPROVE, DISCRETIONARY COMMUNITY PARTNERSHIP GRANT APPLICATIONS - REPORT BY THE TOWN CLERK**

The Town Clerk summarised his report, and following discussion of each eligible application, the committee unanimously,

**RESOLVED**, that 'Hospitable Environment CIC' be awarded £6207 (rounded up from £6206.45)

**PP029/24 TO CONSIDER AND APPROVE AN EVENT APPLICATION - REPORT BY THE TOWN CLERK.**

The Town Clerk summarised his report and following discussion,

Cllr. L. Macleod,

**PROPOSED** that the 'Denton Community Challenge' event application be awarded the £500 applied for,

**SECONDED** by Cllr. Watts, and following a unanimous vote of those present, it was,

**RESOLVED** that,

The 'Denton Community Challenge' event application be awarded £500.

**PP030/24      TO CONSIDER & RECOMMEND FOR APPROVAL, THE FOLLOWING POLICIES - REPORT BY THE TOWN CLERK.**

- i)      Civic Protocol**
- ii)     Hospitality Policy, and**
- iii)    Reserves Policy**

The Town Clerk summarised his report and in respect of the Civic Protocol informed the meeting that following recent Internal Audit advice para., 4.3 can be dispensed with.

During discussion of the draft Civic Protocol, Cllr. McLean-Knight left the meeting at **19:47Hrs.**

Following discussion of each document it was unanimously,

**RESOLVED**, that

1. Each protocol/policy be recommended to Full Council for adoption with the following amendments and additional actions,

***Civic Protocol***

Para. 4.3 be deleted,

Para. 3.1 sentence 2 be amended to read '*...is unable to attend the immediate past mayor (where they are a current Town Councillor) will be asked to represent the Town Mayor....*'

Para. 4.1 sentence 1 be amended to '*The Town Mayor may select one or more local charities....*'

That the Town Clerk conduct additional research into the possibility/legality of each mayor being provided with an additional sum of monies that are payable to their chosen charity(ies)

***Newhaven Town Council Hospitality Policy***

No further amendments.

***Newhaven Town Council Reserves Policy***

No further amendments.

**PP031/24      BUDGET REPORT TO 20<sup>th</sup> FEBRUARY 2024.**

The contents of the report were noted.

The Meeting was closed at 19:50HRS.

**Date:** .....      **Chairman**.....



# PROMOTION, PARTNERSHIP & FINANCE COMMITTEE

Minutes of a Meeting of the Promotion, Partnership and Finance Committee held at Meeching Hall, Fort Road, Newhaven on **Tuesday 26<sup>th</sup> March 2024** at **8:00pm**.

**PRESENT:** Councillors Julie Carr (Chair)  
Krissy Taylor (Sub for Mark Wardle)  
Lesley Boniface  
Shaun Boniface (Sub for Linda Thomas)  
Lindsey Macleod (Sub for Sean Macleod)  
Corina Watts  
Pinky McLean-Knight

**ALSO ATTENDING:** Ken Dry, Town Clerk  
Alison Campbell, RFO

**PPF032/24** The Chair informed those present that this meeting will be recorded and then made publicly available on the Newhaven Town Council website for 28 days followed by its removal and deletion.

**PPF033/24** **APOLOGIES FOR ABSENCE**

Received from Cllrs. S Macleod, Cllr. Wardle and (Cllr. Thomas extended period of absence).

**PPF034/24** **DECLARATIONS OF INTEREST - DISCLOSURE BY COUNCILLORS OF PERSONAL INTERESTS IN MATTERS ON THE AGENDA, AND WHETHER THE COUNCILLOR REGARDS THEIR INTEREST AS PREJUDICIAL UNDER THE TERMS OF THE CODE OF CONDUCT.**

None declared.

**PPF035/24** **TO CONSIDER WHETHER THE MINUTES OF THE MEETING OF THE PROMOTION, PARTNERSHIP & FINANCE COMMITTEE HELD ON TUESDAY 27<sup>TH</sup> FEBRUARY 2024 ARE AN ACCURATE RECORD OF THE MEETING.**

The minutes of the meeting of the committee held on Tuesday 27<sup>th</sup> February 2024 were considered.

Cllr. McLean-Knight informed the meeting that under Minute PP030/24 where her departure from the meeting was recorded was incorrect.

**RESOLVED:**

That other than the matter identified by Cllr. McLean-Knight the minutes be considered accurate and that the Town Clerk check the meeting recording and re-present the amended minutes at the next committee meeting for signature by the Chairman.

**PPF036/24 PETITIONS/PUBLIC QUESTIONS.**

None received.

**PPF037/24 TO CONSIDER AND APPROVE EVENT FUNDING APPLICATIONS – REPORT BY THE TOWN CLERK**

The Town Clerk indicated that he had nothing further to add to his report other than a typographical error at paragraph 6 (Finance), where ‘...FY2023/24...’ should read ‘...FY2024/25...’

**Culture Connect Project CIC ‘Celebrating our Differences.’**

During discussion members commented that this application was very well written and felt that such an event had an excellent objective.

Cllr. L. Boniface then,

**PROPOSED** that the £3500 applied for be awarded in full, this was then,

**SECONDED** by Cllr. McLean-Knight, and following a unanimous vote in favour, it was,

**RESOLVED** that application from Culture Connect Project CIC ‘Celebrating our Differences, be awarded **£3500.**

**Lewes District Council ‘Brewhaven’**

Following discussion, it was then,

**PROPOSED** by Cllr. L. Boniface that £5000 be awarded to Lewes District Council for this event with the caveat that the Town Council did not receive an application for this event in 2025.

**SECONDED** by Cllr. L. Macleod

The committee then voted on this proposal, with 5 members in favour and 2 against with no abstentions. It was therefore,

**RESOLVED** that Lewes District Council be awarded **£5000** for their ‘Brewhaven’ Event.

**PPF038/24 DISCRETIONARY GRANT APPLICATION POLICY (DGAP) – DISCUSSION ITEM.**

The Town Clerk informed the meeting that following the recent Discretionary Grant Application window he had been contacted by Citizens Advice Lewes and CTLA who had expressed their disappointment that their respective applications had been unsuccessful.

The Clerk indicated that their applications like a few others also submitted were deemed ineligible for consideration by virtue of para., 2.2, bullet point 5 of the Discretionary Grant Application Policy (DGAP) which stated;

*'Grants will not be made to directly or indirectly cover an organisations operating costs such as, but not limited to, premises rental, utilities expenditure or building maintenance etc.'*

Following discussion, it was,

**RESOLVED** that,

1. provision (DGAP 2.2 Bullet Point 5) be retained, though slightly amended to provide the committee/council the opportunity to consider 'new start' groups/organisations which required 'set-up' costs as a 'one-off' year 1 requirement. Town Clerk to circulate the suitably amended text to committee members prior to the next PP&F Committee meeting,
2. That the scoring system and text be reviewed to check for clarity for the applicant, and
3. That a committee member also be involved in the scoring of applications in order to mitigate any risk of subjectivity.

**PP039/24**      **BUDGET REPORT TO 19<sup>TH</sup> MARCH 2024.**

The contents of the report were noted.

The Meeting was closed at 21:00HRS.

**Date:** .....      **Chairman**.....

**DRAFT**



# NEWHAVEN TOWN COUNCIL

Ken Dry  
Town Clerk

TOWN COUNCIL OFFICES  
18 FORT ROAD  
**NEWHAVEN**  
EAST SUSSEX  
**BN9 9QE**

Tel: (01273) 516100  
Email: [admin@newhaventowncouncil.gov.uk](mailto:admin@newhaventowncouncil.gov.uk)

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To: Promotion Partnership & Finance Committee **Agenda Item 7.**

Date: 22<sup>nd</sup> October 2024

Report Contact: Town Clerk

Subject: **Events Funding Application**

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1. The purpose of this report is to request member consideration of a number of Event Funding Applications from the following applicants and instruct the RFO to make a financial award where applicable.

Name/Event	Applicant	Date of Event	Total funding sought £
Christmas Party	Newhaven & Lewes District Mencap	20.12.24	£ 300.00
A Land Within	Photo Fringe	1-14.11.24	£ 1,000.00
Circus of Sound Christmas Ball	Culture Shift	6.12.24	£ 600.00
Harbour Lights Procession	Haven Young Creatives	24.11.24	£ 3,750.00
Annual Show	Newhaven & District Model Railway Club	2.11.24	£ 1,000.00
Newhaven Community Christmas Cheer	SCDA	23.12.24	£ 5,270.00
			£ 11,920.00

2. Unlike Discretionary Grant Applications, Events Applications can be made at any time throughout the year and are not subject to a formal scoring process.
3. Whilst the committee does not have to award the full award applied for, it should not award any more than is requested.
4. A scanned and redacted copy of each Event Application Form can be seen at **Appendix A.**

## Finance

5. Currently the *360.4218 Partnership Cont/Event Support* budget line has a current balance of £25,000 for the remainder of FY 2024/25 which is sufficient to cover all the of applications (totalling £11,920) for consideration.

6. **Recommendations:**

Following due consideration of the applications at hand, that,

The committee requests the RFO to make a suitable financial award to those applicants where necessary and relevant.



# Newhaven Town Council

## Application for funding for an event

Some of the following questions may not be relevant to your organisation. Don't be put off by the form – if you need help or advice, please ring our office on 01273 516100. Please feel free to continue any section or give further information on a separate sheet.

<b>Name of Event:</b>	Christmas Party
<b>Date(s) of Event:</b>	20th December
<b>Amount of funding sought:</b>	£300
<b>Description of Event:</b>	Christmas Party for our members of Newhaven Leisure District Market.
<b>What are you hoping to achieve from this event?</b>	Christmas Party for our members to have a good
<b>Who will benefit from this event?</b>	Our members
<b>Financial information:</b>	
<b>What is the total cost of the event?</b>	£400
Please provide a breakdown of how this has been calculated. Please be specific. i.e. Equipment hire £x, Staff Time £x. Where possible, please provide quotes.	£100 Presents 100 Food 100 Entertainment

How much money do you already have in place for this event?	<b>Funding Body</b>	<b>Amount Applied For</b>
	£100	£300

**If this is an annual event or it has been held previously, please complete the following section.**

<b>Date(s) of Event:</b>	YES	
<b>How successful was this event? Please include approx. number of attendees and how it impacted the local community.</b> Very Successful had every year members enjoy this event		
<b>Financial information:</b>		
Total cost of the event	£400	
Breakdown of expenditure: i.e. Equipment hire £x, Staff Time £x. Where possible please provide receipts/proof of purchase		
Funding sources:	<b>Funding body</b>	<b>Amount Awarded</b>
	Local Mencap 100	£100
Does your organisation have its own bank account? (we cannot pay grants to an individual)	YES	

## Declaration

I certify that the details given in this application are correct and I hereby apply for the funding.

Signed: ..... [redacted] .....  
(please print)

On behalf of ..... *Newhaven News & District Mencap* .....  
(organisation)

Address: ..... [redacted] .....

Telephone: [redacted] ..... email: [redacted]

Position in organisation: ..... *Vice Chairman* ..... Date: ..... *15-10-24* .....

Alternative contact for organisation:

Name: [redacted] ..... Telephone: ..... [redacted] .....  
(please print)

If successful, Cheque payable to: ..... *NEWHAVEN NEWS and District Mencap* .....

**Please return your form, together with any additional information you would like to submit to: [admin@newhaventowncouncil.gov.uk](mailto:admin@newhaventowncouncil.gov.uk) or Newhaven Town Council, 18 Fort Road, Newhaven, BN9 9QE**



# Newhaven Town Council

## Application for funding for an event

Some of the following questions may not be relevant to your organisation. Don't be put off by the form – if you need help or advice, please ring our office on 01273 516100. Please feel free to continue any section or give further information on a separate sheet.

<b>Name of Event:</b>	A LAND WITHIN (Exhibition and associated community events)
<b>Date(s) of Event:</b>	1 – 14 November 2024
<b>Amount of funding sought:</b>	£1000
<p><b>Description of Event:</b> 'A Land Within' is a group exhibition at Marine Workshops as part of the Photo Fringe Festival 24. The exhibition seeks to inspire and connect people to nature with the aim of fostering awareness and an understanding of the importance of looking after the natural world and getting out into nature for the benefits to health and mental wellbeing. This is of particular importance at a time when digital connections and virtual spaces are increasingly prevalent. Alongside the exhibition we will be running a series of community engagement activities during the opening weekend:</p> <ol style="list-style-type: none"><li>1. Bookmaking workshop: participants taught how to make a nature book. They will leave with a covered book that they can use as a sketch book, diary or photo album. There will be collage materials and instruction into ways of seeing and looking at nature. Suitable for all ages.</li><li>2. Guided walk to the site of the Itford Hill Bronze Age Settlement: artist Kathryn Martin's book 'Ossa' is based on Itford Hill. She will be accompanied by a local archaeologist and naturalist who will be on hand to answer questions about the settlement and Downland landscape. At the site, participants will be offered refreshments and will listen to poetry readings by poet Molly Maltman and folk songs by a local singer (tbc). Suitable for all ages.</li><li>3. Opening of 'A Land Within': an afternoon exhibition opening with refreshments and a chance to talk to the artists involved.</li></ol> <p>As well as the photography exhibitions and associated events there will also be an interactive space in the atrium with books available to read, colouring sheets for children and a craft area and a large interactive chalk board where visitors to the exhibition can draw, write or muse on what the surrounding nature means to them.</p>	
<p><b>What are you hoping to achieve from this event?</b> A Land Within hopes to foster a deeper respect and love for the natural world and a renewed connection to the land. We hope our audiences will connect to nature on a deeper level so they go on to look after nature with an understanding that if we damage it, we are damaging ourselves and if we look after nature then we are protecting it for future generations. We hope to encourage people to get out onto the Downs to improve their mental health and for a sense of wellbeing that being in nature gives. As well as this, walking is excellent for good health for all ages. We also hope to educate about the heritage of the Downs through connecting visitors to the Itford Hill Bronze Age Settlement and through an audio recording made in association with Audioways, learn about the landscapes of the past.</p>	
<p><b>Who will benefit from this event?</b> The local community of Newhaven will benefit in many ways. Firstly the work in the exhibition is by well known artists who will attract a new audience into the town, spending money in local shops and spreading the message of exciting new developments and events happening locally. The walk and workshops will educate and inspire participants to get out onto the Downs and hope to encourage people to rediscover and reconnect with the natural world but also to learn about the ancient history of the area. Visitors to the Photo Fringe Festival from London, Brighton and along the coast will benefit from learning more about Newhaven and what excellent cultural</p>	

attractions it has to offer.		
<b>Financial information:</b>		
What is the total cost of the event?	£1500 (£1000 NTC and £500 SCDA)	
Please provide a breakdown of how this has been calculated. Please be specific. i.e. Equipment hire £x, Staff Time £x. Where possible, please provide quotes.	Promotion and signage: design and print of flyers, vinyls and posters: £500 Artist facilitator fees for guided walk: £150 Artist facilitator assistant fees for workshop: £50 Refreshments for opening launch event and guided walk: £100 (soft drinks, biscuits) Materials for interactive area in the atrium: chalkboard paint, wood board, A3 paper, colouring pencils, materials: £95 Volunteer expenses: transport and lunch: £50 Eventbrite fees: £25 Travel costs participants: £30 (we would like to offer the cost of train ticket from Newhaven to Southease for those who need help with costs to come on the walk)	
How much money do you already have in place for this event?	<b>Funding Body</b>	<b>Amount Applied For</b>
	SCDA  SELF FUNDED (MATCH) (all presentation of artwork exhibited at Marine Workshops is being self funded by the individual artists incl. printing, framing and install costs)	£500

**If this is an annual event or it has been held previously, please complete the following section.**

<b>Date(s) of Event:</b>	Photo Fringe Festival 2022: Newtopias
<p><b>How successful was this event? Please include approx. number of attendees and how it impacted the local community.</b></p> <p>In 2022 Photo Fringe commissioned local artist Kathryn Martin to hold a series of workshops over the summer at the Hillcrest Centre. These were collage workshops on the theme of utopia. Working with the archive from Newhaven Museum and collected magazines and personal photographs, over 50 local people made personal collages about their imagined futures in the town. The resulting artworks were exhibited outside the former Peacock building. The launch event was very well attended with a great deal of community spirit and pride in the art the participants created. Many people had not been to the museum before so made new local connections. The workshops were very therapeutic and enabled participants to not only think about the future of their town but also about their personal lives.</p>	



If successful, Cheque payable to: Brighton Photo Fringe

**Please return your form, together with any additional information you would like to submit to: Newhaven Town Council, 18 Fort Road, Newhaven, BN9 9QE**



# Newhaven Town Council

## Application for funding for an event

Some of the following questions may not be relevant to your organisation. Don't be put off by the form – if you need help or advice, please ring our office on 01273 516100. Please feel free to continue any section or give further information on a separate sheet.

<b>Name of Event:</b>	<b>Circus of Sound Christmas Ball</b>
<b>Date(s) of Event:</b>	<b>Friday 6<sup>th</sup> December 2024</b>
<b>Amount of funding sought:</b>	£ 600
<b>Description of Event:</b>	<p>This event is managed by Culture Shift, working in partnership with local organisations such as the community team at Sussex Community Development Association (SCDA) and individuals. This event aims to include the diverse community of Newhaven through our ongoing programmes of activity in Newhaven, bringing people of different ages, backgrounds and identities together in a positive, celebratory and creative way.</p>
<b>What are you hoping to achieve from this event?</b>	<p>This event builds on the success of our Every Sort of People festival day which took place in Newhaven at the Hillcrest Centre on 7<sup>th</sup> October 2023. See here for more details: <a href="#">Every Sort Of People Party 2023</a></p> <p>This event last year was attended by over 200 people and was evaluated as an overwhelming success but we aim for this year to reach an event bigger and more diverse audience of attendees, due to fact that our work in Newhaven has increased over the past year and we now have 3 strands of activity well established in the local community; <a href="#">Voices From The Edges</a> (a music programme for young people, delivered in partnership with the youth team at SCDA), <a href="#">Our Songs Our Stories</a> (a creative programme for older people with Dementia and their carers) and <a href="#">Being Our Best Selves In Sussex</a> (a creative programme for learning disabled adults). This event aims to be inter-generational and cross-sectional, challenging the way that communities and individuals can feel isolated and restricted by 'silos'.</p> <p>We know that the diversity of Newhaven is at the core of the town and we believe that this should be celebrated as strength!</p>
<b>Who will benefit from this event?</b>	<p>This event will benefit the residents of Newhaven and the surrounding areas. It will also provide a platform for many organisations to promote and showcase their work and the services they provide to local people, this will include SCDA, Newhaven MENCAP, Culture Connect and Newhaven Young Creatives.</p>
<b>Financial information:</b>	
What is the total cost of the event?	£4600
Please provide a breakdown of how this has been calculated:	<p>Event management by Culture Shift (including programming and promotion) – £2000</p> <p>Event production (including technical and stage management, event decoration, volunteer support, insurance) - £1400</p> <p>Performer/contributor expenses - £1000</p> <p>Marketing materials and resources - £200</p>

How much money do you already have in place for this event?	<b>Funding body</b>	<b>Amount</b>
	Making It Happen	£2000
	Contribution from Culture Shift (via National Lottery Reaching Communities Fund)	£2000

**Please turn over**

If this is an annual event or it has been held previously, please complete the following section:

<b>Date(s) of Event:</b>	<b>7<sup>th</sup> October 2023</b>	
<b>Brief description if different to details given overleaf:</b>		
This event was a daytime event and served as a launchpad for a lot of the activity which Culture Shift is now delivering on a regular, ongoing basis in Newhaven. Full details of this event, including an evaluation report, can be read on our website here: <a href="#">Every Sort Of People reporting</a>		
<b>Financial information:</b>		
Total cost of the event	£ 5200	
Breakdown of expenditure:	Culture Shift staff costs - £1100 Freelance costs - £1600 (co0ntributors/artists) Project partner costs - £1000 Venue costs - £480 Catering, resources -£350 Marketing - £500 Misc expenses - £150	
Funding sources:	<b>Funding body</b>	<b>Amount</b>
	Chalk Cliff Fund	3000
	Newhaven Town Council	2000
	Profit from refreshments etc	200
Does your organisation have its own bank account? (we cannot pay grants to an individual)	Yes	

## Declaration

I certify that the details given in this application are correct and I hereby apply for the funding.

Signed: .....



On behalf of .....Culture Shift .....  
(organisation)

Address: .....East Sussex College, Mountfield Road, Lewes BN7 2XH

Telephone: .



Position in organisation: .....CEO..... Date: .....27<sup>th</sup> September

Alternative contact for organisation:

Name: .....



If successful Cheque payable to: .....Culture Shift .....

**Please return your form, together with any additional information you would like to submit to: Newhaven Town Council, 18 Fort Road, Newhaven, BN9 9QE**





# Newhaven Town Council

## Application for funding for an event

Some of the following questions may not be relevant to your organisation. Don't be put off by the form – if you need help or advice, please ring our office on 01273 516100. Please feel free to continue any section or give further information on a separate sheet.

Name of Event:	Harbour Lights Procession
Date(s) of Event:	24 November 2024
Amount of funding sought:	£3,750
<p>To create a beautiful Winter procession featuring a large movable cormorant animated by 3 people which will thread through Newhaven Town and along the river - taking in Memorial Green for the Christmas Lights Switch On - culminating in a closing ceremony on the West Quay. The Spirit of the Cormorant piece will be chasing fish lanterns and others featuring bird images. Local musicians Nick Pynn and Kate Daisy Grant have written a song about the river with ideas from the local community that have meaning for them. Chorus: 'In the sky we hang our lights, Flaming birds that mesmerise, they glisten wildfire in our eyes, welcome Winter in tonight.' 3 workshops will invite local people to make lanterns and participate in the Parade. On the day there will be soup before the procession and a singing workshop open to all - laminated song sheets will be available.</p>	
<p>This year's Harbour Lights Parade will build on last year's event. We learnt that many more people wanted to attend the workshops so are planning additional workshops. There will be a singing workshop and extra musical support during the procession. We were very much encouraged by the community engagement last year, and the comments we received about making this a regular Newhaven Winter celebration.</p>	
<p>We anticipate 150 people of all ages will join in and many more will watch. We will be reaching out to youth groups that weren't represented last year.</p>	
Financial information:	
What is the total cost of the event?	£ 9,750

<p>Please provide a breakdown of how this has been calculated.</p> <p>Please be specific. i.e. Equipment hire £x, Staff Time £x.</p> <p>Where possible, please provide quotes.</p>	<p>Project Manager 6 days plus Parade Day £1280 Production Manager 3 days £945</p> <p>Artist/Maker designing workshops plus construction Cormorant £1800</p> <p>Artists x 2 assisting in 3 workshops @ £125 x 6 = £750 Artist to create a means to and drive mobile £500 Lead musician incl creating recorded track £1050</p> <p>2 x musicians to participate in workshop and play in Parade @ £450 = £900</p> <p>Hiring space £450</p> <p>Photographer plus publicity advertising/printing etc £600 Materials £850</p> <p>Refreshments - chef making soup etc £250</p> <p>Admin £125, Insurance £150, Stewards £100</p> <p>Total £9,750</p>									
<p>How much money do you already have in place for this event?</p>	<table border="1"> <thead> <tr> <th data-bbox="614 891 1018 958">Funding Body</th> </tr> </thead> <tbody> <tr> <td data-bbox="614 958 1018 1025">BN9</td> </tr> <tr> <td data-bbox="614 1025 1018 1093">Chalk Cliff Trust</td> </tr> <tr> <td data-bbox="614 1093 1018 1321">Newhaven Town Council</td> </tr> </tbody> </table>	Funding Body	BN9	Chalk Cliff Trust	Newhaven Town Council	<table border="1"> <thead> <tr> <th data-bbox="1018 891 1418 958">Amount Applied For</th> </tr> </thead> <tbody> <tr> <td data-bbox="1018 958 1418 1025">£4000 confirmed</td> </tr> <tr> <td data-bbox="1018 1025 1418 1093">£2000 confirmed</td> </tr> <tr> <td data-bbox="1018 1093 1418 1321">Waiting to hear</td> </tr> </tbody> </table>	Amount Applied For	£4000 confirmed	£2000 confirmed	Waiting to hear
Funding Body										
BN9										
Chalk Cliff Trust										
Newhaven Town Council										
Amount Applied For										
£4000 confirmed										
£2000 confirmed										
Waiting to hear										

If this is an annual event or it has been held previously, please complete the following section.

Date(s) of Event:	26 November 2023
<p>The event was much appreciated and had attendance of about 80 people despite the wet weather. Very good feedback was received and people commented it should be an annual event. From last year's evaluation we learnt that more musical support is needed for the Parade so that people at the back can stay in time with people at the front. Hence this year we are looking for more musical support in the form of creating a sound track as well as having more musicians in the procession. The workshops were oversubscribed so we are adding a workshop and encouraging people who came last year to attend again with their lanterns. Additionally to increase the focus of the Parade we have asked an artist to design and make a large movable Cormorant which will form the heart of the Parade. We are aiming to double the participants to 150.</p>	
Financial information:	
Total cost of the event	£5800 for 2023 Event

Breakdown of expenditure: i.e. Equipment hire £x, Staff Time £x. Where possible please provide receipts/proof of purchase	As above but less musicians and artists time.	
Funding sources:	<b>Funding body</b>	<b>Amount Awarded</b>
	BN9	£5800
Does your organisation have its own bank account? (we cannot pay grants to an individual)	Yes	

### Declaration

I certify that the details given in this application are correct and I hereby apply for the

funding



*(please print)*

On behalf of .....Haven Young Creatives - Charity Number

1209588 *(organisation)*

Address



Telephone: ..... email: Havenyoungcreatives@gmail.com

Position in organisation: ...Director..... Date: ..3 September 2024

Alternative contact for organisation:

Name: .....Diets Verschuren..... Telephone: .....07812739147.....  
(please print)

If successful, Cheque payable to:....

Haven Young Creatives

Account No 54657012

Sort Code 40-34-18

Please return your form, together with any additional information you would like to submit  
to: Newhaven Town Council, 18 Fort Road, Newhaven, BN9 9QE

Attached: Latest Accounts & Charity Registration Certificate

2023 Survey

Sussex Express 1 Dec 2023 "Guiding Lights" article



**CHARITY COMMISSION  
FOR ENGLAND AND WALES**

THIS CERTIFIES THAT

**HAVEN YOUNG CREATIVES - A DIFFERENT LIGHT**

REGISTERED CHARITY NUMBER

**1209588**

HAS BEEN REGISTERED BY THE

**Charity Commission for England and Wales**

ON THE DATE OF

**14 August 2024**

CERTIFIED BY

A handwritten signature in black ink, appearing to read 'Orlando Fraser'.

**Orlando Fraser KC**

**Chair**

A handwritten signature in black ink, appearing to read 'David Holdsworth'.

**David Holdsworth**

**Chief Executive Officer**





# Newhaven Town Council


## Application for funding for an event

Some of the following questions may not be relevant to your organisation. Don't be put off by the form – if you need help or advice, please ring our office on 01273 516100. Please feel free to continue any section or give further information on a separate sheet.

<b>Name of Event:</b>	Newhaven & District Model Railway Club Annual Show	
<b>Date(s) of Event:</b>	<b>Saturday 2<sup>nd</sup> November 2024</b>	
<b>Amount of funding sought:</b>	£1,000.00	
<b>Description of Event:</b>	In promoting and inviting all ages and abilities- especially of the Younger Generation, from Newhaven and the locale, to discover the many varied interests and social benefits of a great, international Hobby, the Community can view, appreciate and understand the appeal of our scale railway layouts, stalls and shops, together with those of affiliated organisations,	
<b>What are you hoping to achieve from this event?</b>	To raise the awareness within, especially, the Newhaven Community , of our vibrant, diverse and beneficial Charity , thus encouraging new members , essential funding and so enabling our positive value to the Public, to continue in the future.	
<b>Who will benefit from this event?</b>	Undoubtedly members of the Newhaven Community and possibly beyond, who will find the Friendship, Social Interactions, a variety of skill-sets to embrace and general support within a safe Club-environment, a very meaningful personal benefit.	
<b>Financial information:</b>		
What is the total cost of the event?	£ 2,240.00	
Please provide a breakdown of how this has been calculated. Please be specific. i.e. Equipment hire £x, Staff Time £x. Where possible, please provide quotes.	Hall Hire	£275
	Exhibitors Expenses	£300
	Café/Catering Expenses	£350
	insurance	£200
	Advertising, Printing, Banners	£915
	First Aid Cover	£200

How much money already in place <b>£850</b>	<b>Funding Body</b>	<b>Amount Applied For</b>
	NDMRC NTC Housing Project Centre	£1000 £500

If this is an annual event or it has been held previously, please complete the following section.

<b>Date(s) of Event:</b>	28 / 10/ 23	
<p><b>How successful was this event? Please include approx. number of attendees and how it impacted the local community.</b></p> <p>The 2023 Event was certainly successful, due in no small part, to the efforts of all Club Members; Financially we covered all expenses and contributed to the vital Rent fund account. Over a 4-5 month period following the Event, our Membership increased by approx.. 15%. Feedback from most Visitors from the local Community was extremely positive- as was the verbal support and endorsement from the then NTC Mayor.</p>		
<b>Financial information:</b>		
Total cost of the event	£ 1,580.00	
Breakdown of expenditure: i.e. Equipment hire £x, Staff Time £x. Where possible please provide receipts/proof of purchase	Exhibitors travel reimbursements and all Catering outlays: £640 Hall Hire £250 Event Equipment purchases, Tables etc £260 Insurance £210 Programmes, Promo Leaflets, Signs.. £220	
Funding sources:	<b>Funding body</b>	<b>Amount Awarded</b>
	NDMRC	£600 In-House Funds
Does your organisation have its own bank account? (we cannot pay grants to an individual)		
Acct: Newhaven & District Model Railway Club		

## Declaration

I certify that the details given in this application are correct and I hereby apply for the funding.

Signed: ...

[Redacted signature]

(please print)

On behalf of

Newhaven NEWHAVEN DISTRICT MODEL RAILWAY CLUB  
(organisation)

Address: HEATHERSIDE BUSINESS PARK, UNIT 4, NORTON ROAD  
NEWHAVEN, BN9 0BZ

Telephone

[Redacted telephone number]

Position in organisation: CHAIRMAN Date: 25.8.24

Alternative contact for organisation:

Name

[Redacted name]

(please print)

If successful, Cheque payable to: NEWHAVEN DISTRICT MODEL RAILWAY CLUB

Please return your form, together with any additional information you would like to submit to: Newhaven Town Council, 18 Fort Road, Newhaven, BN9 9QE



# Newhaven Town Council

## Application for funding for an event

Some of the following questions may not be relevant to your organisation. Don't be put off by the form – if you need help or advice, please ring our office on 01273 516100. Please feel free to continue any section or give further information on a separate sheet.

<b>Name of Event:</b>	<b>Newhaven Community Christmas Cheer</b>
<b>Date(s) of Event:</b>	<b>23.12.24</b>
<b>Amount of funding sought:</b>	£5270
<b>Description of Event:</b> <p>Supported by Newhaven Town Council, SCDA have delivered annual family friendly Christmas and winter themed events in Newhaven for the past 10 years. Our events have been primarily for children, young people and their families, but always with the premise of being inclusive and open to all. Previously our events have been planned in line with the switching on of the festive lights in Newhaven Town Centre and included stalls for some last-minute Christmas shopping, craft activities for people to take part in, children's entertainment and other such draws to encourage people into the town centre, as well as a Christmas grotto to enable many of the younger residents of Newhaven to have a few special minutes with Father Christmas.</p> <p>Events over the past two years have indicated that this model needs revising, due to the impact of the cost-of-living crisis reducing residents' disposable income, a lack of warm accessible places, increased mental health difficulties among both young and older generations, as well as the comfort of those attending such events, especially in British winter time.</p> <p>We have spoken with families who attend our Holiday Activities &amp; Food (HAF) programme and our Jitterbugs baby play group, who are keen to attend free family events at Denton Island Community Centre where they can access fun activities as well as socialise in a safe and secure environment. In particular, Jitterbugs attendees have highlighted that they would like to see "more things for families to go to when its colder that aren't really expensive." Many state how restrictive it can be in the colder months as disposable incomes have decreased and many are unable to pay for soft play, craft or other indoor activities and feel guilty that their children miss out on such opportunities.</p> <p>Further support for community activities can be found in both our recent 2023/24 Community Snapshot Survey which confirmed that 46% of respondents wanted to see more community events in Newhaven, and our 2023/24 Newhaven Community Supermarket survey which demonstrated that the Community Supermarket had benefitted over 570 member households with 49% of these member households having at least one child and a total of 583 children supported through our food support provision. As a result of this consultation, we have learned that, hosting a totally free festive event at our community centre to include creative activities, free food and drink, and a place to meet and socialise, will provide the most appropriate response to community needs.</p> <p>The purpose of the Newhaven Community Christmas Cheer is to celebrate the holiday season through a small children's parade, a range of festive activities (including creative workshops prior to the event with local primary schools and SCDA's onsite nursery), children's entertainment and storytelling as well as providing free food and drink. The event will take place at Denton Island Community Centre providing an informal, warm, safe and comfortable community space where people can socialise with others in their local community and those from neighbouring communities forging connections,</p>	

reducing barriers and enabling SCDA to showcase what Newhaven can offer. We also plan to run our festive event on the same day as our Christmas HAF session to reduce barriers local families may experience in accessing the event. We hope this will support in fostering peer support and a sense of belonging, whilst reducing loneliness.

The event itself will include as a minimum:

- Free Santa's Grotto with every child receiving a gift from Father Christmas
- Raffle – payment taken by voting for the next community event that they would like to see (not monetary contributions will be taken)
- Story telling from the local library (their attendance has been confirmed)
- Christmas music
- Café serving free warm and cold drinks, and snacks suitable for all
- A minimum of 4 craft activity tables for children and adults to create festive gifts and decorations
- Free 'Santa's Sleigh' Trishaw rides around Denton Island
- Free hand massages from A Touch of Gentleness (predominately for adults)

The grant will be utilised to engage local primary schools in creative workshops in the run up to the event, where primary school children will be invited to make small lanterns for a parade with Father Christmas around Denton Island on the day of the event. So far, Breakwater Academy and Harbour Primary and Nursery School and SCDA's onsite nursery have confirmed that they would be delighted to welcome SCDA into their schools for creative lantern making workshops. The grant would also, support local artists to facilitate creative workshops with SCDA prior to the event, purchase food and drink for all attendees, resource materials and equipment for all crafting activities, pay for children's performers and the professional time for the Community Activities Project Manager to coordinate the event.

### **What are you hoping to achieve from this event?**

Newhaven Community Christmas Cheer will provide an occasion for children and young people to celebrate the festive holidays with their family members in a safe, warm and dry environment which is welcoming, vibrant and jolly, and that will provide something for everyone. This event, and the experiences associated with it, will mitigate some of the issues highlighted in SCDA's Community Survey conducted with 150 local residents in the autumn of 2021:

- Depression/anxiety/low mood – providing a welcoming, vibrant and jolly event which is focused on positive celebrations could improve attendants' mood and alleviate some feelings of hopelessness.
- Food poverty/insecurity – offering free food and drink in a café style area increasing socialisation opportunities and removing financial barriers.
- Lack of positive activities for young people – providing a free Santa's Grotto, children's entertainment, storytelling, festive music, offering over 4 creative activities, raffle with prizes, face painting, and a festive parade will encourage children and families to take part in a range of activities and provide them with crafts and decorations to take away with them.
- Loneliness/social isolation – encouraging families and children to socialise in a warm, safe and secure place and foster peer support and a sense of belonging.
- Crime/anti-social behaviour – providing structured activities to occupy children, young people and families who may otherwise not have the opportunity.
- Lack of support for young people leaving school – providing an opportunity to connect with others outside school and access support through Sharing Skills, Newhaven Families Forum or the library services as well as support offered by SCDA.
- Lack of support for families with babies and young children – providing opportunities to connect with Seahaven Baby Bank, Newhaven Families Forum, library services as well as support offered by SCDA.
- Physical health problems – Denton Island Community Centre is close to Newhaven town centre and public transport links as well as having a free accessible car park on site making it easier for those with physical health difficulties to attend. Furthermore, having the event inside

the community centre means that attendants have access to necessary facilities such as toilets and ensures the environment is warm, safe, secure and is supported by SCDA staff who are First Aid trained.

We have coordinated the event to be in close proximity to Christmas Day as this could be particularly useful for families who are unable to afford much in terms of celebrations. By attending a community event on 23.12.24 families can enjoy a magical Christmas event close to Christmas Day that is free.

We are hoping that this new Christmas event will support future collaborations between SCDA and other community groups/organisations such as the Newhaven Families Forum, Seahaven Baby Bank, A Touch of Gentleness, Sharing Skills, Breakwater Academy, Harbour Primary School and Nursery and East Sussex Libraries, enabling us to pool resources and provide wider support for the community that is environmentally, socially and economically sustainable.

A number of SCDA's members groups will be invited to attend the event to connect with children, young people and families and share information, advice and guidance, including:

- Ignite Theatre
- Bambino Beatz
- Wave Leisure Trust
- Nippers
- Newhaven Young Peoples Forum
- Newhaven Families Forum
- Munchkins Parent and Toddler Group

The attendance of members groups will encourage collaborative working and support community development, which is environmentally, socially and economically sound and sustainable.

Volunteers of SCDA would benefit from the event by being provided the opportunities to develop skills and undertake appropriate qualifications that may improve their employment opportunities, such as:

- Customer Service skills
- Administration skills
- Food and Hygiene qualifications / skills
- Health and Safety qualifications /skills
- Event support skills
- Gaining experience working with a wide variety of people.

SCDA will collate evidence of the difference that the event has made by inviting people to write down what they have gained from the event on a 'decoration' and pin it to a Christmas tree image, emoticons will also be used for young children to evidence how the event made them feel; alongside images of the event (where permission has been given and recorded).

### **Who will benefit from this event?**

As detailed in the current principles of Newhaven Town Council the event will pay particular attention to, and seek to benefit, children and young people in Newhaven. Specifically, those children and families in receipt of Community Supermarket food support, attendees at our free weekly Jitterbugs baby group, children who attend HAF (who are all on benefits related free school meals), and local primary and nursery school children from Breakwater Academy, Harbour Primary and Nursery School and Denton Nursery. The event is aimed at children and families who may not otherwise have the opportunity to attend festive events in the run up to the celebrations due to a lack of financial stability or disposable income, experiences of loneliness or social isolation, not feeling a sense of belonging or lacking peer support.

Our Community Snapshot Survey 2023/24 data confirmed that 46% of respondents wanted to see more community events, with one respondent telling us that they would like to see "more things for

families to go to when its colder that aren't really expensive".

Just under 50% of respondents agreed that there is a lack of positive activities for young people in Newhaven and just under 40% agreed that there is a lack of support in Newhaven for families with babies. SCDA strongly believe that this festive event will provide a much-needed positive event for the 2,500 individuals identified within these specific demographics.

Furthermore, with food poverty being identified as affecting over 50% of respondents we will make all food and drink offerings free of charge and seek to provide a positive enjoyable environment that is warm and safe.

The target age group for this event are children aged between 0-12 and their families, however all residents will be welcome to attend the event.

**Financial information:**

What is the total cost of the event?	£5270	
Please provide a breakdown of how this has been calculated:	Staff Costs	1770
	Santa's Grotto - decorations	100
	Santa's Grotto - costumes	200
	Decorative Elements	200
	Children's Performers	200
	Refreshments	500
	Marketing and Promotion	200
	Raffle Prizes	200
	Pre-event workshops	600
	Art resources	300
	Children's gifts	1000
	Total	5270
How much money do you already have in place for this event?	<b>Funding body</b>	<b>Amount</b>
	n/a	n/a

**Please turn over**

If this is an annual event or it has been held previously, please complete the following section:

<b>Date(s) of Event:</b>	<b>23.12.24</b>
<b>Brief description if different to details given overleaf:</b>	
N/a all details are the same.	

<b>Financial information:</b>		
Total cost of the event	£5270	
Breakdown of expenditure:	Staff Costs	1770
	Santa's Grotto - decorations	100
	Santa's Grotto - costumes	200
	Decorative Elements	200
	Children's Performers	200
	Refreshments	500
	Marketing and Promotion	200
	Raffle Prizes	200
	Pre-event workshops	600
	Art resources	300
	Children's gifts	1000
	Total	5270
	Funding sources:	<b>Funding body</b>
n/a		n/a
Does your organisation have its own bank account? (we cannot pay grants to an individual)	Yes	

## Declaration

I certify that the details given in this application are correct and I hereby apply for the funding.

Signature:  .....

On behalf of ....Sussex Community Development Association (SCDA).....  
*(organisation)*

Address: ...Denton Island Community Centre, Denton Island, Newhaven, BN9 9BA.....  
 .....

Telephone: 

Position in organisation: ...Community Activities Project Manager... Date: 26.07.24.....

Alternative contact for organisation:

Name:  .....  
*(please print)*

If successful Cheque payable to: ....Sussex Community Development Association (SCDA)

**Please return your form, together with any additional information you would like to submit to: Newhaven Town Council, 18 Fort Road, Newhaven, BN9 9QE**



# NEWHAVEN TOWN COUNCIL

Ken Dry  
Town Clerk

TOWN COUNCIL OFFICES  
18 FORT ROAD  
**NEWHAVEN**  
EAST SUSSEX  
**BN9 9QE**

Tel: (01273) 516100

Email: admin@newhaventowncouncil.gov.uk

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To: Promotion, Partnership & Finance Committee **Agenda Item 8.**

Date: 22<sup>nd</sup> October 2024

Report contact: Town Clerk.

**Subject:** Discretionary Grant Applications.

---

1. The purpose of this report is to present to members those applications for Discretionary Grant funding received prior to the published deadline and assist in their consideration of each application as per the councils Discretionary Grant Application Policy (DGAP).
2. The level of award will be based upon the individual merits of each application and where available budget permits.

## **Background.**

3. The current round (first of two) of Small & Large Grant Applications was opened at the beginning of September 2024 with an electronic copy of the DGAP and Application Forms placed on the NTC Website. The deadline for submissions was October 13<sup>th</sup> 2024.
4. As at Table 1 below, total of 11 applications were received prior to the published deadline. (No other applications were received past the published deadline).

X6 Small Grant Applications, and  
X5 Large Grant Applications.

Grant Type	Applicant	Purpose of Funding Requested	Total funding sought £
Small	Newhaven Art Club	Workshops and talks about 'Newhaven Chalk'	£ 500
Small	Newhaven Twinning Association	Barn Dance	£ 500
Small	2nd Newhaven District Rainbows	Easter Themed Workshop & Party	£ 300
Small	1st Newhaven Brownies	2 night Residential Trip	£ 500
Small	Our Newhaven	Repayment of internal member loan.	£ 500
Small	Newhaven Cricket Club (Youth Section)	Sports Equipment	£ 340
Large	Newhaven Young Peoples Forum	Conversations that matter..' Project	£ 3,000
Large	Family Support Work	Family Support Work for vulnerable families	£ 2,000
Large	No21 (Newhaven) Detachment, Delta Coy Sussex Army Cadets	Classroom equipment and new Detachment Standard	£ 1,000
Large	Friends of Newhaven Community Food	Purchase of Fresh Food Items	£ 3,000
Large	Newhaven Bowling Club	Replacement of Club house Doors & Trophy	£ 3,000
			£ 14,640

Table 1.

5. Redacted file images of each Small and Large Grant application can be found at **Appendix 1** and **Appendix 2** respectively. All supporting documentation for each is available in the 'councillors' folder in order to mitigate print and paper costs wherever possible.
6. At present there is one budget expenditure line for Small (£0-500) and Large (£501-3000) Discretionary Grant awards (**360.4215 Grant Aid**). This currently has a balance of £33,565 for the remainder of FY 24/25 with one further 'Grant Application Window' to go.

### **Eligibility of Applications.**

7. Prior to the scoring of each application officers have checked the application and attendant document as per the Councils Discretionary Grant Application Policy v10 (DGAP) in the context of eligibility.

8. The following issues were found by officers;

***i) Small Grant Application by 'Our Newhaven' £500 for the repayment of an internal member loan.***

Whilst this application has been made by a bona fide community group, the apparent intention for the funding is to pay/repay an individual person/member of that group, contrary to para., 2.1 DGAP. Officers believe this to render the application ineligible.

***ii) Large Grant Application by 'Newhaven Young Peoples Forum' £3000 'Conversations that matter..' ' Project.***

Whilst this application has been made by a bona fide community group, from the application and the documentation at hand, officers are of the opinion that the funding will be used to subsidise or aid the activities of another community group contrary to para. 2.2, bullet point 3 DGAP. Officers believe that this brings the eligibility into question and seek the focused consideration of members regarding the same.

***iii) Large Grant Application by 'Friends of Newhaven Community Food' £3000. Purchase of Fresh Food Items.***

Whilst this application has been made by a bona fide community group, from the application and the documentation at hand, officers are of the opinion that the funding will be used to subsidise or aid the activities of any other community group contrary to para. 2.2, bullet point 3 DGAP. Officers believe that this brings the eligibility into question and seek the focused consideration of members regarding the same.

***iv) Large Grant Application by 'Newhaven Bowling Club' £3000. Replacement of Club house Doors & Trophy Competition.***

Whilst this application has been made by a bona fide community group, from the application and the documentation at hand, it is clear to officers that the intention of at least £2500 of the funding applied for is for building maintenance contrary to para. 2.2, bullet point 5 DGAP. Officers believe that this renders this aspect of the application ineligible for award.



This application seeks to secure **£500** towards the cost of this, the group not previously having benefited from a Discretionary Grant.

All documentation in support of this application has been received.

As per the current policy, officers have scored the application as achieving **18 points** which means this Small Grant application is deemed as successful and should be awarded the full amount of monies applied for and subject to the available budget.

#### 14. **2<sup>nd</sup> Newhaven District Rainbows.**

This is a local Newhaven group organised and operated under the auspices of the national Girl Guiding movement and a registered Charity.

This application seeks to secure **£300** for the purpose of facilitating a 'Spring' sleepover with another local unit and Easter craft workshop.

This group has not benefited from a previous Discretionary Grant award.

All documentation in support of this application has been received.

As per the current policy, officers have scored the application as achieving **17 points** which means this Small Grant application is deemed as successful and should be awarded those monies applied subject to budget.

#### 15. **1<sup>st</sup> Newhaven Brownies.**

This is a local Newhaven group organised and operated under the auspices of the national Girl Guiding movement and a registered Charity.

This application seeks to secure **£500** for the purpose of facilitating a 2-night residential trip, staying in the heart of London at Girlguiding Headquarters, ICANDO. This is a big, exciting trip for everyone, but especially so for the Brownies who have not had the opportunity to travel outside of their local area.

This group has previously benefited from a Discretionary Grant award 2021/22

All documentation in support of this application has been received.

As per the current policy, officers have scored the application as achieving **16 points** which means this Small Grant application is deemed as successful and should be awarded those monies applied subject to budget.

#### 16. **'Our Newhaven'.**

'Our Newhaven' is the 'living history' website for Newhaven, Denton, South Heighton, Piddinghoe and the surrounding area. It is not wholly clear to officers if this a 'Newhaven based' group/organisation.

As previously indicated at 8,i) of this report, this application seeks to secure **£500** to reimburse an individual member of the group.

Notwithstanding the above, officers have scored the application which achieved **13 points**, and, on this basis, it is deemed to have been unsuccessful for any award (<15 points).

### 17. **Newhaven Cricket Club (Youth Section).**

Newhaven Cricket Club is a community sports club providing opportunities to play cricket for adults & children, boys & girls aged 6 to 72. The Youth Section allows young people aged 6 to 16 to practice & improve their cricket skills and be coached in a safe environment leading onto playing matches.

This application seeks to secure **£340** for the purpose of providing 4 x size 3 bats (4 x £25 = £100), 4 x size 4 bats (4 x £28 = £112) and 4 x size 5 bats (4 x £32 = £128) to provide sufficient bats of reasonable quality to enable the children to practice their batting skills in coaching sessions and then use those bats in matches.

A good quality bat also gives children the confidence to work hard at their skills. Although some of the financially better-off parents can buy children their own bat, the Club don't want there to be any distinction between those who can & those who can't afford to buy bats.

This group has previously benefited from a Discretionary Grant award.

All documentation in support of this application has been received.

As per the current policy, officers have scored the application as achieving **18 points** which means this Small Grant application is deemed as successful and should be awarded those monies applied for subject to budget.

### **Large Grants (£501-3000)**

### 18. **Newhaven Young Peoples Forum.**

Newhaven Young People's Forum (NYPF) is an independent, youth-led organisation designed to give young people aged 11-18 a platform to shape the future of youth services and activities in Newhaven.

With the guidance of a qualified youth worker from the Sussex Community Development Association (SCDA), NYPF engages in a wide range of activities aimed at enhancing the lives of young people in the area.

This application seeks to secure **£3000** as part of an overall SCDA project costing £13,000. That £3000 comprising of;

- Illustrator Fee: £1,200
- Printing Costs (Local supplier): £500
- Marketing and Distribution (Physical and digital materials): £300
- Session Materials and Supplies: £500
- Miscellaneous (e.g., refreshments for sessions): £500

Notwithstanding para. 8 ii) of this report, officers have scored the application as achieving **20 points** which means this Large Grant application is deemed as only partially successful and should not be awarded the full amount of monies applied for.

Using a previously used formula, officers suggest that **£2222** be awarded should members feel this appropriate.

### 19. **No.21 (Newhaven) Detachment, Delta Coy, Sussex Army Cadets.**

The Army Cadet Force is a national voluntary youth organisation. It is sponsored, although not fully funded, by the Army and provides challenging military, adventurous

and community activities. Its aim is to inspire young people to achieve success in life with a spirit of service to the King, their country, and their local community, and to develop in them the qualities of good citizens.

Specifically for the town of Newhaven, there is a local Detachment based in Transit Road, staffed by volunteers and opened twice a week (Tues and Thurs).

This application seeks to secure **£1000** for two specific areas;

- £500 for the purchase of small items of equipment to help deliver military, adventurous and community activities. Specifically, a new whiteboard for lessons, storage crates to preserve training equipment and classroom furniture to enhance the learning experience for not only the current Cadets, but any future Cadets from NEWHAVEN who chose to join us.
- £500 for the purchase of new Detachment Standard. A Standard is a bespoke piece of military equipment that traditionally acted as a rallying point for soldiers in time of crisis, although in the modern age now provide a focal point for acts of Remembrance and a form of advertisement for the Unit in Newhaven. It is the focal point during the Town's Act of Remembrance and has a key prominence during the service for the town, the Cadets, the veteran community in NEWHAVEN and the Council.

This group has not previously benefited from any Discretionary Grant award.

As the Army Cadets is formally part of the Ministry of Defence not all required documentation as part of the application process is available or relevant, however all relevant and available documentation in support of this application has been received.

As per the current policy, officers have scored the application as achieving **24 points** which means this Large Grant application is deemed as wholly successful and should be awarded those monies applied for subject to budget.

## 20. **Friends of Newhaven Community Food.**

This is a volunteer-led group and aims to prevent and relieve poverty in Newhaven and surrounding areas by supporting the work of Seahaven Community Food, run by SCDA (charity no. 1094905). It is based with Seahaven Community Food at Denton Island Community Centre, Newhaven. The building is owned by Sussex Community Development Association.

This application seeks to secure **£3000** to facilitate increased budgets for the purchase of fresh produce (Fruit & Veg.) for Newhaven Community Supermarket which itself is project of Seahaven Community food.

This group has previously benefited from a Discretionary Grant award.

All documentation in support of this application has been received.

As per the current policy, officers have scored the application as achieving 18 points which means this Small Grant application is deemed as successful and should be awarded those monies applied for subject to budget.

Notwithstanding para. 8 iii) of this report, officers have scored the application as achieving **21 points** which means this Large Grant application is deemed as only partially successful and should not be awarded the full amount of monies applied for.

Using a previously used formula, officers suggest that £2333 be awarded should members feel this appropriate.

## 21. Newhaven Bowling Club.

Newhaven Bowling Club are a local lawn bowling club who have been in the town since 1902 (122 years). They are a founder and current members of Bowls England, Sussex Bowls and affiliated to Disability Bowls England, and their players represent club, town, county and country. They are also founder members of Mid Sussex and Meridian Bowling leagues.

This application seeks to secure **£3000** to facilitate new Clubhouse doors for better wheelchair access (£2500) and a Trophy/Cup (£500) to establish the Tony Bradbury tournament/competition.

This group has previously benefited from a Discretionary Grant award.

All documentation in support of this application has been received.

In light of the fact that the new Clubhouse doors are ineligible for any award (para. 8iv of this report)) officers have taken a pragmatic approach and scored the application as achieving **18 points** which means this Large Grant application is deemed as only partially successful and is based only upon the stated value of the Trophy/Cup £500.

With the latter in mind and using the same previous formula, officers suggest that £333 in this instance could be awarded.

## Recommendations.

That the Committee approves those Grants and amounts listed in Table 3 below and requests the RFO to make those payments with immediate effect.

	Applicant	Award £
	Newhaven Art Club	£ -
	Newhaven Twinning Association	£ 500
	2nd Newhaven District Rainbows	£ 300
	1st Newhaven Brownies	£ 500
	Our Newhaven	£ -
	Newhaven Cricket Club (Youth Section)	£ 340
	Newhaven Young Peoples Forum	£ 2,222
	Family Support Work	£ 1,481
	No21 (Newhaven) Detachment, Delta Coy Sussex Army Cadets	£ 1,000
	Friends of Newhaven Community Food	£ 2,333
	Newhaven Bowling Club	£ 333
		<b>£ 9,009</b>

Table 3

# 8. Report - Appendix 1 - Small Grant Apps



## NEWHAVEN TOWN COUNCIL

### Application for a SMALL Grant (Up to £500)

This form is to be used for Small Grant applications. Please read the council's policy on Discretionary Grants **before** completing this form and provide as much information as possible.


Feel free to use additional separate sheets to assist in this.

If you need help or advice in completing this form please call our offices on 01273 516100

**CLOSING DATE SUNDAY 13<sup>th</sup> OCTOBER 2024 AT MIDNIGHT**

*Applications received after this date will not be included.*

Completed application forms and supporting documents can either be emailed to [admin@newhaventowncouncil.gov.uk](mailto:admin@newhaventowncouncil.gov.uk) or post to: Newhaven Town Council, 18 Fort Road, Newhaven, East Sussex BN9 9QE.

Section 1. Your Organisation			
Name of your organisation	Newhaven Art Club		
Address	[REDACTED]		
Telephone no:	[REDACTED]	Email address:	NewhavenArtClub@hotmail.com
Please can you give us a description of your organisation.			
			
<p>Newhaven Art Club has been bringing art and visual arts to Newhaven since the 1950's with around 70 years of service. Our earliest constitution was written in March 1973.</p> <p>Newhaven Art Clubs main purpose is to bring together creative artists in the Newhaven area to collaborate and learn together</p> <p>We regularly exhibit in the area and were the inaugural exhibition at Hillcrest café gallery in 2022 and held the Christmas exhibition in the café gallery in 2023. We held exhibitions in Hillcrest, Seaford Crypt, The Museum and Newhaven Marine Workshops in 2024.</p> <p>Many of our members actually went to school at Hillcrest when it was Newhaven's School.</p> <p>Newhaven Art Club are members of Creative Newhaven who seek to publicise and art in Newhaven and around.</p> <p>We are also members of Brighton and Hove Art Council to further our reach and contact in the art field.</p> <p>We promote inclusivity and all are welcome to enjoy our fun creative and healthy sessions.</p>			

**We believe that Art and creativity is good for mental health.**

**As a club we pride ourselves on championing social companionship for all.**

**Please can you tell us about the activities or events your organisation has organised in the last 12 months.**

**During the last year we held regular meetings for an average of 20 members weekly through much of the year.**

**We run a busy programme of projects which keep us active and inspired.**



**With the help of a Newhaven council grant – 2 years ago in 2023 we held some wonderful Eric Ravilious themed talks and workshops in Newhaven**

**Around 100 attended the two talks from all over the region**



The workshops we held covered both adults and younger artists.

We held and participated in a number of exhibitions in Newhaven, Seaford and Brighton.

We also had visits to art exhibitions and demonstrators to club meetings to inspire our members.

Our Spring project for 2024 was based around the D Day 80th anniversary.

Many of the D Day ships left from Newhaven on the fateful day in June 1944 and the following weeks. Due to secrecy there are few photographs of the events so Newhaven Art club created pictures of the events of 1944.

We produced the lasting project in conjunction with the Fort and museum which was on display at the Museum and Seaford Crypt for 6 weeks and is now archived at the museum for future and historical use.

Is your organisation a voluntary group?	Yes	Is your organisation a registered charity?	No
What is your Registered Charity Number?	N/A		
Are you a national charitable organisation with a local branch that benefits residents?	No		
Can anyone join your organisation?	Yes, we encourage all comers and especially those new to art.		
If not, why not?	N/A		
Where is your organisation based and who owns the building?	We currently meet weekly at Peacehaven Evangelical Church Hall with other meetings in members' homes in Newhaven. We are actively trying to find a suitable meeting location in Newhaven and working with Creative Newhaven on better art venues in Town.		

How many Newhaven residents are likely to benefit from this grant?	30 full time members plus 100 -200 others for events.
What age group(s) are likely to benefit?	6-96+
Do your members pay subscription fees? (weekly/monthly/annually)	Yes, annually plus a meeting sub to cover teas and refreshments
If so, how much?	£45 Per annum

## Section 2. Justification for Grant Funding

*Please note that this section forms part of our assessment.*

How will the grant be used? Explain in detail the background, purpose and how the grant will be utilised. (2 points)

Newhaven art club have a proven record of delivering great value for money for Newhaven and the community of Newhaven.

Our theme this year is Newhaven Chalk. The ever changing bedrock on which Newhaven was born.

With this grant we will create:-

### Inspirational Talks

We will research and present inspirational talks about the importance of Newhaven Chalk as we have with talks about Eric Ravillious at Newhaven Fort and Women's Institute. This will be with the aid of experienced geologists including Dr Simon Cook FRSM an expert chalk and hydro geologist who just happens to be a members son.

### The life of chalk

We will detail the 66+ Million year old Cretaceous chalk fossils etc and how special it is for many reasons largely for drinking water and special rare habitats.

The Newhaven Chalk (Yes it's actually scientifically known as Newhaven Chalk) was laid down in late (Upper) Cretaceous around 60 Million years ago. Formed in a warm ocean from coccolith fossil debris.

### Chalk for humanity

Chalk is important for humanity and as long ago as Neolithic times humans have lived on Castle Hill Newhaven where there is evidence of flint tools.

Castle hill continued to be inhabited into the bronze age and later the romans built a villa near the river.

### Buildings in the landscape

In the 1860's Newhaven Fort was burrowed into the chalk beside the current river mouth in. Chalk and flint have long been important in local buildings

### Farming and agriculture

Downland areas have long been farmed and chalk has long been an important material for improving soil.

Today the chalk is important because of its ability to capture drinking water in aquifers.

Chalk is the perfect subsoil for growing vines because it acts like a sponge, retaining water when needed but also providing great drainage when it rains so that the vines do not get 'cold, wet feet'!

It is also a favourite for wine growing in Champagne the best Chardonnay areas of the Côtes des Blancs in Champagne and is thought to be a key factor in the quality of the wines.

### The art of the Downs

Over the past centuries so many famous artists have revelled in the beauty of the chalk landscapes. Artists who frequented the area include Constable and Turner, William Nicholson with his beautiful, sparse paintings of the Downs, Bloomsbury artists Duncan Grant and Vanessa Bell's who lived in the shadow of Firlie Beacon with their colour-drenched depictions of the pond at Charleston.

### Special Chalk

There are also around 50 SSI (Sites of Scientific Interest) on the Sussex coast. Near Newhaven namely

Brighton to Newhaven Cliffs

Castle Hill is a also wildlife reserve and wonderful butterflies

### Chalk Walks and Talks

In 2025 we aim to present workshops for our artist group plus local artists and kids workshops like the Eric Ravilious Plate workshop we presented at Newhaven Fort in 2023.



We aim to hold plein air art days as we did two years ago in 2023.



**We will produce a body of work and will hold exhibitions at Local venues like Hillcrest, Newhaven Marine Workshop, Newhaven Fort, Seaford Crypt Gallery with its 13th Century Caen limestone and Flint Undercroft and South Barn Seaford Head,**





**The Crypt is booked for an exhibition Crypt 13-19th May 2025**

**Newhaven Marine Workshop booked for exhibition and talk 25th July – 2nd August 2025**

**Venues for talks include**

**Hillcrest Centre Newhaven, Newhaven Museum and Newhaven Fort**

**We also are keen to run walks and talks in the chalk.**

**We have letters of support from Newhaven Museum, Newhaven Fort, Ella Ravilious of the V&A who is the granddaughter of Eric Ravilious and Monks House National Trust. (See attached)**

**What sections of the community in Newhaven will benefit from the grant? (3 points)**

**Newhaven Art Club would seek to interest all sections of the community in Newhaven with interesting local geology talks and the opportunity to participate in chalk art.**

**All those who come to our talks**

**All those who enjoy our workshops**

**Those who visit our exhibition and get inspired**

**Following this we will seek to interest more people in art of all kinds of art and photography**

**We seek to inspire Children with a separate targeted project as part of this activity.**

**Children of the town will learn about Geology, History, Geography and the environment.**

**We would hope that an exhibition of these works would be of interest to everyone local as well as from further afield.**

**The finished project will leave a lasting historical record for the town regarding its important part in history.**

**How will your organisation, its members and/or your users benefit from this grant? (3 points)**

**Our members will benefit by participating in this interesting and inspiring project.**

**Members will benefit from inspirational talks about the wonderful chalk and the beautiful landscape it creates around us.**

**Members will also benefit from being able to contribute creatively to this great project.**

**All sections of the community will be encouraged and welcome and to attend the talk and the plein air and exhibit at the exhibition.**

**Members will enjoy contributing to the Plein Air Day and the children's workshops.**

**We aim to also promote the project through schools and colleges and local artists and arts groups. There will be a special younger person's competition and exhibition.**

**This will build on our work of 2023 when we ran a plate decorating project with school children in the town.**

**We aim to further arts in the community and bring enjoyment of the visual arts to a wider base of diverse people in the community and area of Newhaven. Newhaven Art Club are already members of Creative Newhaven and Brighton Arts Council and help to spread the word and work of local artists**

**How will your use of this grant deliver 'Value for Money'? (5 points)**

**All of our members are voluntary so give their time for nothing and all monies will be directly used to run and organise the events.**

**Newhaven art club offer great value and return for very little outlay.**

**Our experience gained over 50 years enables us to be supremely efficient.**

**We will bring footfall to Newhaven and allow people to enjoy the artistic qualities of the Town which have been appreciated by great artists for more than 100 years.**

**The activities are designed to be very popular with many throughout the area and those interested in the South Downs, the landscape and its art, artists and writers.**

**We will use all local resources to achieve great value for money.**

**We will call on our creative Newhaven contacts to assist our goals like Newhaven Fort which is due to reopen ready for the project and Newhaven Museum.**

**We and particularly the committee will monitor expenses carefully in order to ensure great value for money. After the event we will have a meeting to assess the effectiveness of the project and the wide reach and inclusivity of the outcome.**

**Our 2023 project on Eric Ravillious was hugely successful and brought great value for money by giving 2 talks to over 100 people and an inspirational art and photography day for all ages from 6 – 86 for a similar amount of money as this year's projects.**



**As a long-standing group in the town, we have many contacts and we can bring together an amazing experience for not too much money.**

**We also believe this could be an embryo for a Newhaven arts contest akin to the very successful Newhaven Council Photography September contest.**

**We can call upon our contacts in Creative Newhaven to spread the word and interest in this project as well as using social media efficiently – We have**

**around 2000 followers on Instagram and Facebook and are members of most local groups.**

**We also will evaluate the whole project and feedback results to grant funders.**

**How do the activities and actions resulting from this grant align with the current priorities of Newhaven Town Council? (4 points)**

**The activities of the project will promote inclusion of all members of the community.**

**The project will also promote the arts and cultural activities in Newhaven and the surrounding areas.**

**The project aims to improve mental health and wellbeing by inspiring creativity in the town.**

**The project will bring in visitors from the surrounding area and introduce them to the magnificent history and art of Newhaven and to allow people to appreciate the splendour of our location.**

**The project will enhance the already strong and recently strengthening connection between Newhaven and the visual arts.**

**We will aim to be inclusive to all facets of Newhavens community.**

**How will this grant assist in promoting Newhaven Town? (3 points)**

**The project will bring supporters and artists to Newhaven for the D Day talks of which 100 or so attended last year's two talks.**

**The Plein Air event will also draw artists to the area and further cement it as a local centre for creativity**

**The local and online exhibition will also promote Newhaven as a cultural and artistic centre. All exhibitions will prominently feature the part Newhaven and the council had in this epic moment in History.**

**If we should be fortunate enough to secure funding, all promotional literature will have Newhaven Council grant funds mentioned and promoted.**

**We will involve other local organisations and have letters of support from Newhaven Museum, Newhaven Fort, Ella Ravillious (the granddaughter of Eric Ravillious, Monks House National Trust, The home of Virginia Woolf).**

**This grant application must be for an activity/project not previous funded by Newhaven Town Council. Please list any projects and activities undertaken by your organisation that were funded by Newhaven Town Council in the previous 3 years. (3 points)**

**Two years ago in 2023 the council kindly funded us to run a hugely successful Eric Ravilious project**

**There were inspirational talks about Eric Ravilious in conjunction with displays throughout the summer.**

**We were honoured to have Ella Ravilious Eric's granddaughter attend one of the talks and to enjoy Newhaven where her grandfather lived loved and worked.**

**Ella works as a leading curator at V&A London with special responsibility for photography, design and architecture**



**Ella Ravilious enjoying the talk and the locations where her grandfather spent time working and painting.**

**Newhaven Art Club held a painters plein air day at the Fort**

**There was a children's Ravilious plate decorating workshop at the Fort**

**There was a photography plein air day at the Fort judged by Ella Ravilious.**

**Ella is supporting us in this project**

### **Section 3. Financial Information & Fundraising Activities**

£500

<b>Specific amount of Grant Aid sought with this application?</b>	
<b>If the grant forms part of a larger project, what is its total estimated cost?</b>	<b>N/A</b>
<b>If the value of this grant application does not meet the full cost of the project, how do you propose to meet the shortfall?</b>	<b>N/A – We will make the grant great value by using our own volunteer labour.</b>
<b>What are your main sources of income?</b>	<b>Total normal source of income is from Members Subscriptions and sales of paintings and art materials</b>
<b>What other bodies have you applied to for grants?</b>	<p><b>For this project/activity?</b></p> <p><b>N/A</b></p> <p><b>For general support with other projects/activities?</b></p> <p><b>N/A</b></p>
<b>How much money have these bodies awarded you?</b>	<b>N/A</b>
<b>Please provide information of any fundraising activities you have carried out in the last year and how do these contribute to the grant being applied for. (4 points)</b>	<p><b>We have held a number of exhibitions over the past year and a percentage of sales revenue goes into the fundraising budget</b></p> <p><b>We also hold one day events at various artists and makers markets which produce some revenue from Sales.</b></p> <p><b>We also hold sales of excess art equipment to raise funds.</b></p> <p><b>We held some art workshops at Newhaven Fort but decided not to charge for these to make them available to more Newhaven Residents</b></p>
<b>How much money have you raised from these fundraising activities in the same period?</b>	<b>In the past year we have raised an extra £156</b>

<b>Section 4. Application Checklist</b>	
<b>Supporting Documents Required</b> <b>Please ensure that these are sent with your completed application form</b>	<b>Attached</b> <i>Please tick to show that the document is attached</i>
Either a set of annual accounts and/or the organisations bank statements for the previous 12 months.	<b>Attached</b> ✓
Where a grant application is made in connection with the 'start-up' of a new organisation, a projected budget together with a business and risk management plan in lieu of annual accounts.	Attached ✓
A current written set of rules, constitution or other governing document duly authorised and adopted.	Attached ✓
In the case of a grant for infrastructure/equipment maintenance and/or improvement purposes, a minimum of two estimates for the work/equipment specified.	N/A
In the case of a public event, a copy of current Public Liability Insurance.	Attached ✓

## Section 5. Banking Details

Account Name	Newhaven Art Club
Name of Bank/Building Society	██████████
Sort Code	██████████
Account No	██████████
Bank mandate rules (How many signatories)	3 on record 2 required
If your bank statements or accounts show substantial funds, e.g. in excess of the grant applied for, please explain why?  The council needs to fully understand your financial position	

## Section 6. Declarations

To the best of your knowledge, is any member of your organisation a close friend or relative of an Officer or Councillor of Newhaven Town Council?	No
Please state who that is and their relationship to you	N/A

## Data Protection Statement

The information we ask for on this form is in order to fully assess your grant application.

By submitting this application, you are consenting to us sharing appropriate information on this application with employees and elected members of Newhaven Town Council.

This information may be used for publicity purposes if the grant is awarded.

## Signatures authorising this application from your group (Two people must sign this form)

We have read and understood the terms and criteria of Newhaven Town Council Discretionary Grant Application Policy and Guidelines.

We declare that all the information given by us is true and we understand that if any funds are not used for the purpose outlined in this application, then they are liable to be recovered by Newhaven Town Council.

We will keep full records of all receipts relating to expenditure and will provide them to Newhaven Town Council where required.

If our organisation or group is dissolved and/or merged with another, and equipment has been purchased with this grant, any such equipment remaining will be distributed within the community at the discretion of Newhaven Town Council.

<b>Signature One</b>	[REDACTED]
<b>Name</b>	[REDACTED]
<b>Position in organisation</b>	<b>Vice Chair &amp; social media &amp; Marketing officer</b>
<b>Contact address</b>	[REDACTED] [REDACTED] [REDACTED]
<b>Contact email</b>	[REDACTED]
<b>Contact phone number</b>	[REDACTED]
<b>Date</b>	<b>10 Oct 24</b>

<b>Signature Two</b>	[REDACTED]
<b>Name</b>	[REDACTED]
<b>Position in organisation</b>	<b>Treasurer</b>
<b>Contact address</b>	[REDACTED]
<b>Contact email</b>	[REDACTED]
<b>Contact phone number</b>	[REDACTED]
<b>Date</b>	<b>10 / Oct / 2024</b>



## NEWHAVEN TOWN COUNCIL

### Application for a **SMALL** Grant (Up to **£500**)

This form is to be used for Small Grant applications. Please read the council's policy on Discretionary Grants **before** completing this form and provide as much information as possible.

Feel free to use additional separate sheets to assist in this.

If you need help or advice in completing this form please call our offices on 01273 516100

**CLOSING DATE SUNDAY 13<sup>th</sup> OCTOBER 2024 AT MIDNIGHT**

**Applications received after this date will not be included.**

**Completed application forms and supporting documents can either be emailed to [admin@newhaventowncouncil.gov.uk](mailto:admin@newhaventowncouncil.gov.uk) or post to: Newhaven Town Council, 18 Fort Road, Newhaven, East Sussex BN9 9QE.**

<b>Section 1. Your Organisation</b>			
<b>Name of your organisation</b>		Newhaven Twinning Association	
<b>Address</b>		[REDACTED]	
<b>Telephone no:</b>		<b>Email address:</b>	
[REDACTED]		[REDACTED]	
<b>Please can you give us a description of your organisation.</b>			
<p>On 2010, Newhaven Town Council agreed to twin with La Chapelle St Mesmin in France, A charter between the 2 towns was signed by the respective mayors.</p> <p>The council asked for a group of volunteers to be formed as the Newhaven Twinning Association in order to foster links between the 2 towns and its inhabitants.</p> <p>This voluntary group remains strong and continues to foster relations, although with rising costs and reliance on fund-raising, it is becoming more difficult to fund all the events.</p>			
<b>Please can you tell us about the activities or events your organisation has organised in the last 12 months.</b>			
<p>In 2023, some 40 residents from La Chapelle St Mesmin visited Newhaven. An exciting programme of events was planned and held including cream teas at the band stand on Denton Island and a typically English barn dance at the fort.</p> <p>In 2024 a group of some 37 persons visited La Chapelle St Mesmin at their own expense.</p>			

During this period various fund-raising events have taken place including quiz evenings and a 'Pop-up-Bistro'

Is your organisation a voluntary group?	Yes	Is your organisation a registered charity?	No
What is your Registered Charity Number?	n/a		
Are you a national charitable organisation with a local branch that benefits residents?	No		
Can anyone join your organisation?	Yes		
If not, why not?			
Where is your organisation based and who owns the building?	No fixed abode. Run by volunteers from home		
How many Newhaven residents are likely to benefit from this grant?	60		
What age group(s) are likely to benefit?	All ages are invited but membership consists of mainly those aged 50*		
Do your members pay subscription fees? (weekly/monthly/annually)	Yes - annually		
If so, how much?	Individual membership £10 – Families £15		
<b>Section 2. Justification for Grant Funding</b> <i>Please note that this section forms part of our assessment.</i>			
<b>How will the grant be used? Explain in detail the background, purpose and how the grant will be utilised. (2 points)</b>			

**In 2025 we are expecting up to 50 visitors from La Chapelle St Mesmin who will ne hosted by our membership.**

**Plans are being formulated to entertain the visitors and their host families and this includes the hiring of the Romney Hut at the fort in order to hold a barn dance. Hiring costs are around £600. The total cost of the weekend is likely to be in the order of £4,000**

**What sections of the community in Newhaven will benefit from the grant? (3 points)**

**Membership is open to all, but we find that is mainly those in the 50+ age group that join.**

**How will your organisation, its members and/or your users benefit from this grant? (3 points)**

**The sole purpose of the twinning association is to promote Newhaven and to foster good relations between the two towns. This grant will allow the association to provide a social event**

**How will your use of this grant deliver 'Value for Money'? (5 points)**

**Given that there will be approx. 40 French visitors – being hosted by a number of families, this will not only bring money into the town but will also give Newhaven publicity both at home and in France. We would ensure that full publicity is give to the Council should any award be made.**

**How do the activities and actions resulting from this grant align with the current priorities of Newhaven Town Council? (4 points)**

**It was the decision of the Town Council to twin with La Chapelle St Mesmin and to ask a group of volunteers to organise the activities to ensure that the 'twinning' remained active. The Town Council awarded the volunteer group a small set up grant but since then we have relied on volunteers fund-raising in order to promote the twinning association and its aims as requested by the Town Council.**

**How will this grant assist in promoting Newhaven Town? (3 points)**

**The sole purpose of the Twinning Association is to foster links between the 2 towns and therefore to promote Newhaven**

**This grant application must be for an activity/project not previous funded by Newhaven Town Council. Please list any projects and activities undertaken by your organisation that were funded by Newhaven Town Council in the previous 3 years. (3 points)**

None

**Section 3. Financial Information & Fundraising Activities**

<b>Specific amount of Grant Aid sought with this application?</b>	£500
<b>If the grant forms part of a larger project, what is its total estimated cost?</b>	£4,000
<b>If the value of this grant application does not meet the full cost of the project, how do you propose to meet the shortfall?</b>	We would try and increase fund-raising activities but that is not easy. Else we would have to curtail the activities
<b>What are your main sources of income?</b>	Fundraising and membership fees
	For this project/activity?

<p><b>What other bodies have you applied to for grants?</b></p>	<p>No</p> <p><b>For general support with other projects/activities?</b></p> <p>No</p>
<p><b>How much money have these bodies awarded you?</b></p>	<p>None</p>
<p><b>Please provide information of any fundraising activities you have carried out in the last year and how do these contribute to the grant being applied for.</b> (4 points)</p>	<p><b>We have organised a number of quiz evenings which are proving popular. We also run an annual 'Pop-up-Bistro' All proceeds from the fundraising go towards the visits from France. The membership fees paid by the members covers the cost of insurances and things like the Poppy wreaths for both Remembrance Day and the Canadian Commemoration day</b></p>

<b>How much money have you raised from these fundraising activities in the same period?</b>	<b>Our fund-raising in the past year amounted to £1,521</b>

## Section 4. Application Checklist

<b>Supporting Documents Required</b>	<b>Attached</b> <i>Please tick to show that the document is attached</i>
<b>Please ensure that these are sent with your completed application form</b>	
Either a set of annual accounts and/or the organisations bank statements for the previous 12 months.	enclosed
Where a grant application is made in connection with the 'start-up' of a new organisation, a projected budget together with a business and risk management plan in lieu of annual accounts.	
A current written set of rules, constitution or other governing document duly authorised and adopted.	enclosed
In the case of a grant for infrastructure/equipment maintenance and/or improvement purposes, a minimum of two estimates for the work/equipment specified.	
In the case of a public event, a copy of current Public Liability Insurance.	enclosed

<b>Section 5. Banking Details</b>	
<b>Account Name</b>	Newhaven Twinning Association
<b>Name of Bank/Building Society</b>	[REDACTED]
<b>Sort Code</b>	[REDACTED]
<b>Account No</b>	[REDACTED]
<b>Bank mandate rules (How many signatories)</b>	2
<p><b>If your bank statements or accounts show substantial funds, e.g. in excess of the grant applied for, please explain why?</b></p> <p><b>The council needs to fully understand your financial position</b></p>	<p><b>Our current bank balance is £4.800. We need to retain an element of reserves and the balance will be put towards the French visit in 2025</b></p>
<b>Section 6. Declarations</b>	
<b>To the best of your knowledge, is any member of your organisation a close friend or relative of an Officer or Councillor of Newhaven Town Council?</b>	Yes/No
<b>Please state who that is and their relationship to you</b>	No
<b>Data Protection Statement</b>	
<p>The information we ask for on this form is in order to fully assess your grant application.</p> <p>By submitting this application, you are consenting to us sharing appropriate information on this application with employees and elected members of Newhaven Town Council.</p> <p>This information may be used for publicity purposes if the grant is awarded.</p>	

**Signatures authorising this application from your group  
(Two people must sign this form)**

We have read and understood the terms and criteria of Newhaven Town Council Discretionary Grant Application Policy and Guidelines.

We declare that all the information given by us is true and we understand that if any funds are not used for the purpose outlined in this application, then they are liable to be recovered by Newhaven Town Council.

We will keep full records of all receipts relating to expenditure and will provide them to Newhaven Town Council where required.

If our organisation or group is dissolved and/or merged with another, and equipment has been purchased with this grant, any such equipment remaining will be distributed within the community at the discretion of Newhaven Town Council.

<b>Signature One</b>	[Redacted]
<b>Name</b>	[Redacted]
<b>Position in organisation</b>	Chair
<b>Contact address</b>	[Redacted]
<b>Contact email</b>	[Redacted]
<b>Contact phone number</b>	[Redacted]
<b>Date</b>	12 October 2024
<b>Signature Two</b>	[Redacted]
<b>Name</b>	[Redacted]
<b>Position in organisation</b>	Treasurer
<b>Contact address</b>	[Redacted]
<b>Contact email</b>	[Redacted]
<b>Contact phone number</b>	[Redacted]
<b>Date</b>	12 October 2024





## NEWHAVEN TOWN COUNCIL

### Application for a SMALL Grant (Up to £500)

This form is to be used for Small Grant applications. Please read the council's policy on Discretionary Grants **before** completing this form and provide as much information as possible.

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**CLOSING DATE SUNDAY 13<sup>th</sup> OCTOBER 2024 AT MIDNIGHT**

*Applications received after this date will not be included.*

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Section 1. Your Organisation			
Name of your organisation	2 <sup>nd</sup> Newhaven District Rainbows		
Address	[REDACTED]		
Telephone no:	[REDACTED]	Email address:	[REDACTED]
<b>Please can you give us a description of your organisation.</b>			
We are part of Girlguiding. The aim of Girlguiding is to help girls and young women develop emotionally, mentally, physically and spiritually, so they can make a positive contribution to their community and the wider world.			
<b>Please can you tell us about the activities or events your organisation has organised in the last 12 months.</b>			
We meet weekly during term time, during these meetings we offer a varied programme for the girls. We work on badges and follow a programme set by Girlguiding. Activities range from craft, cooking, exploring outdoors all whilst having fun in a safe environment. We have also had day trips and outings over the last year, last month we went to Knockhatch on a County trip, with nearly 1000 Rainbows & Brownies there, giving the girls an idea of the larger organisation they are a part of. We have had an 'adventure' day at our local campsite in Seaford and a local disco for the girls.			

Is your organisation a voluntary group?	Yes	Is your organisation a registered charity?	Yes
What is your Registered Charity Number?	Girlguiding 306016		
Are you a national charitable organisation with a local branch that benefits residents?	Yes		
Can anyone join your organisation?	No		
If not, why not?	Girl only organisation		
Where is your organisation based and who owns the building?	We meet at the Mencap Hall, Riverside. Run by Mencap.		
How many Newhaven residents are likely to benefit from this grant?	25-30		
What age group(s) are likely to benefit?	5-7 years		
Do your members pay subscription fees? (weekly/monthly/annually)	Termly subs		
If so, how much?	£30		

## Section 2. Justification for Grant Funding

*Please note that this section forms part of our assessment.*

**How will the grant be used? Explain in detail the background, purpose and how the grant will be utilised. (2 points)**

We are planning a joint 'Spring' sleepover with the Rainbow unit in Denton. As part of this event, we would love to give the girls a 'wow' experience and arrange for a Easter theme party workshop to come and entertain them.

By joining the units for the event, it gives the girls an experience of mixing with other girls and making new friends. It also helps them realise Girlguiding is part of a larger organisation that just their own unit.

**What sections of the community in Newhaven will benefit from the grant? (3 points)**

The sleepover will be offered to the girls of both Newhaven and Denton Rainbows, so approximately 30 girls.

**How will your organisation, its members and/or your users benefit from this grant? (3 points)**

The grant would allow us to offer the sleepover at a lower cost to the parents, meaning more would be able to afford to come to the event.

These trips give the girls an amazing experience, for some, it is the first time they have stayed away from home and helps them develop new skills and independence. And they are a lot of fun!

**How will your use of this grant deliver 'Value for Money'? (5 points)**

As a charity we have to manage our finances to always give the girls the best possible value for money. The trips and sleepovers really give the girls an opportunity to try new things that we wouldn't normally have time for in our weekly meetings. These all help with the girl's development which is very important.

**How do the activities and actions resulting from this grant align with the current priorities of Newhaven Town Council? (4 points)**

Newhaven Town Council wants to pay particular attention to the needs of young people. Helping young people have these types of fun experiences through Rainbows directly meets that council goal.

When the girls have positive experiences through the activities we provide, this is shared with their friends who then want to join in. Rainbows are a positive source of community and showcases the best of our town.

**How will this grant assist in promoting Newhaven Town? (3 points)**

The girls having a positive experience is shared with family, friends and wider social groups. The support of our community is shared and positively promotes our town.

**This grant application must be for an activity/project not previous funded by Newhaven Town Council. Please list any projects and activities undertaken by your organisation that were funded by Newhaven Town Council in the previous 3 years. (3 points)**

Funding for a 'Magic & Mayhem' event in 2021

### Section 3. Financial Information & Fundraising Activities

<p><b>Specific amount of Grant Aid sought with this application?</b></p>	<p>£300</p>
<p><b>If the grant forms part of a larger project, what is its total estimated cost?</b></p>	<p>The total cost of the sleepover will be £25-30 per girl, so any money awarded would help reduce that overall cost.</p>
<p><b>If the value of this grant application does not meet the full cost of the project, how do you propose to meet the shortfall?</b></p>	<p>The cost would be the higher price for parents to pay.</p>
<p><b>What are your main sources of income?</b></p>	<p>Termly subs</p>
<p><b>What other bodies have you applied to for grants?</b></p>	<p>For this project/activity? None</p> <p>For general support with other projects/activities? None</p>
<p><b>How much money have these bodies awarded you?</b></p>	<p>£0</p>

<p><b>Please provide information of any fundraising activities you have carried out in the last year and how do these contribute to the grant being applied for.</b> (4 points)</p>	<p><b>We are still in the early stages of planning the sleepover, we have a leaders get together planned for the end of October to discuss it further and fundraising ideas.</b></p>
<p><b>How much money have you raised from these fundraising activities in the same period?</b></p>	<p><b>£0</b></p>

<b>Section 4. Application Checklist</b>	
<b>Supporting Documents Required</b> <b>Please ensure that these are sent with your completed application form</b>	<b>Attached</b> <i>Please tick to show that the document is attached</i>
Either a set of annual accounts and/or the organisations bank statements for the previous 12 months.	✓
Where a grant application is made in connection with the 'start-up' of a new organisation, a projected budget together with a business and risk management plan in lieu of annual accounts.	N/A
A current written set of rules, constitution or other governing document duly authorised and adopted.	✓
In the case of a grant for infrastructure/equipment maintenance and/or improvement purposes, a minimum of two estimates for the work/equipment specified.	N/A
In the case of a public event, a copy of current Public Liability Insurance.	✓

## Section 5. Banking Details

<b>Account Name</b>	
<b>Name of Bank/Building Society</b>	
<b>Sort Code</b>	
<b>Account No</b>	
<b>Bank mandate rules (How many signatories)</b>	
<b>If your bank statements or accounts show substantial funds, e.g. in excess of the grant applied for, please explain why?</b>  <b>The council needs to fully understand your financial position</b>	

## Section 6. Declarations

<b>To the best of your knowledge, is any member of your organisation a close friend or relative of an Officer or Councillor of Newhaven Town Council?</b>	<b>Yes/No</b>
<b>Please state who that is and their relationship to you</b>	

## Data Protection Statement

The information we ask for on this form is in order to fully assess your grant application.

By submitting this application, you are consenting to us sharing appropriate information on this application with employees and elected members of Newhaven Town Council.

This information may be used for publicity purposes if the grant is awarded.

**Signatures authorising this application from your group  
(Two people must sign this form)**

We have read and understood the terms and criteria of Newhaven Town Council Discretionary Grant Application Policy and Guidelines.

We declare that all the information given by us is true and we understand that if any funds are not used for the purpose outlined in this application, then they are liable to be recovered by Newhaven Town Council.

We will keep full records of all receipts relating to expenditure and will provide them to Newhaven Town Council where required.

If our organisation or group is dissolved and/or merged with another, and equipment has been purchased with this grant, any such equipment remaining will be distributed within the community at the discretion of Newhaven Town Council.

**Signature One**

**Name**

**Position in organisation**

**Contact address**

**Contact email**

**Contact phone number**

**Date**

**Signature Two**

**Name**

**Position in organisation**

**Contact address**

**Contact email**

**Contact phone number**

**Date**



## NEWHAVEN TOWN COUNCIL

### Application for a SMALL Grant (Up to £500)

This form is to be used for Small Grant applications. Please read the council's policy on Discretionary Grants **before** completing this form and provide as much information as possible.

Feel free to use additional separate sheets to assist in this.

If you need help or advice in completing this form please call our offices on 01273 516100

**CLOSING DATE SUNDAY 13<sup>th</sup> OCTOBER 2024 AT MIDNIGHT**

*Applications received after this date will not be included.*

Completed application forms and supporting documents can either be emailed to [admin@newhaventowncouncil.gov.uk](mailto:admin@newhaventowncouncil.gov.uk) or post to: Newhaven Town Council, 18 Fort Road, Newhaven, East Sussex BN9 9QE.

Section 1. Your Organisation			
Name of your organisation	1 <sup>st</sup> Newhaven Brownies		
Address	[REDACTED]		
Telephone no:	[REDACTED]	Email address:	[REDACTED]
<b>Please can you give us a description of your organisation.</b>			
We are part of Girlguiding. The aim of Girlguiding is to help girls and young women develop emotionally, mentally, physically and spiritually, so they can make a positive contribution to their community and the wider world.			
<b>Please can you tell us about the activities or events your organisation has organised in the last 12 months.</b>			
Every week during term time we meet and do a range of activities that are fun and give the girls new skills. This includes first aid, exploring the outdoors and being safe while doing so, getting creative and how to look after your wellbeing. All activities are done in their peer groups, meaning they learn from each other as well as from us. We have also been part of town celebrations and events, for example the Remembrance Day parade.			
In July 2024 we held a 4 day sleepover themed around the Olympics which combined physical activity with thinking about other cultures and our relationship to other people. For a lot of the girls this was the first time they had been away from home, so it really was an adventure. We saw what a positive impact opportunities like this give to young people, so we want to be enabled to offer even more to broaden their horizons. They became more confident, loved spending time away with friends and got to challenge themselves with activities like badminton, rock climbing and trampolining.			

Is your organisation a voluntary group?	Yes	Is your organisation a registered charity?	Yes
What is your Registered Charity Number?	Girlguiding 306016		
Are you a national charitable organisation with a local branch that benefits residents?	Yes		
Can anyone join your organisation?	No		
If not, why not?	We are a girl only organisation		
Where is your organisation based and who owns the building?	We meet at the Mencap Hall, Riverside. Run by Mencap.		
How many Newhaven residents are likely to benefit from this grant?	20-25		
What age group(s) are likely to benefit?	7-10		
Do your members pay subscription fees? (weekly/monthly/annually)	Termly fee		
If so, how much?	£30		

## Section 2. Justification for Grant Funding

*Please note that this section forms part of our assessment.*

**How will the grant be used? Explain in detail the background, purpose and how the grant will be utilised. (2 points)**

We are planning to take our Brownie unit to London next year. This will be a 2-night residential trip, staying in the heart of London at Girlguiding Headquarters, ICANDO. This is a big, exciting trip for everyone, but especially so for the Brownies who have not had the opportunity to travel outside of their local area, both as a Brownie and in general.

Any financial support we manage to secure will be put towards subsidising the trip for the girls. Costs have risen very quickly in the last few years, and it is a bigger task to keep the trip affordable for the girls. We would also like to be able to get hoodies and T-shirts for the girls to wear on the trip, this would help us spot the girls easier in crowds.

**What sections of the community in Newhaven will benefit from the grant? (3 points)**

This trip will be offered to the whole Brownie unit, which currently has 24 girls and girls in our local Rainbow unit who will be old enough to join Brownies before the trip, another 8 girls. So, we can give this opportunity to as many girls as possible. We hope as many as possible will be able to come. This grant will benefit girls in the local area who attend our Brownie unit. They are aged 7-10.

It will also benefit a small group of adult leaders who will facilitate the trip.

**How will your organisation, its members and/or your users benefit from this grant? (3 points)**

The girls will benefit from this grant because:

- \* It will keep the overall cost of the trip down, allowing more girls the opportunity to come who may not have been able to otherwise
- \* Being in a busy, exciting place with the opportunity to try new things will increase their confidence, independence and sense of self belief - we'll encourage the girls to choose what they want to experience and for some it will be a test of bravery
- \* They will have loads of fun!!

The leaders will also benefit from this grant because:

- \* Rising costs mean we have to be more selective of what we can offer the girls. Leaders will pay their own way to come on this trip and may need to take time off work, so reducing the cost by contributing to overall costs will ensure we can get all the adults we need to support the girls
- \* We want to make sure leaders have opportunities to develop their leadership skills in new and challenging environments, so they are confident in leading bigger events. Without that confidence, it will be harder to run more events like these in future

**How will your use of this grant deliver 'Value for Money'? (5 points)**

As volunteers, every penny we use is budgeted and stretched to ensure the best possible experiences for young people.

Having the opportunity to go on this trip will have lasting benefits for the girls. They'll be more confident, they'll have had the chance to go somewhere different and challenge themselves and most importantly, they will do this with their friends. This will help their social and emotional development as well as giving them really great memories in an environment that is not school based.

Affording us this opportunity will also have a lasting benefit on the leaders who come along, as it will sharpen their skills and allow us to consider more big events like this in future. Without confident leaders, there will be fewer 'big' opportunities for local girls as the leaders may not feel they can run bigger events.

Being able to reduce the cost in some way will really support leaders who may need to take time out of work/organise childcare to join us on this trip. It will also support local families to provide great experiences for their children (and younger siblings who then want to join when they are old enough!

**How do the activities and actions resulting from this grant align with the current priorities of Newhaven Town Council? (4 points)**

Newhaven Town Council wants to pay particular attention to the needs of young people. Helping young people have these types of fun experiences through Brownies directly meets that council goal.

When the girls have positive experiences through the activities we provide, this is shared with their friends who then want to join in. Brownies are a positive source of community and showcases the best of our town.

We want to promote equality and equal opportunity by making sure we remove as many barriers to entry as possible (this is another one of Newhaven Town Council's priorities). One of those barriers can be cost, which this grant will help reduce.

**How will this grant assist in promoting Newhaven Town? (3 points)**

When we take the girls to new places, we are representing Newhaven.

We have a strong community focus and love sharing this with local people.

If we positively promote the opportunities we put on, it increases the number of young people who want to come and join. This then increases the positive influence we have on young people and keeps them in supportive groups.

**This grant application must be for an activity/project not previous funded by Newhaven Town Council. Please list any projects and activities undertaken by your organisation that were funded by Newhaven Town Council in the previous 3 years. (3 points)**

Funding for a 'Magic and Mayhem' event - 2021.




Funding for a Legolnd trip – 2022.

**Section 3. Financial Information & Fundraising Activities**

<p><b>Specific amount of Grant Aid sought with this application?</b></p>	<p>£500</p>
<p><b>If the grant forms part of a larger project, what is its total estimated cost?</b></p>	<p>The overall cost of the trip to London will be between £150-180 per person, but with this funding we hope to be able to reduce that.</p>
<p><b>If the value of this grant application does not meet the full cost of the project, how do you propose to meet the shortfall?</b></p>	<p>We will have to charge the higher price if unsuccessful.</p>
<p><b>What are your main sources of income?</b></p>	<p>We charge termly subs to cover the cost of our weekly meetings, this includes hall rent, our annual subscription to Girlguiding as well as our activities we do week to week. For any extra trips or events, we charge parents an additional fee for these.</p>
<p><b>What other bodies have you applied to for grants?</b></p>	<p><b>For this project/activity?</b> We will apply to our Guiding County for funding – this will be done in early 2025.</p> <p><b>For general support with other projects/activities?</b> None recently</p>

<p><b>How much money have these bodies awarded you?</b></p>	<p><b>None yet</b></p>
<p><b>Please provide information of any fundraising activities you have carried out in the last year and how do these contribute to the grant being applied for.</b> (4 points)</p>	<p><b>None, we plan to hold a coffee evening early next year to help raise funds.</b></p>
<p><b>How much money have you raised from these fundraising activities in the same period?</b></p>	<p><b>N/A</b></p>

## Section 4. Application Checklist

<b>Supporting Documents Required</b> <b>Please ensure that these are sent with your completed application form</b>	<b>Attached</b> <i>Please tick to show that the document is attached</i>
Either a set of annual accounts and/or the organisations bank statements for the previous 12 months.	
Where a grant application is made in connection with the 'start-up' of a new organisation, a projected budget together with a business and risk management plan in lieu of annual accounts.	N/A
A current written set of rules, constitution or other governing document duly authorised and adopted.	
In the case of a grant for infrastructure/equipment maintenance and/or improvement purposes, a minimum of two estimates for the work/equipment specified.	N/A
In the case of a public event, a copy of current Public Liability Insurance.	

## Section 5. Banking Details

Account Name	1 <sup>st</sup> Newhaven Brownies
Name of Bank/Building Society	██████████
Sort Code	██████
Account No	██████████
Bank mandate rules (How many signatories)	2 to sign
If your bank statements or accounts show substantial funds, e.g. in excess of the grant applied for, please explain why?  The council needs to fully understand your financial position	Bank balance is higher than normal at end of September as we have received termly subs in but not yet paid our rent or census, approximately £600.

## Section 6. Declarations

To the best of your knowledge, is any member of your organisation a close friend or relative of an Officer or Councillor of Newhaven Town Council?	No
Please state who that is and their relationship to you	

## Data Protection Statement

The information we ask for on this form is in order to fully assess your grant application.

By submitting this application, you are consenting to us sharing appropriate information on this application with employees and elected members of Newhaven Town Council.

This information may be used for publicity purposes if the grant is awarded.

**Signatures authorising this application from your group  
(Two people must sign this form)**

We have read and understood the terms and criteria of Newhaven Town Council Discretionary Grant Application Policy and Guidelines.

We declare that all the information given by us is true and we understand that if any funds are not used for the purpose outlined in this application, then they are liable to be recovered by Newhaven Town Council.

We will keep full records of all receipts relating to expenditure and will provide them to Newhaven Town Council where required.

If our organisation or group is dissolved and/or merged with another, and equipment has been purchased with this grant, any such equipment remaining will be distributed within the community at the discretion of Newhaven Town Council.

**Signature One**

**Name**

**Position in organisation**

**Contact address**

**Contact email**

**Contact phone number**

**Date**

**Signature Two**

**Name**

**Position in organisation**

**Contact address**

**Contact email**

**Contact phone number**

**Date**



## NEWHAVEN TOWN COUNCIL

### Application for a SMALL Grant (Up to £500)

This form is to be used for Small Grant applications. Please read the council's policy on Discretionary Grants ***before*** completing this form and provide as much information as possible.

Feel free to use additional separate sheets to assist in this.

If you need help or advice in completing this form please call our offices on 01273 516100

**CLOSING DATE SUNDAY 13<sup>th</sup> OCTOBER 2024 AT MIDNIGHT**

*Applications received after this date will not be included.*

*Completed application forms and supporting documents can either be emailed to [admin@newhaventowncouncil.gov.uk](mailto:admin@newhaventowncouncil.gov.uk) or post to: Newhaven Town Council, 18 Fort Road, Newhaven, East Sussex BN9 9QE.*

Section 1. Your Organisation			
Name of your organisation	Our Newhaven		
Address	[REDACTED]		
Telephone no:	[REDACTED]	Email address:	info@ournewhaven.org.uk
Please can you give us a description of your organisation.			
<p>Our Newhaven is the 'living history' website for Newhaven, Denton, South Highton, Piddinghoe and the surrounding area.</p> <p>The Our Newhaven group operates, edits and maintains the website.</p>			
Please can you tell us about the activities or events your organisation has organised in the last 12 months.			
<p>We traditionally attend the Fish Festival and Lifeboat Fete. As you are aware the Fish Festival did not take place this year and illness prevented our attending the Lifeboat Fete.</p> <p>The website itself – <a href="http://www.ournewhaven.org.uk">www.ournewhaven.org.uk</a> - has been running, with new pages and comments being regularly added throughout the year. There was a brief period of 'down time', where the old site was closed down and the new site brought on line, but new pages and comments are now appearing as usual.</p>			

We would point out that will shortly be organising a 'launch' event for the new website now that it's up and running, and we will be contacting the Council and our local MPs about this in due course.

In addition, we intend to restart our popular scanning sessions where people can bring in photos and tell us their stories for inclusion on the website. We can now add video and audio clips of these stories.

Finally, we are preparing some Powerpoint slide shows that we can present to local groups and organisations, we have already offered this to SCDA and the Chamber of Commerce, for example.

<b>Is your organisation a voluntary group?</b>	<b>Yes</b>	<b>Is your organisation a registered charity?</b>	<b>No</b>
<b>What is your Registered Charity Number?</b>	N/A		
<b>Are you a national charitable organisation with a local branch that benefits residents?</b>	No		
<b>Can anyone join your organisation?</b>	Yes		
<b>If not, why not?</b>	N/A		
<b>Where is your organisation based and who owns the building?</b>	N/A – Our Newhaven is web-based		
<b>How many Newhaven residents are likely to benefit from this grant?</b>	All residents		
<b>What age group(s) are likely to benefit?</b>	All age groups		
<b>Do your members pay subscription fees? (weekly/monthly/annually)</b>	No		
<b>If so, how much?</b>			

## **Section 2. Justification for Grant Funding**

*Please note that this section forms part of our assessment.*

**How will the grant be used? Explain in detail the background, purpose and how the grant will be utilised. (2 points)**

**As some council members will know, Our Newhaven was faced with an existential crisis earlier this year. Our hosting group, Community Sites, was informed that the servers that carry the Our Newhaven website were being upgraded and that the software used to run Our Newhaven would no longer be compatible.**

**We were faced with a stark choice.**

- 1- Let the website close down and lose some 17 years' worth of contributions, photos, memories and comments, not to mention the many hours of hard work put in by former and current members of the group.**
- 2- Raise over £3000 to create and host a brand new version of the website. That figure would cover graphic design, transfer of some 3,000 web pages and almost 11,000 photos, and full training in the use of the new site for the current Admin team.**

**We were not prepared to let Our Newhaven die, so an appeal was launched in the local press, on social media and a Go Fund Me page was set up. The initial response was good with donations from local people and organisations. We were unable to apply for a Council Grant at the time as at the Council's cut-off date it was not clear what the group's future might be.**

**It became clear as we approached the deadline of the server shutdown that we would not reach our target in time and so Andy Gilbert, Chairman of the group, agreed to loan the group sufficient funds to enable the new site to be set up, with that loan being repaid as funds were received.**

**As Andy Gilbert had worked on some elements of the graphic design himself, and we had loosely based our new website on that of one of our sister groups, 'My Brighton and Hove', our web hosts at Community Sites were able to reduce the total amount payable for the work, but we also had to pay for this year's hosting charges.**

**At the time of application, the amount of the loan outstanding to Andy Gilbert is approximately £1144.00.**

**As a group, we are requesting this grant so that Andy Gilbert can be partly repaid. Any future donations received once the loan has been fully repaid will, as always, go into Our Newhaven's funds, to help pay for next year's hosting charges and the cost of attending the Lifeboat Fete etc.**

**We would point out that we did not apply for a grant for our hosting costs in 2023, these were paid by Andy Gilbert, who was happy to do so without seeking reimbursement. We are grateful to the Council for their support in granting us funds to pay our hosting costs in some previous years, usually £120 for a year (with Andy Gilbert paying in other years) and this is the first time that we have asked for a larger grant in many years.**

**What sections of the community in Newhaven will benefit from the grant? (3 points)**

**All sections of the local community and indeed all former residents, wherever they live, can access the website to view its almost 3000 pages, and they can make contributions and comments on line.**

**We will also be supporting the RNLI via the Lifeboat Fete, the SCDA via events like the Fish Festival and local organisations with our Powerpoint slide shows.**

**Our Newhaven has made regular quarterly contributions to the 'Newhaven Matters' publication since its inception and will, of course, continue to do so.**

**We have in the past supplied material from Our Newhaven to the Town Council for use on banners and in other publications, and we will always be pleased to do so. We supplied photos and stories to the Fire & Rescue service for the opening of their new building, and to the Newhaven Museum for some of their exhibits. We have just been approached by Newhaven Fort to supply photos and information as part of their refurbishment programme.**

**We have recently agreed with the Editors of the 'Sussex Express' to restart a series of monthly articles from our archives in the newspaper.**

**We work with some local Facebook groups like 'We Love Newhaven Pictures'. Some contributors to those groups have kindly allowed us to use their photos and, in return, we have posted some material and information from Our Newhaven on their group, as well as links to the full Our Newhaven pages. We have set up a Facebook group of our own where people can easily share their photos from these other groups with a couple of mouse clicks. These photos are then transferred to the Our Newhaven website by the Admin team.**

**We are also able to provide extra information and photos to other local on line historical groups such as 'Memories of East Sussex' and 'Sussex in History', with links back to the full Our Newhaven pages.**

**How will your organisation, its members and/or your users benefit from this grant? (3 points)**

**As mentioned above, the purpose of the grant is to partially repay the loan to the group from its Chairman, Andy Gilbert.**

**Our users – the local community at large – still have Our Newhaven, something that they might well have lost forever.**

**How will your use of this grant deliver 'Value for Money'? (5 points)**

**It would have been unrealistic to have simply asked the Council for the total amount needed. Instead we have raised approximately £1700 from our own fundraising.**

**Our Newhaven has often kindly been described by locals as 'a wonderful website' and 'a great asset to the town'. Although the local museum has its own website, and there are good local social media groups on Facebook for example, Our Newhaven is the only permanent website that records the 'living history' of the town, and is the only website where people can add and create their own content – photos, words, video and audio.**

**We feel that the grant, covering around a sixth of our total costs, does represent value for money.**

**How do the activities and actions resulting from this grant align with the current priorities of Newhaven Town Council? (4 points)**

**It has often been said and stated in publications that the promotion of Newhaven, and the development of the town's community spirit, are important facets of the Council's work. We feel that Our Newhaven has paid a part in this over the past 17 years, not least in its contributions to Council publications, and will continue to do so for many years to come.**

**How will this grant assist in promoting Newhaven Town? (3 points)**

**Our Newhaven is the town's 'living history' website, and through our planned future events and the expanded categories and features afforded by the design of the new website, we feel that it will not only continue to be a great benefit to the promotion of Newhaven but be able to do so in ways that are better than ever.**

**This grant application must be for an activity/project not previous funded by Newhaven Town Council. Please list any projects and activities undertaken by your organisation that were funded by Newhaven Town Council in the previous 3 years. (3 points)**

**We received a grant of £120 to cover our annual hosting costs in 2022.**

### Section 3. Financial Information & Fundraising Activities

<p><b>Specific amount of Grant Aid sought with this application?</b></p>	<p>£500</p>
<p><b>If the grant forms part of a larger project, what is its total estimated cost?</b></p>	<p>£2832.00 (copy invoices attached)</p>
<p><b>If the value of this grant application does not meet the full cost of the project, how do you propose to meet the shortfall?</b></p>	<p>As mentioned above, we have raised around £1700 through fundraising and the balance has been provided by the loan from Andy Gilbert</p>
<p><b>What are your main sources of income?</b></p>	<p>Grants and donations, plus occasional photo sales at the events we attend, and the supply of photos for commercial publications (subject to copyright and the permission of the contributor).</p>
<p><b>What other bodies have you applied to for grants?</b></p>	<p>For this project/activity?</p> <p>Chamber of Commerce Chalk Cliffs Trust SCDA Newhaven Rotary</p> <p>For general support with other projects/activities? None</p>
<p><b>How much money have these bodies awarded you?</b></p>	<p>Chamber of Commerce - £250 Chalk Cliffs Trust - £500</p>

<p><b>Please provide information of any fundraising activities you have carried out in the last year and how do these contribute to the grant being applied for.</b> (4 points)</p>	<p><b>Our initial fundraising appeal was made through local newspapers, with the Sussex Express kindly giving us a front page article and two follow ups, plus local and regional social media sites.</b></p> <p><b>We also set up a Go Fund Me page for on-line donations.</b></p> <p><b>BBC Radio Sussex and Seahaven FM were also asked to publicise the appeal. We did also ask for on-air 'interview time' but alas neither were able to do this.</b></p> <p><b>We also publicised the appeal by word of mouth, for example by our team talking to local people at events like the AGM of the Historical Society and the launch of SCDA's Heritage Walks.</b></p>
<p><b>How much money have you raised from these fundraising activities in the same period?</b></p>	<p><b>Approximately £1700</b></p>

## Section 4. Application Checklist

<b>Supporting Documents Required</b> <b>Please ensure that these are sent with your completed application form</b>	<b>Attached</b> <i>Please tick to show that the document is attached</i>
Either a set of annual accounts and/or the organisations bank statements for the previous 12 months.	✓
Where a grant application is made in connection with the 'start-up' of a new organisation, a projected budget together with a business and risk management plan in lieu of annual accounts.	N/A
A current written set of rules, constitution or other governing document duly authorised and adopted.	✓
In the case of a grant for infrastructure/equipment maintenance and/or improvement purposes, a minimum of two estimates for the work/equipment specified.	N/A
In the case of a public event, a copy of current Public Liability Insurance.	N/A

**Section 5. Banking Details**

Account Name	Our Newhaven
Name of Bank/Building Society	[REDACTED]
Sort Code	[REDACTED]
Account No	[REDACTED]
Bank mandate rules (How many signatories)	Two [REDACTED]
If your bank statements or accounts show substantial funds, e.g. in excess of the grant applied for, please explain why?  The council needs to fully understand your financial position	Of the balance of £1509.77 on 20 <sup>th</sup> May, £1400.00 has now been repaid to Andy Gilbert. This will show on our next statement.  We have attached details of the amount raised through our fundraising.  We have also attached details of the loan from Andy Gilbert, showing amounts paid out and received in repayment

**Section 6. Declarations**

To the best of your knowledge, is any member of your organisation a close friend or relative of an Officer or Councillor of Newhaven Town Council?	No *
Please state who that is and their relationship to you	<ul style="list-style-type: none"><li>* We do of course know several councillors, but none are close friends or relatives.</li></ul>
Data Protection Statement	

This information may be used for publicity purposes if the grant is awarded.

**Signatures authorising this application from your group  
(Two people must sign this form)**

We have read and understood the terms and criteria of Newhaven Town Council Discretionary Grant Application Policy and Guidelines.

We declare that all the information given by us is true and we understand that if any funds are not used for the purpose outlined in this application, then they are liable to be recovered by Newhaven Town Council.

We will keep full records of all receipts relating to expenditure and will provide them to Newhaven Town Council where required.

If our organisation or group is dissolved and/or merged with another, and equipment has been purchased with this grant, any such equipment remaining will be distributed within the community at the discretion of Newhaven Town Council.

<b>Signature One</b>	[Redacted]
<b>Name</b>	[Redacted]
<b>Position in organisation</b>	Chair
<b>Contact address</b>	[Redacted]
<b>Contact email</b>	[Redacted]
<b>Contact phone number</b>	[Redacted]
<b>Date</b>	21/10/2024
<b>Signature Two</b>	[Redacted]
<b>Name</b>	[Redacted]
<b>Position in organisation</b>	"2 <sup>nd</sup> Main Member" (as defined in Group Rules)
<b>Contact address</b>	[Redacted]
<b>Contact email</b>	[Redacted]
<b>Contact phone number</b>	[Redacted]
<b>Date</b>	2.10.2024



## NEWHAVEN TOWN COUNCIL

### Application for a Small Grant (Up to £500)

This form is to be used for Small Grant applications. Please read the council's policy on Discretionary Grants ***before*** completing this form and provide as much information as possible.

Feel free to use additional separate sheets to assist in this.

**If you need help or advice in completing this form please call our offices on 01273 516100**

**CLOSING DATE SUNDAY 13<sup>th</sup> OCTOBER 2024 AT MIDNIGHT**

*Applications received after this date will not be included.*

*Completed application forms and supporting documents can either be emailed to [admin@newhaventowncouncil.gov.uk](mailto:admin@newhaventowncouncil.gov.uk) or post to: Newhaven Town Council, 18 Fort Road, Newhaven, East Sussex BN9 9QE.*

Section 1. Your Organisation			
Name of your organisation	Newhaven Cricket Club Youth Section		
Address	[REDACTED]		
Telephone no:	[REDACTED]	Email address:	[REDACTED]
Please can you give us a description of your organisation.			
Newhaven Cricket Club is a community sports club providing opportunities to play cricket for adults & children, boys & girls aged 6 to 72. The Youth Section allows young people aged 6 to 16 to practice & improve their cricket skills and be coached in a safe environment leading onto playing matches.			
Please can you tell us about the activities or events your organisation has organised in the last 12 months.			
Newhaven Cricket Club Youth Section run weekly outdoor coaching sessions on Tuesday afternoons from the end of April until the middle of July and organised a 3 day Cricket Camp in May Half-term. Also, we played matches on a fortnightly basis on Sunday mornings.			
Is your organisation a voluntary group?	Yes	Is your organisation a registered charity?	No
What is your Registered Charity Number?	N/A		
Are you a national charitable organisation with a local branch that benefits residents?	No		
Can anyone join your organisation?	Yes		

If not, why not?	N/A
Where is your organisation based and who owns the building?	Fort Road Recreation Ground, Fort Road, Newhaven. The Clubhouse is owned by Lewes District Council but is leased to Newhaven Cricket Club on a 15 year lease expiring 2031.
How many Newhaven residents are likely to benefit from this grant?	Newhaven Cricket Club Youth Section Membership has 69 boys & girls of whom 44 live in Newhaven.
What age group(s) are likely to benefit?	Although the Youth Section covers the age group 6 to 16, the Grant Application will mainly benefit those aged 9 to 13 because of the equipment we are looking to purchase.
Do your members pay subscription fees? (weekly/monthly/annually)	Weekly subs (no Annual Subscriptions or Match Fees) for the Coaching Sessions.
If so, how much?	£2 per child.

## Section 2. Justification for Grant Funding

*Please note that this section forms part of our assessment.*

How will the grant be used? Explain in detail the background, purpose and how the grant will be utilised. (2 points)

Newhaven Cricket Club Youth Section has plenty of plastic bats & lightweight equipment for our younger boys & girls aged 6 to 8 as "starter kit". However, as the youngsters get older they move onto wooden bats and we have very few size 3 to 5 wooden bats for the age group 9 to 13. We wish to purchase 4 x size 3 bats (4 x £25 = £100), 4 x size 4 bats (4 x £28 = £112) and 4 x size 5 bats (4 x £32 = £128) to provide sufficient bats of reasonable quality to enable the children to practice their batting skills in coaching sessions and then use those bats in matches. A good quality bat also gives children the confidence to work hard at their skills. Although some of the financially better-off parents can buy children their own bat, we don't want there to be any distinction between those who can & those who can't afford to buy bats.

What sections of the community in Newhaven will benefit from the grant? (3 points)

Children attending our cricket sessions from financially deprived sections of the Newhaven community will benefit most from the Grant, although everyone will benefit in the end as the Club will be able to provide everyone, from whatever background, with a good standard of equipment to practice & play matches so there will be no "haves" & "have nots" providing greater equality of opportunity.

How will your organisation, its members and/or your users benefit from this grant? (3 points)

- (1) Newhaven Cricket Club Youth Section will benefit from being known as a junior sports club that uses good quality equipment.
- (2) There will be no distinction between those from financially better-off and from less well-off families.
- (3) We will be able to continue our good name for Equal Opportunities & Inclusivity in the local area. This will attract new junior members as we will be an attractive Club for youngsters to join in the future especially in view of the new housing bringing young families and their children to the area.
- (4) Increased participation from across the area will enable children who go to different schools to mix & make friends from outside of their usual friendship groups. This will help youngsters who may struggle to make friends easily.

**How will your use of this Grant deliver 'Value for Money'? (5 points)**

**The Grant will deliver 'Value for Money' in the following ways:**

- (1) Better quality equipment will attract more youngsters to play cricket thereby reducing childhood obesity, encouraging fitness & increasing activity in young people, reducing the possibility of youngsters getting involved in crime & anti-social behaviour.**
- (2) These benefits will reduce the costs to the NHS of obese childrens associated illnesses and encourage better mental health outcomes from increased wellbeing in young people, plus lower policing costs from dealing with lower crime & anti-social behaviour by helping give youngsters a purpose & structure to their lives.**

**How do the activities and actions resulting from this Grant align with the current priorities of Newhaven Town Council? (4 points)**

**The Grant aligns with the current priorities in the following ways:**

- 1) It will support children & young people with better equipment thereby, increasing participation in sport giving youngsters a purpose in life and encouraging better physical & mental health outcomes.**
- 2) Better kit will reduce inequalities in the purchasing of cricket equipment, thereby giving youngsters from all social backgrounds greater confidence in themselves and improving their skills. This also promotes equality of opportunity and reduces discrimination. We are proud that Newhaven Cricket Club at youth & senior levels has members from many different ethnic groups & social backgrounds.**
- 3) Wooden bats last for many years (the better the quality the longer they last), thereby being a sustainable & economically sound purchase.**

**How will this grant assist in promoting Newhaven Town? (3 points)**

- (1) Increased participation in sport for youngsters assists in making Newhaven a safer place to live by helping to reduce crime & anti-social behaviour (e.g. less vandalism & graffiti).**
- (2) Increased participation from across the area will enable children who go to different schools to mix & make friends from outside their usual friendship groups and this will help with social cohesion.**
- (3) Increased physical activity in young people will reduce childhood obesity.**
- (4) It will increase the wellbeing of children who will then have a purpose to their lives and make them proud to live in the Newhaven area, feeling they are not being discriminated against if they are from financially deprived backgrounds.**

**This grant application must be for an activity/project not previous funded by Newhaven Town Council. Please list any projects and activities undertaken by your organisation that were funded by Newhaven Town Council in the previous 3 years. (3 points)**

- (1) A grant of £1445 was sanctioned in October 2021 to purchase a portable outdoor net facility.**
- (2) A grant of £290 was sanctioned in October 2022 to fund the replacement of a battery & pads for the Club defibrillator.**

### Section 3. Financial Information & Fundraising Activities

Specific amount of Grant Aid sought with this application?	£340 to purchase 12 junior cricket bats.
If the grant forms part of a larger project, what is its total estimated cost?	N/A
If the value of this grant application does not meet the full cost of the project, how do you propose to meet the shortfall?	From existing club funds.
What are your main sources of income?	Weekly subs, business sponsorship and grants.
What other bodies have you applied to for grants?	For this project/activity? None  For general support with other projects/activities? None
How much money have these bodies awarded you?	N/A
Please provide information of any fundraising activities you have carried out in the last year and how do these contribute to the grant being applied for. (4 points)	Newhaven CC Youth Section ran an end of season raffle in August 2024 and these monies will provide a contingency in case of any increases to the price of the bats that were calculated in the same month.

**How much money have you raised from these fundraising activities in the same period?**

**£58**

## Section 4. Application Checklist

<b>Supporting Documents Required</b>	<b>Attached</b>
<b>Please ensure that these are sent with your completed application form</b>	<i>Please tick to show that the document is attached</i>
Either a set of annual accounts and/or the organisations bank statements for the previous 12 months.	
Where a grant application is made in connection with the 'start-up' of a new organisation, a projected budget together with a business and risk management plan in lieu of annual accounts.	N/A
A current written set of rules, constitution or other governing document duly authorised and adopted.	
In the case of a grant for infrastructure/equipment maintenance and/or improvement purposes, a minimum of two estimates for the work/equipment specified.	N/A
In the case of a public event, a copy of current Public Liability Insurance.	N/A

## Section 5. Banking Details

Account Name	Newhaven Cricket Club Youth Section
Name of Bank/Building Society	NatWest Bank
Sort Code	██████
Account No	██████
Bank mandate rules (How many signatories)	2 signatories (Treasurer plus 1 other)
If your bank statements or accounts show substantial funds, e.g. in excess of the grant applied for, please explain why?  The council needs to fully understand your financial position	The Youth Section has a policy to keep a minimum of £500 in its Bank Account on the 1 <sup>st</sup> January each year to cover expenditure in the months of January to March before subscriptions are received from April.

## Section 6. Declarations

To the best of your knowledge, is any member of your organisation a close friend or relative of an Officer or Councillor of Newhaven Town Council?	No
Please state who that is and their relationship to you	N/A

## Data Protection Statement

The information we ask for on this form is in order to fully assess your grant application.

By submitting this application, you are consenting to us sharing appropriate information on this application with employees and elected members of Newhaven Town Council.

This information may be used for publicity purposes if the grant is awarded.

**Signatures authorising this application from your group  
(Two people must sign this form)**

We have read and understood the terms and criteria of Newhaven Town Council Discretionary Grant Application Policy and Guidelines.

We declare that all the information given by us is true and we understand that if any funds are not used for the purpose outlined in this application, then they are liable to be recovered by Newhaven Town Council.

We will keep full records of all receipts relating to expenditure and will provide them to Newhaven Town Council where required.

If our organisation or group is dissolved and/or merged with another, and equipment has been purchased with this grant, any such equipment remaining will be distributed within the community at the discretion of Newhaven Town Council.

<b>Signature One</b>	[Redacted]
<b>Name</b>	[Redacted]
<b>Position in organisation</b>	Secretary
<b>Contact address</b>	[Redacted]
<b>Contact email</b>	[Redacted]
<b>Contact phone number</b>	[Redacted]
<b>Date</b>	23 <sup>rd</sup> September 2024

<b>Signature Two</b>	[Redacted]
<b>Name</b>	[Redacted]
<b>Position in organisation</b>	Treasurer
<b>Contact address</b>	[Redacted]
<b>Contact email</b>	[Redacted]
<b>Contact phone number</b>	[Redacted]
<b>Date</b>	23 <sup>rd</sup> September 2024

# 8. Report - Appendix 2 - Large Grant Apps



## NEWHAVEN TOWN COUNCIL

### Application for a LARGE Grant (£501 to £3,000)

This form is to be used for Large Grant applications. Please read the councils policy on Discretionary Grants ***before*** completing this form and provide as much information as possible.

Feel free to use additional separate sheets to assist in this.

**If you need help or advice in completing this form please call our offices on 01273 516100.**

**CLOSING DATE SUNDAY 13<sup>th</sup> OCTOBER 2024 AT MIDNIGHT**

***Applications received after this date will not be included.***

***Completed application forms and supporting documents can either be emailed to [admin@newhaventowncouncil.gov.uk](mailto:admin@newhaventowncouncil.gov.uk) or post to: Newhaven Town Council, 18 Fort Road, Newhaven, East Sussex BN9 9QE.***

<b>Section 1. Your Organisation</b>			
<b>Name of your organisation</b>		Newhaven Young People's Forum	
<b>Address</b>	Newhaven Youth Centre, Denton Island, Newhaven, BN9 9BA		
<b>Telephone no:</b>	01273 517250	<b>Email address:</b>	<a href="mailto:nypf@sussexcommunity.org.uk">nypf@sussexcommunity.org.uk</a>
<b>Please can you give us a description of your organisation.</b>			
<p>Newhaven Young People's Forum (NYPF) is an independent, youth-led organisation designed to give young people aged 11-18 a platform to shape the future of youth services and activities in Newhaven. NYPF members commit to regular meetings where they participate in decision-making processes, take on leadership roles through election to committee posts, and work collaboratively to improve local opportunities for young people.</p> <p>With the guidance of a qualified youth worker from the Sussex Community Development Association (SCDA), NYPF engages in a wide range of activities aimed at enhancing the lives of young people in the area. This includes advising on new programs and services, offering feedback on existing youth initiatives, and organising both social and educational events tailored to the needs of local youth.</p> <p>NYPF plays a critical role in managing an annual youth survey, conducted in collaboration with local schools, to identify key issues and concerns facing young people in Newhaven. The forum uses these insights to inform local strategies and ensure that young voices are central to decision-making processes.</p> <p>While NYPF receives support from SCDA in the form of shared policies and access to a qualified youth worker, the forum operates as an independent, unincorporated association. It has its own constitution, bank account, and governance structures, allowing young people to take on real responsibilities and develop leadership skills.</p> <p>Funding will allow NYPF to continue its vital work, empowering young people in Newhaven to influence local services, express their views, and build a stronger, more inclusive community for all.</p>			

This funding bid was written and submitted by Newhaven Young People's Forum, with support from the SCDA Youth Team.

**Please can you tell us about the activities or events your organisation has organised in the last 12 months.**

Over the past year, Newhaven Young People's Forum (NYPF) has organised a range of impactful activities and events, with a focus on promoting health, inclusion, and skill development among local young people.

One of the forum's key collaborations was with the **MoveAbility project**, through which NYPF arranged cycling maintenance sessions and led rides for young people with disabilities in Newhaven. These sessions provided participants with valuable practical skills in bike maintenance, encouraged physical activity, and offered a fun way to explore the local area. The initiative also promoted sustainable transportation while fostering teamwork and confidence among the young people involved.

NYPF was also successful in securing funding from the Lewes District Food Partnership, which enabled them to launch the **'Taste the Rainbow' cookery sessions**. This initiative was specifically aimed at young people who identify as LGBTQ+ or are questioning their sexuality or identity. These cookery sessions provided a safe, inclusive environment where participants could have open conversations about the issues that matter to them. Sharing meals and cooking together not only created a supportive space for self-expression but also helped build trusting relationships among the participants. 'Taste The Rainbow' proved to be a vital resource for developing inclusion and community among marginalised young people.

Most recently, NYPF received funding from the **Making It Happen** initiative, which will support three exciting new projects. Firstly, NYPF members will have the opportunity to learn British Sign Language (BSL), enabling the forum to become more accessible and inclusive. Additionally, the forum will use this funding to deliver exercise sessions for young people, promoting physical health and well-being, as well as healthy cookery activities aimed at teaching practical cooking skills and encouraging healthy eating habits.

The NYPF also received some funding from the **Sussex Community Foundation** supporting creative activities in youth clubs. The funding enabled the NYPF to respond to young people's ideas for activities include cookery, baking, arts and crafts, music and dance by funding specialist creative arts facilitators and a youth worker to facilitate creative activities for youth club members. Many of the young people attending Newhaven Youth Centre live in low-income households and being able to offer free creative activities in youth clubs will remove financial barriers to access and support inclusion, helping those most in need of support to participate. These activities reflect NYPF's commitment to supporting young people's health, skills development and inclusion, while creating safe and supportive spaces for the young people of Newhaven.

<b>Is your organisation a voluntary group?</b>	Yes	<b>Is your organisation a registered charity?</b>	No
<b>What is your Registered Charity Number?</b>	n/a		
<b>Are you a national charitable organisation with a local branch that benefits residents?</b>	No		
<b>Can anyone join your organisation?</b>	No		
<b>If not, why not?</b>	They must be aged between 11 and 18, and they must live in Newhaven		
<b>Where is your organisation based and who owns the building?</b>	Newhaven Youth Centre, Denton Island, Newhaven		

	Owned by SCDA
How many Newhaven residents are likely to benefit from this grant?	300 young people
What age group(s) are likely to benefit?	11 - 18
Do your members pay subscription fees? (weekly/monthly/annually)	No
If so, how much?	n/a

## Section 2. Justification for Grant Funding

*Please note that this section forms part of our assessment.*

**How will the grant be used? Explain in detail the background, purpose and how the grant will be utilised. (2 points)**

Newhaven Young People's Forum (NYPF) is seeking funding for a new project, **Conversations That Matter**, which will engage young people in Newhaven on the issues that are most important to them. Based on insights from the annual youth survey and discussions with our peers, we have identified key topics that young people are concerned about: safety and knife crime, drugs and alcohol, eating and body image, sexual health and relationships, self-harm and mental well-being, and exploring identity.

In partnership with a qualified youth worker from Sussex Community Development Association (SCDA), we aim to create a safe, supportive space during youth club sessions where young people can openly discuss these issues, voice their concerns, and ask questions without fear of judgment. The project will facilitate honest conversations around difficult topics, ensuring young people feel heard and supported.

### Project Goals:

- **Create safe spaces for open dialogue:** During youth club sessions, we will dedicate time to discussing issues like knife crime, mental health, and identity, encouraging young people to express their thoughts and ask questions.
- **Develop a youth-created resource:** Using feedback and key quotes gathered from these conversations, we will work with a local illustrator to create an illustrated resource that captures young people's voices and advice on these topics. This resource will be made *by* young people *for* young people, ensuring it resonates with its audience.
- **Distribute the resource in schools:** The final resource will be shared with local schools, where it can be used to spark further discussion, provide guidance, and offer relatable, trusted information on the issues young people face.

**Why Conversations That Matter?** Young people today are bombarded with information online, but it can be difficult to navigate through conflicting advice and untrusted sources. This project fills a gap by providing a youth-driven, peer-led resource that young people can relate to. Our approach encourages young people to talk about challenging or awkward issues in a way that feels safe and constructive, breaking down the stigma around topics like self-harm, body image, and drug use.

### The Impact:

- **Empowerment through dialogue:** By providing a platform for honest conversation, this project will empower young people to engage with difficult topics, build resilience, and seek help when needed.
- **Youth-led content creation:** Our illustrated resource will be directly shaped by young people's voices, making it more relevant and impactful than external resources.
- **Strengthened school and community relationships:** The resource will help to build ongoing dialogue within schools and youth services, creating a more supportive environment for young people as they navigate these issues.

### What sections of the community in Newhaven will benefit from the grant? (3 points)

The *Conversations That Matter* project will specifically target and benefit young people aged 11-18 in Newhaven, with a focus on addressing the key challenges they face. This group will directly engage in facilitated discussions and benefit from the youth-led resource developed through the project. Young people in Newhaven face a range of social, economic, and health-related challenges, and this project will provide them with a platform to express concerns, receive peer-led information, and access tailored support.

Newhaven is one of the most deprived areas in East Sussex. According to the 2019 Index of Multiple Deprivation (IMD), Newhaven wards rank among the top 10-20% of the most deprived areas in England. Deprivation affects many aspects of life for young people in Newhaven, including educational outcomes, health, employment prospects, and safety.

Key areas of deprivation that affect young people include:

- **Education:** Many young people in Newhaven face barriers to higher education. National statistics indicate that fewer young people from deprived areas like Newhaven go on to attend university compared to those from more affluent regions. According to the Office for Students, young people from deprived backgrounds are 5 times less likely to go to university than their peers from higher-income areas. Sussex Community Foundation (OSCI 2020) report that only 15% of young people in Newhaven enter higher education at age 19 (England average 38%).
- **Crime and Safety:** Young people in Newhaven are more likely to be affected by crime, particularly violent crime. Newhaven experiences higher-than-average crime rates, including knife crime, which is a growing concern for local youth. According to East Sussex crime data, youth-related violent crime has seen an increase, with knife crime incidents affecting teenagers disproportionately.
- **Health and Obesity:** Health inequalities are prevalent in Newhaven. The East Sussex Joint Strategic Needs Assessment (JSNA) identifies childhood obesity as a significant issue, with 18.4% of children aged 10-11 in the area classified as obese, higher than the national average of 17.4%. This issue is compounded by poor access to healthy food and recreational activities, contributing to long-term health concerns.
- **Mental Health:** Rates of mental health issues, including anxiety, self-harm, and depression, are rising among young people in Newhaven. National figures show that 1 in 6 young people aged 5-16 now have a probable mental health disorder, with deprived areas experiencing higher rates of mental ill health.

Newhaven's population is diverse and reflective of many of the challenges faced by coastal towns in the UK. Below is a breakdown of demographic data relevant to young people in the area:

- **Population and Age:** Newhaven has a population of around 13,000 people, with approximately 20% of the population aged 0-19. Young people in the 11-18 age group are a key part of the community, representing a significant proportion of the population.
- **Ethnicity:** According to the 2021 Census, Newhaven is predominantly White British (approximately 93%). However, the town is also home to a growing number of ethnic minority groups, with 7% identifying as non-White, including individuals of Black, Asian, and mixed ethnicity. These young people may face additional challenges related to identity, inclusion, and access to culturally appropriate services.

- **Employment and Economic Activity:** Youth unemployment is a significant issue in Newhaven. The overall unemployment rate in Newhaven stands at 5.6%, higher than the national average. Many households experience financial instability, with over 23% of children living in poverty, according to figures from the End Child Poverty Coalition. These economic hardships increase stress for young people, affecting their mental well-being and limiting access to extracurricular activities and higher education.
- **Health:** Health inequalities are pronounced in Newhaven. The prevalence of long-term health conditions, including mental health disorders, is higher than in other parts of East Sussex. Childhood obesity rates, as previously mentioned, are of concern, and access to youth mental health services remains limited.

### How will your organisation, its members and/or your users benefit from this grant? (3 points)

Members of NYPF and youth club participants will gain numerous benefits from the *Conversations That Matter* project, as it focuses on addressing critical issues they face and offers opportunities for personal growth, empowerment, and peer support.

#### Benefits for NYPF Members:

1. **Leadership and Project Management Skills:** NYPF members will play a central role in shaping the direction of the project. We will be involved in planning, leading discussions, gathering feedback, and working with an illustrator to develop the final resource. This will help us to develop leadership, organisational, and project management skills, which are valuable for future education and career prospects.
2. **Confidence and Public Speaking:** Being part of conversations on challenging topics like mental health, knife crime, and identity will boost our confidence in discussing complex and sensitive issues. They will develop strong communication skills by articulating our views, listening to others, and guiding discussions among their peers.
3. **Empowerment and Ownership:** As key contributors to the youth-led illustrated resource, NYPF members will gain a sense of ownership over the project. Knowing that our voices and ideas are being heard and turned into a tangible resource for other young people will increase our sense of pride.
4. **Increased Awareness of Key Issues:** By participating in and leading discussions on topics like self-harm, drugs, and body image, NYPF members will become better informed about these issues. This knowledge can help us to make more informed decisions and take positive action in our lives.

#### Benefits for Youth Club Members:

1. **Safe Space for Open Dialogue:** Youth club members will benefit from having a supportive environment to discuss difficult issues like mental health, body image, and safety. Being able to share their concerns, ask questions, and receive advice from their peers will reduce feelings of isolation and stigma around these topics.
2. **Peer Support and Connection:** Engaging in these conversations will strengthen connections among youth club members, fostering a sense of community and belonging. Young people will have the opportunity to provide and receive peer support, helping them to feel understood and less alone in their experiences.
3. **Increased Awareness and Confidence:** Youth club members will become more aware of trusted information related to topics such as knife crime, mental health, and exploring identity. These discussions will help them build confidence to speak about these issues, seek help when needed, and take action to improve their well-being.
4. **Access to a Peer-Created Resource:** The illustrated resource developed through the project will be directly relevant to their lives, as it is created by their peers. This resource will give them relatable advice and guidance, making it easier to navigate complex issues and find support. As the resource will be distributed in schools and local community spaces, its reach will extend beyond the youth club, benefiting even more young people in the area.

### **Outputs of the Conversations That Matter Project (Tangible deliverables):**

1. **Facilitated Conversations in Youth Club Sessions:** At least 6-8 youth club sessions will be dedicated to discussions on key issues identified by young people (e.g., knife crime, mental health, body image, etc.), facilitated by NYPF members and supported by a youth worker.
2. **Illustrated Resource Creation:** A youth-driven illustrated resource will be developed, capturing key insights, advice, and quotes from the facilitated conversations. This resource will be co-designed with a local illustrator and tailored to reflect the issues that matter most to us.
3. **Distribution of the Resource:** The illustrated resource will be printed and distributed to local schools, youth clubs, and community centres, ensuring that it reaches a wide audience of young people across Newhaven.

### **Outcomes of the Conversations That Matter Project (Impact on participants):**

1. **Improved Mental and Emotional Well-Being:** By engaging in open discussions on mental health, body image, and self-harm, young people will feel more supported and understood. This will lead to a reduction in stigma and encourage them to seek help when needed.
2. **Increased Knowledge and Awareness:** Participants will become better informed about key issues, including drug and alcohol use, knife crime, and identity exploration. With greater awareness, they will be empowered to make safer, more informed decisions.
3. **Empowerment through Youth-Led Action:** NYPF members and youth club participants will feel empowered by having their voices heard and creating a resource that addresses the real concerns of young people. This will boost their self-confidence and strengthen their sense of agency.
4. **Stronger Peer Support Networks:** Engaging in conversations about difficult topics will help to build stronger bonds between young people, leading to the creation of peer support networks. This will enhance community cohesion and ensure that young people have reliable sources of support both inside and outside of the youth club setting.
5. **Enhanced Leadership and Life Skills:** NYPF members will develop a wide range of transferable skills, including leadership, communication, teamwork, project management, and problem-solving. These skills will contribute to their personal development and future opportunities.

### **How will your use of this grant deliver 'Value for Money'? (5 points)**

Our *Conversations That Matter* project is designed to deliver value for money through partnerships, resource-sharing, and a strong reliance on youth volunteers. With a focus on maximising impact while keeping costs low, a £3,000 grant will enable us to achieve high-quality outcomes without unnecessary expenditure. Below are the key ways we will ensure efficient use of funds:

By working in partnership with the Sussex Community Development Association (SCDA) Youth Team, we can significantly reduce costs related to staffing and facilitation:

- **Youth Worker Support:** The SCDA youth team will provide a qualified youth worker to help facilitate the youth club sessions and discussions. This support is invaluable, as it reduces the need to hire external facilitators and brings experienced, trusted professionals into the project. SCDA's involvement ensures the sessions are well-managed and deliver the highest impact for young people at no additional cost to the project.
- **Access to Policies and Procedures:** By using SCDA's established policies and procedures (e.g., safeguarding, health and safety), we save time and resources on creating and implementing new frameworks, ensuring we can focus our efforts and budget directly on engaging young people.

We will use existing resources at the youth centre, which significantly lowers overhead and operational costs:

- **Free Venue Space:** All youth club sessions will be hosted at Newhaven Youth Centre, which is a familiar and accessible environment for young people. As the space is already available to us, we will not need to spend funds on renting additional venues, saving a considerable portion of the budget.
- **Use of Equipment:** The youth centre is already equipped with the necessary furniture, technology (e.g., computers and projectors), and materials to support the discussions and project activities. This means we won't need to purchase or rent equipment, further reducing costs.

We will involve youth volunteers from the NYPF to help run the project, which reduces the need for paid staff:

- **Peer-Led Discussions:** NYPF members will take the lead in facilitating many of the conversations with our peers, guided by the youth worker. This peer-led approach is not only cost-effective but also more engaging for participants, as they feel more comfortable discussing sensitive topics with fellow young people.
- **Resource Development Support:** NYPF members will also assist in gathering feedback, compiling quotes, and drafting content for the illustrated resource. Their volunteer efforts will minimize the need to hire additional project coordinators or content developers.

We will collaborate with a local illustrator, which will help keep costs low while supporting local talent:

- **Reduced Fees:** By working with a local illustrator who is familiar with the project's goals and the community, we can negotiate a competitive rate for the design work. Additionally, since the illustrator is based locally, there will be no extra travel or accommodation costs.
- **In-Kind Support:** The illustrator may be willing to offer in-kind support or discounted rates, given that the project is community-focused and aims to have a positive impact on local young people. Working with local creatives often allows for more flexibility and alignment with the project's budget.

We will manage the production and distribution of the illustrated resource in a cost-effective manner:

- **Digital Distribution:** In addition to printing physical copies of the resource, we will also share a digital version through local schools and online platforms, which will reduce the cost of printing and allow us to reach a wider audience without significant additional expenditure.
- **Local Printing:** For the physical copies, we will source printing services from a local supplier, helping us to keep printing and distribution costs down. Supporting local businesses in this way is both cost-efficient and contributes to the local economy.

#### **Budget Breakdown:**

1. **Youth Worker Support (In-kind contribution from SCDA):** £0
2. **Venue Hire (Youth Centre):** £0
3. **Youth Volunteer Involvement:** £0
4. **Illustrator Fee:** £1,200
5. **Printing Costs (Local supplier):** £500
6. **Marketing and Distribution (Physical and digital materials):** £300
7. **Session Materials and Supplies:** £500
8. **Miscellaneous (e.g., refreshments for sessions):** £500

**Total: £3,000**

## How do the activities and actions resulting from this grant align with the current priorities of Newhaven Town Council? (4 points)

*Conversations That Matter* aligns closely with Newhaven Town Council's strategic priorities, contributing to the Council's vision for a vibrant, inclusive, thriving, and connected town. Below is an explanation of how this project will support each of the key priorities:

### A Vibrant Town, Where People Want to Live, Work, and Visit

The *Conversations That Matter* project will enhance Newhaven's appeal as a vibrant town by fostering a strong and engaged youth community. By addressing key issues such as safety, mental health, and identity, the project will create a healthier and more supportive environment for young people, encouraging them to stay engaged in the local area.

- **Encouraging Youth Participation:** The project empowers young people to take an active role in shaping their town's future, which strengthens civic pride and encourages long-term engagement with the community.
- **Improved Safety:** Tackling important concerns like knife crime, drugs, and mental health issues will contribute to a safer, more welcoming environment, making Newhaven a more attractive place for people to live and visit.

### An Inclusive Town that Supports Sustainable Growth

*Conversations That Matter* is designed to be an inclusive project, ensuring that young people from all backgrounds, identities, and experiences can participate and have their voices heard. The project will directly support the Council's goal of building an inclusive town by promoting open discussions on sensitive topics like body image, mental health, and exploring identity.

- **Supporting Diversity and Inclusion:** The project creates safe spaces for young people to discuss their unique challenges, including issues related to gender, sexuality, and cultural identity. By ensuring all voices are included, the project fosters a sense of belonging and equality within Newhaven.
- **Empowering Future Generations:** By equipping young people with the tools and confidence to discuss and address the issues affecting their lives, this project supports the sustainable growth of a connected, resilient, and inclusive community.

### A Thriving Town with a Strong, Mixed Economy that Meets the Needs of Residents and Draws Visitors

This project contributes to the long-term thriving of Newhaven by investing in the well-being and empowerment of its young people, who are the future workforce and leaders of the town. By addressing the mental health and safety challenges young people face, the project helps ensure they have the support they need to thrive personally and academically, increasing their chances of contributing to the town's economy and social fabric.

- **Improved Well-Being and Engagement:** By helping young people manage issues like mental health, drugs, and identity, the project will contribute to their long-term success in school, training, and work, enhancing the overall economic vitality of Newhaven.
- **Attracting Visitors and Attention:** The youth-led illustrated resource created through the project has the potential to gain attention both locally and beyond, showcasing Newhaven as a forward-thinking, youth-empowered town. This could increase interest in the town's community initiatives, drawing more visitors and external support.

## A Connected Town with an Outstanding Quality of Life Enjoyed by Everyone

The project aligns with this priority by improving the quality of life for young people and, in turn, their families and the wider community. By fostering open conversations about the key issues affecting young people, *Conversations That Matter* will help create a stronger sense of connection within the community, allowing young people to feel supported and understood.

- **Promoting Social Cohesion:** Through peer-led discussions and collaboration, the project encourages young people to connect with one another, building strong, supportive relationships and reducing feelings of isolation. This will lead to greater social cohesion and contribute to a more connected, harmonious community.
- **Enhancing Quality of Life:** By directly addressing the mental health, safety, and identity challenges that young people face, the project improves their overall well-being, contributing to a better quality of life for them and the wider community.

## How will this grant assist in promoting Newhaven Town? (3 points)

*Conversations That Matter* has the potential to significantly promote Newhaven Town by empowering its young people, enhancing their sense of pride, safety, and belonging, and ensuring their voices are heard and valued. This youth-led initiative will contribute to a positive reputation for Newhaven as a town that cares about its younger residents and fosters their growth, safety, and well-being.

## Valuing Youth Contributions and Strengthening Civic Engagement

Through this project, young people will see their contributions being valued by local leaders and the wider community, making Newhaven a place where youth engagement is celebrated and encouraged.

- **Youth-Driven Change:** As the *Conversations That Matter* project is led by young people, it shows that Newhaven values their contributions and is willing to act on their feedback. This promotes a culture where young people are not only listened to but are also given the tools and platforms to lead change in their own community.
- **Creating a Lasting Impact:** The youth-designed resource that emerges from this project will be shared in schools and community spaces, extending the impact beyond the youth club and into the broader community. This creates a legacy of youth leadership that will inspire future generations of young people in Newhaven to take pride in their town and contribute to its development.

## Engaging Newhaven Town Council and Supporting Local Leadership

NYPF is eager to engage with Newhaven Town Council through this project to help local leaders better understand the issues facing young people and the support they need to thrive.

- **Promoting Dialogue Between Youth and Councillors:** NYPF would welcome the opportunity to invite Newhaven Town Council to participate in the *Conversations That Matter* discussions. This direct engagement will provide councillors with first-hand insights into the concerns of young people and the challenges they face. By fostering dialogue, the project will build stronger relationships between youth and local leaders, ensuring young people feel their views are respected and considered in decision-making processes.
- **Informing Policy and Strategy:** The insights gained from this project can inform the Town Council's strategies on safety, well-being, and youth engagement. The quotes and feedback gathered through the discussions, along with the final illustrated resource, will provide councillors with a clear understanding of what matters to young people. This can help shape policies that support youth well-being, safety, and engagement in Newhaven.

- **Demonstrating Youth Commitment to Newhaven’s Future:** NYPF’s leadership in this project showcases young people’s commitment to making Newhaven a better place to live, work, and visit. By highlighting the positive contributions of young people, the project will strengthen the narrative that Newhaven is a forward-thinking, youth-inclusive town that values and supports its younger residents.

**Promoting Newhaven’s Positive Image**

Through its focus on youth empowerment, safety, and community engagement, *Conversations That Matter* will contribute to a positive image of Newhaven, attracting attention and admiration both locally and beyond.

- **A Town That Listens to Youth:** By supporting this youth-led project, Newhaven will be seen as a town that values its younger residents and takes proactive steps to address their concerns. This reputation can make Newhaven more attractive to families, potential residents, and visitors.
- **Showcasing Community Strengths:** The project will highlight the strong community networks and support systems in place for young people in Newhaven. It will demonstrate that the town is invested in its future generations, making it a desirable place for people to live, work, and visit.
- **Youth as Ambassadors for the Town:** As young people take pride in their contributions to this project, they become ambassadors for Newhaven, sharing their positive experiences and promoting the town as a supportive and inclusive community. Their engagement helps build a brighter, more connected future for the town.

**This grant application must be for an activity/project not previous funded by Newhaven Town Council. Please list any projects and activities undertaken by your organisation that were funded by Newhaven Town Council in the previous 3 years. (3 points)**

Newhaven Town Council has not previously funded Newhaven Young People’s Forum, and this is our first application.

**Section 3. Financial Information & Fundraising Activities**

<p><b>Specific amount of Grant Aid sought with this application?</b></p>	<p>£3,000 (budget breakdown in section 2)</p>
<p><b>If the grant forms part of a larger project, what is its total estimated cost?</b></p>	<p>£13,000</p>
<p><b>If the value of this grant application does not meet the full cost of the project, how do you propose to meet the shortfall?</b></p>	<p>SCDA was successful in an application to the Ernest Kleinwort Charitable Trust to support this project, and NYFP are now fundraising for the remainder.</p>

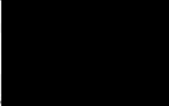
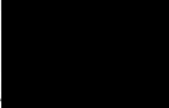

<p><b>What are your main sources of income?</b></p>	<p>NYFP have been successful in receiving grants from Sussex Community Foundation, Lewes District Food Partnership and Making It Happen. We also run our own fundraising events locally to raise money for our projects.</p>
<p><b>What other bodies have you applied to for grants?</b></p>	<p><b>For this project/activity?</b></p> <p>n/a</p> <p><b>For general support with other projects/activities?</b></p> <p>Sussex Community Foundation  Lewes District Food Partnership  Making It Happen  Awards For All  People's Health Trust  KFC Foundation</p>
<p><b>How much money have these bodies awarded you?</b></p>	<p>In this financial year we have been awarded £8,341 in total</p>
<p><b>Please provide information of any fundraising activities you have carried out in the last year and how do these contribute to the grant being applied for?</b> (4 points)</p>	<p>Funding applications by the NYFP to Sussex Community Foundation, Lewes District Food Partnership and Making it Happen have provided the young people with an opportunity to not only share their ideas around delivery but also enable them to take ownership of managing their own forum, fundraising and the planning and development of the youth services.</p> <p>Over the past year there has been an increasing number of young people becoming more actively involved in the delivery of the projects, ensuring that every young person's voice is heard and has an opportunity to contribute. Without the support of these funders, the NYFP would not be able to continue a 'youth led' approach.</p> <p>The NYFP have also planned a <b>Stakeholder Event</b> in November to show appreciation to all stakeholders and supporters in the community. The event will include, presentations and live performances from the local young people that engage in our services, whilst enabling the NYFP to connect with stakeholders and supporters to share their plans for the future.</p> <p>Based on insights from the annual youth survey, discussions with young people and fully endorsed by the NYFP, Conversations that Matter is a project that tackles key topics that are important to the young people in the local area.</p>

	<p>The NYPF has enabled a platform for other members to feel empowered and confident in sharing their concerns around; safety and knife crime, drug and alcohol misuse, eating and body image, self-harm, sexual health and relationships, emotional and mental well-being and exploring identity.</p> <p><b>The project will specifically target and benefit young people aged 11-18 in Newhaven, with a focus on youth led resources, offering opportunities for personal growth, empowerment and peer support.</b></p>
<p><b>How much money have you raised from these fundraising activities in the same period?</b></p>	<p><b>£500 – Making it Happen</b></p> <p><b>£6341 – Sussex Community Foundation</b></p> <p><b>£1500 – Lewes District Food Partnership</b></p>

## Section 4. Application Checklist

<p style="text-align: center;"><b>Supporting Documents Required</b></p> <p><b>Please make sure these are sent with your completed application form.</b></p>	<p style="text-align: center;"><b>Attached</b></p> <p><i>Please tick to show that the document is attached</i></p>
<p>A current written set of rules, constitution or other governing document duly authorised and adopted.</p>	✓
<p>Details of a Bank Account held in the name of the applicant organisation requiring at least two signatures for cheque transactions and/or cash withdrawals.</p>	✓
<p>The accounts of the organisation for a period of one financial year prior to the date of the application, indicating expenditure, income, assets and liabilities together with any funding obtained from partner organisations where appropriate.</p> <p>In the case of newly established organisations, an income and expenditure plan for their first year of operation.</p>	✓
<p>An Equalities and/or Equal Opportunities Policy and a (where relevant) Safeguarding Policy, either as separate documents or encompassed by their constitution or other governing documentation.</p>	✓
<p>In the case of a grant for infrastructure/equipment maintenance and/or improvement purposes, a minimum of three estimates for the work/equipment specified.</p>	n/a
<p>A copy of the organisations current Public Liability Insurance to a minimum of £5 million in cover.</p>	✓
<p>Details of how the organisation will assess the effectiveness of the activity/project and where 'value for money' has been achieved.</p>	✓

## Section 5. Banking Details

Account Name	Newhaven Young People's Forum
Name of Bank/Building Society	
Sort Code	
Account No	
Bank mandate rules (How many signatories)	Two
If your bank statements or accounts show substantial funds, e.g. in excess of the grant applied for, please explain why?  The council needs to fully understand your financial position.	

## Section 6. Declarations

To the best of your knowledge, is any member of your organisation a close friend or relative of an Officer or Councillor of Newhaven Town Council?	No
Please state who that is and their relationship to you.	

## Data Protection Statement

The information we ask for on this form is in order to fully assess your grant application.

By submitting this application, you are consenting to us sharing appropriate information on this application with employees and elected members of Newhaven Town Council.

This information may be used for publicity purposes if the grant is awarded.

**Signatures authorising this application from your group  
(Two people must sign this form)**

We have read and understood the terms and criteria of Newhaven Town Council Discretionary Grant Application Policy and Guidelines.

We declare that all the information given by us is true and we understand that if any funds are not used for the purpose outlined in this application, then they are liable to be recovered by Newhaven Town Council.

We will keep full records of all receipts relating to expenditure and will provide them to Newhaven Town Council where required.

If our organisation or group is dissolved and/or merged with another, and equipment has been purchased with this grant, any such equipment remaining will be distributed within the community at the discretion of Newhaven Town Council.

<b>Signature One</b>	[REDACTED]
<b>Name</b>	[REDACTED]
<b>Position in organisation</b>	<b>Youth Worker</b>
<b>Contact address</b>	<b>Newhaven Youth Centre c/o Sussex Community Development Association Denton Island Community Centre Denton Island Newhaven BN9 9BA</b>
<b>Contact email</b>	[REDACTED]
<b>Contact phone number</b>	<b>01273 517250</b>
<b>Date</b>	<b>09/10/2024</b>
<b>Signature Two</b>	
<b>Name</b>	[REDACTED]
<b>Position in organisation</b>	<b>HR Director</b>
<b>Contact address</b>	<b>Sussex Community Development Association Denton Island Community Centre Denton Island Newhaven BN9 9BA</b>
<b>Contact email</b>	[REDACTED]
<b>Contact phone number</b>	<b>01273 517250</b>
<b>Date</b>	<b>09/10/2024</b>



## NEWHAVEN TOWN COUNCIL

### Application for a LARGE Grant (£501 to £3,000)

This form is to be used for Large Grant applications. Please read the councils policy on Discretionary Grants **before** completing this form and provide as much information as possible.

Feel free to use additional separate sheets to assist in this.

**If you need help or advice in completing this form please call our offices on 01273 516100.**

**CLOSING DATE SUNDAY 13<sup>th</sup> OCTOBER 2024 AT MIDNIGHT**

***Applications received after this date will not be included.***

***Completed application forms and supporting documents can either be emailed to [admin@newhaventowncouncil.gov.uk](mailto:admin@newhaventowncouncil.gov.uk) or post to: Newhaven Town Council, 18 Fort Road, Newhaven, East Sussex BN9 9QE.***

<b>Section 1. Your Organisation</b>			
<b>Name of your organisation</b>	Family Support Work		
<b>Address</b>	Garton House, 22 Stanford Avenue, Brighton, BN1 6AA		
<b>Telephone no:</b>	[REDACTED]	<b>Email address:</b>	[REDACTED]
<b>Please can you give us a description of your organisation.</b>			
<p>Family Support Work supports families who are facing complex vulnerabilities and challenges e.g. poor physical &amp; mental health, poverty, isolation, illness, domestic abuse and substance addiction. We partner with local schools, Social Care and other organisations who make referrals to us. Our team of 20 Family Support Practitioners (including qualified social workers) and 265 volunteers work with 800 families a year. Through our distinctive offer of home-visit support and our holistic emotional and practical support, FSW stands alongside vulnerable families in Sussex. We also provide playwork, holiday activities, food bank provision, fuel support.</p>			
<b>Please can you tell us about the activities/events your organisation has organised in the last 12 months.</b>			
<p>Our practitioners in each of the areas run outreach groups and support for their caseload families and wider local community. These include drop in sessions, stay and play, afterschool clubs, SEN sessions, refugee and Asylum seeking support sessions, Parenting courses, Cook n Eat sessions.</p>			
<b>Is your organisation a voluntary group?</b>		<b>Is your organisation a registered charity?</b>	Yes
<b>What is your Registered Charity Number?</b>	285337		
	We are a Sussex based charity with a project based in Newhaven.		

<b>Are you a national charitable organisation with a local branch that benefits residents?</b>	
<b>Can anyone join your organisation?</b>	We support disadvantaged families with children aged 0-18
<b>If not, why not?</b>	
<b>Where is your organisation based and who owns the building?</b>	We are based in Brighton, Sussex – we own the building Garton House in Brighton.
<b>How many Newhaven residents are likely to benefit from this grant?</b>	Phillipa supports 22-25 families in Newhaven (depending on the level of complexity of their issues) In total she supports around 68 people from Newhaven
<b>What age group(s) are likely to benefit?</b>	0-18 CYP and 25-45 year old adults
<b>Do your members pay subscription fees? (weekly/monthly/annually) If so, how much?</b>	No fees are payable

## **Section 2. Justification for Grant Funding**

*Please note that this section forms part of our assessment.*

### **How will the grant be used? Explain in detail the background, purpose and how the grant will be utilised. (2 points)**

We are seeking funding towards our activities play programme, an important project aimed at providing a wide range of activities for 60 children in Newhaven over a period of 12 months in the school holidays. The primary aim is to target SEND children and to offer support to disadvantaged young people who may face barriers in accessing such experiences.

The main participants will be families we are already supporting, but we will target the wider community too. The project will be led by Phillipa Fleming, our Family Support Practitioner in the area, as well as a team of volunteers.

Funds will support the costs of out-of-school trips and outings for school –aged children with SEND and siblings. Over the 12 months, we will organise a series of trips and outings over the school holidays including SEN cinema visits, Arundel Wetlands, Arundel castle cricket grounds (to learn to play cricket and engage in various fun and stimulating activities, two beach trips and a visit to Aldingbourne country centre. There will also be a family fun day at Ashburnham with swimming, forest school and a teddy's bear picnic. This is run annually and welcomes over 160 children in total from across West Sussex.

We are requesting funding of £2000 - which includes costs of entry, Minibus hire and refreshments. Trips will be made accessible for disabled children/ parents.

### **What sections of the community in Newhaven will benefit from the grant? (3 points)**

Phillipa works in Newhaven, Denton and Meeching ward as well as Newhaven Valley Ward. Parts of Newhaven are amongst the top 10% most deprived neighbourhoods in the country.

Phillipa receives referrals from health visitors, GPs, social care, mental health services, education and early years. 40% of families refer themselves for support.

Our families here are grappling with various hardships. The top three needs are coping with parental mental health (71%); social isolation (66%) dealing with children with additional needs (61%); These adversities have been exacerbated by the ongoing cost-of-living crisis, plunging many families into deeper distress and desperation.

Phillipa supports 6 Kinship caring families who are struggling with day to day life. As many as 50% of her families are struggling with children with SEN and complex needs.

These children would benefit from additional opportunities that help their personal/social development, boost confidence and improve progress at school. Without our support they would not be able to access such opportunities.

In 2023/2024 we have provided 325 hours of fun through our playwork and ensuring children who are marginalised have access to leisure activities. For many that attend, FSW is the only place that they can go where they are fully included welcomed and valued as individuals. Our activity days are extremely popular. Feedback from previous trips have been very positive with the young people really enjoying their time there with peers.

### **How will your organisation, its members and/or your users benefit from this grant? (3 points)**

Families have consistently highlighted the lack of services available in the school holidays. Parents and carers unanimously expressed the need for outings and reported that they would value fellowship with other parent-carers during the holidays which are times that can be especially challenging.

Many of our families have no money for extras, the home environment is stressed and child behaviour can be challenging which makes outings difficult. The children attending have high levels of need with sometimes two or three additional needs. Other families are isolated, even withdrawn as a result of family circumstance and difficulties caring for Autistic/ SEND children.

We would like to address this for our Newhaven families and enable them access to leisure and recreational activities that they are frequently excluded from. The planned outings will give children something to look forward to, a chance to try new things, have fun and interact in different ways with their parents/siblings and other children.

*One mum has three children – one of whom is autistic and is currently going through the assessment process. The children’s local school is wonderful, and her son relies on its structure, routine, and engagement for his well-being. However, there are no holiday clubs or wraparound care options that allow him to play alongside his neuro-typical siblings. She finds school holidays an incredibly challenging time when she feels the family as a whole are completely isolated because her son struggles with most places due to sensory overwhelm. She dreads the holidays.*

Through our initiative, we aim to create healthier, more connected communities by organising collaborative outings and activities. These outings will reduce the isolation that families in Newhaven face, improving mental health and overall wellbeing. Families will learn from one another, share experiences, and build lasting relationships. In essence, our project promotes a supportive network that enhances the quality of life for all involved, ensuring that Newhaven’s residents are more connected and resilient.

#### Expected outcomes from the project

- Children and young people's access to opportunities to play will increase
- Children and young people will increase their self-esteem and confidence as they learn new skills and participate in new activities
- Families will see an improvement in parent and child relationships
- Children and parents will feel less isolated

Young people who will benefit have co-designed this proposal. At a recent group session, time was carved out to discuss with children what their favourite trips and outings would look like and Aldingbourne was a firm favourite, alongside the beach.

**How will your use of this grant deliver 'Value for Money'? (5 points)**

Our play provision is a sought-after resource for out-of-school provision. Having run similar schemes in other parts of Sussex we are familiar with the costs of running such activities for large groups of children and we have garnered beneficial packages from organisations we work with annually.

We always ensure we take advantage of group and charity discounts to adventure parks etc. We also use a community coach transport, which charges FSW the mileage of the journey rather than the coach hire. We also secure refreshments from food donations and from Tesco / Fareshare donation.

£2,000 assumes that each of 25 families will be able to access at least three outings to the value of £26 per family which is incredibly good value.

**How do the activities and actions resulting from this grant align with the current priorities of Newhaven Town Council? (4 points)**

The aims of Newhaven Town Council resonates very strongly with Family Support Work - FSW brings people together from disadvantaged backgrounds in order to help local communities and create stronger, healthier communities and community cohesiveness. The local community has come to rely on FSW to provide safe and constructive environment in which their children can take part in social, recreational and educational activities.

**How will this grant assist in promoting Newhaven Town? (3 points)**

Through this project we aim to create healthier communities in Newhaven. Our families will be more resilient and better able to navigate difficulties without falling further in to crisis which will lead to better outcomes for their children and reduced anti-social behaviour.

**This grant application must be for an activity/project not previous funded by Newhaven Town Council. Please list any projects and activities undertaken by your organisation that were funded by Newhaven Town Council in the previous 3 years. (3 points)**

Connective parenting Programme for isolated lone parents - £800 – March 2022







Reach out to positive sessions - £800 March 2023

**Section 3. Financial Information & Fundraising Activities**

<b>Specific amount of Grant Aid sought with this application?</b>	<b>£2000</b>
<b>If the grant forms part of a larger project, what is its total estimated cost?</b>	<b>£4250</b>
<b>If the value of this grant application does not meet the full cost of the project, how do you propose to meet the shortfall?</b>	<b>We anticipate securing funds from other trusts and foundations</b>
<b>What are your main sources of income?</b>	A mixture of grants, individual donations, fundraising events and regular giving – 80% voluntary, plus income from our charity shop and a small amount of investments – 20% of total

<p><b>What other bodies have you applied to for grants?</b></p>	<p><b>For this project/activity?</b></p> <p>As of today, we have not yet submitted any additional applications as we have just started a new funding year. However we expect to approach House Project Centre.</p> <p><b>For general support with other projects/activities?</b></p> <p>Last year, we secured £5,000 from Laing Charitable Trust and £5,000 from Chalk Cliff Trust – This was ring fenced towards the costs of Philippa’s salary costs. Towards other work and projects across Sussex we have secured funding from Reaching Communities National Lottery, Trust House Charitable Trust, Goodnews Evangelical Mission, Joseph Rank Trust, Henry Smith and Boltini trust.</p>
<p><b>How much money have these bodies awarded you?</b></p>	<p>To date we have secured £144,000 against a budget of £295,000 We have six months remaining of the year to secure the shortfall</p>
<p><b>Please provide information of any fundraising activities you have carried out in the last year and how do these contribute to the grant being applied for?</b> (4 points)</p>	<p>We held 23 Open Gardens throughout the spring and summer months to raise funds for our work. We also held a walk at Easter and later summer – both these events brought in around £10,000. As a new event this year, we trialled a Sky dive challenge which went extremely well and raised in excess of £5,000.</p> <p>Our local deanery committees organise a series of coffee morning, book sales, table top sales, bric a brac sales, concerts and fundraising lunches over the year.</p> <p>All funds raised are unrestricted and can be used if we experience a shortfall in funding projects.</p>
<p><b>How much money have you raised from these fundraising activities in the same period?</b></p>	<p>To date we have secured £4,792 however this has not yet included the events from the summer</p>

## Section 4. Application Checklist

<p style="text-align: center;"><b>Supporting Documents Required</b></p> <p><b>Please make sure these are sent with your completed application form.</b></p>	<p style="text-align: center;"><b>Attached</b></p> <p><i>Please tick to show that the document is attached</i></p>
<p>A current written set of rules, constitution or other governing document duly authorised and adopted.</p>	
<p>Details of a Bank Account held in the name of the applicant organisation requiring at least two signatures for cheque transactions and/or cash withdrawals.</p>	
<p>The accounts of the organisation for a period of one financial year prior to the date of the application, indicating expenditure, income, assets and liabilities together with any funding obtained from partner organisations where appropriate.</p>	
<p>An Equalities and/or Equal Opportunities Policy and a (where relevant) Safeguarding Policy, either as separate documents or encompassed by their constitution or other governing documentation.</p>	
<p>In the case of a grant for infrastructure/equipment maintenance and/or improvement purposes, a minimum of three estimates for the work/equipment specified.</p>	<p>N/A</p>
<p>A copy of the organisations current Public Liability Insurance to a minimum of £5 million in cover.</p>	
<p>Details of how the organisation will assess the effectiveness of the activity/project and where 'value for money' has been achieved.</p>	

## Section 5. Banking Details

Account Name

[REDACTED]

Name of Bank/Building Society

Barclays Bank Pls

Sort Code

[REDACTED]

Account No

[REDACTED]

Bank mandate rules (How many signatories)

2

If your bank statements or accounts show substantial funds, e.g. in excess of the grant applied for, please explain why?

Our income in 2023/2024 was £1,109,618 – this was due to two exceptional pieces of income but with those removed, our income was down on £32,672 on 2022/2023. The planned deficit was turned into a surplus for the year but we are mindful that in the current climate this is unlikely to be repeated in 2024/2025. It is far more likely that some of the restricted funds will be depleted next year.

The council needs to fully understand your financial position.

## Section 6. Declarations

To the best of your knowledge, is any member of your organisation a close friend or relative of an Officer or Councillor of Newhaven Town Council?

No

Please state who that is and their relationship to you.

[REDACTED]

## Data Protection Statement

The information we ask for on this form is in order to fully assess your grant application.

By submitting this application, you are consenting to us sharing appropriate information on this application with employees and elected members of Newhaven Town Council.


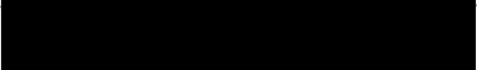
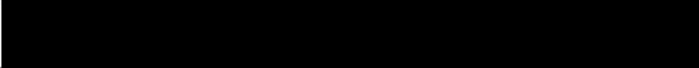

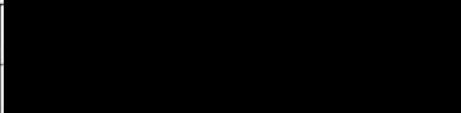



This information may be used for publicity purposes if the grant is awarded.

## Signatures authorising this application from your group (Two people must sign this form)

We have read and understood the terms and criteria of Newhaven Town Council Discretionary Grant Application Policy and Guidelines.

We declare that all the information given by us is true and we understand that if any funds are not used for the purpose outlined in this application, then they are liable to be recovered by Newhaven Town Council.

We will keep full records of all receipts relating to expenditure and will provide them to Newhaven Town Council where required.  
If our organisation or group is dissolved and/or merged with another, and equipment has been purchased with this grant, any such equipment remaining will be distributed within the community at the discretion of Newhaven Town Council.

<b>Signature One</b>	
<b>Name</b>	
<b>Position in organisation</b>	<b>Grants Manager</b>
<b>Contact address</b>	<b>Garton House, 22 Stanford Avenue, Brighton, BN1 6AA</b>
<b>Contact email</b>	
<b>Contact phone number</b>	
<b>Date</b>	<b>05/09/2024</b>
<b>Signature Two</b>	
<b>Name</b>	
<b>Position in organisation</b>	<b>Director of Fundraising and Marketing</b>
<b>Contact address</b>	<b>Garton House, 22 Stanford Avenue, Brighton, BN1 6AA</b>
<b>Contact email</b>	
<b>Contact phone number</b>	
<b>Date</b>	<b>05/09/2024</b>



## NEWHAVEN TOWN COUNCIL

### Application for a LARGE Grant (£501 to £3,000)

This form is to be used for Large Grant applications. Please read the councils policy on Discretionary Grants **before** completing this form and provide as much information as possible.

Feel free to use additional separate sheets to assist in this.

If you need help or advice in completing this form please call our offices on 01273 516100.

**CLOSING DATE SUNDAY 13<sup>th</sup> OCTOBER 2024 AT MIDNIGHT**

*Applications received after this date will not be included.*

*Completed application forms and supporting documents can either be emailed to [admin@newhaventowncouncil.gov.uk](mailto:admin@newhaventowncouncil.gov.uk) or post to: Newhaven Town Council, 18 Fort Road, Newhaven, East Sussex BN9 9QE.*

#### Section 1. Your Organisation

Name of your organisation

No 21 (Newhaven) Detachment, Delta Company, Sussex Army Cadet Force

Address

Transit Road, Newhaven, East Sussex BN90BB

Telephone no:

[REDACTED]

Email address:

[REDACTED]

Please can you give us a description of your organisation.

The Army Cadet Force is a national voluntary youth organisation. It is sponsored, although not fully funded, by the Army and provides challenging military, adventurous and community activities. Its aim is to inspire young people to achieve success in life with a spirit of service to the King, their country, and their local community, and to develop in them the qualities of good citizens. This is achieved by:

- Providing progressive cadet training, often of a challenging and exciting nature, to foster confidence, self-reliance, initiative, loyalty, and a sense of service to other people.
- Encouraging the development of personal powers of practical leadership and the ability to work successfully as a member of a team.
- Stimulating an interest in the Army, its achievements, skills, and values; and
- Advising and preparing those considering a career in the Services or with the Reserve Forces.

In Sussex, this is delivered and managed through via a County HQ based in BRIGHTON. Specifically for the town of NEWHAVEN, there is a local Detachment based in TRANSIT ROAD, staffed by volunteers and opened twice a week (Tues and Thurs).

Please can you tell us about the activities or events your organisation has organised in the last 12 months.

On a local level, the Detachment in NEWHAVEN is open twice a week by a team of volunteers to deliver military, adventurous and community activities to the young people of the town. Over six times a year, the young people of Newhaven are also able to partake in larger scale activities with fellow young people from neighbouring towns and villages in Central Sussex. The highlight of the year for the young people in NEWHAVEN is the opportunity to attend a two-week Annual Summer Camp somewhere in the UK. There are also occasional opportunities to attend overseas visits and exchanges with similar youth groups.

<b>Is your organisation a voluntary group?</b>	Yes	<b>Is your organisation a registered charity?</b>	No, although there is the nationally run <a href="#">Army Cadet Force Association</a> we can apply to for occasional funding
<b>What is your Registered Charity Number?</b>	N/A		
<b>Are you a national charitable organisation with a local branch that benefits residents?</b>	No, although there is the nationally run <a href="#">Army Cadet Force Association</a> we can apply to for occasional funding		
<b>Can anyone join your organisation?</b>	Membership is open to any young people aged between 12 and 18. Adult volunteers from the age of 18 are also welcome to apply.		
<b>If not, why not?</b>	Children under the age of 12 are not covered by the MODs Insurance arrangements.		
<b>Where is your organisation based and who owns the building?</b>	Transit Road, Newhaven, East Sussex BN90BB. The building is managed on behalf of the MOD by the South East Reserve Forces and Cadets Association.		
<b>How many Newhaven residents are likely to benefit from this grant?</b>	There are currently 26 Cadets and Adult Volunteers at the Detachment in NEWHAVEN.		
<b>What age group(s) are likely to benefit?</b>	The age group of the Cadets in NEWHAVEN is between 12 and 18 years old.		
<b>Do your members pay subscription fees? (weekly/monthly/annually)</b>	No, the ACF is an inclusive organisation that tries to remove financial barriers where possible. However, financial contributions for weekend and longer activities are required, primarily to pay for food although this is waived for those in receipt of Free School Meals.		
<b>If so, how much?</b>	The normal charge is not more than £7 per 24 hours.		

## Section 2. Justification for Grant Funding

*Please note that this section forms part of our assessment.*

**How will the grant be used? Explain in detail the background, purpose and how the grant will be utilised. (2 points)**

While the Army Cadets benefit from some funding, with all levels of Government facing financial pressures, the Army Cadets are the lowest priority at all levels for funding. This is a grant for two specific areas to improve things for the young people in NEWHAVEN:

1. A grant of **not more than £500** for the purchase of small items of equipment to help deliver military, adventurous and community activities. Specifically, this grant is requested to provide a new whiteboard for lessons, storage crates to preserve training equipment and classroom furniture to enhance the learning experience for not only the current Cadets, but any future Cadets from NEWHAVEN who chose to join us.
2. A second grant of **not more than £500** for the purchase of new Detachment Standard. A Standard is a bespoke piece of military equipment that traditionally acted as a rallying point for soldiers in time of crisis, although in the modern age now provide a focal point for acts of Remembrance and a form of advertisement for the Unit in Newhaven. It is the focal point during the Town's Act of Remembrance and has a key prominence during the service for the town, the Cadets, the veteran community in NEWHAVEN and the Council.

**What sections of the community in Newhaven will benefit from the grant? (3 points)**

Any young person aged between 12 and 18 in the NEWHAVEN area who wishes to join, as well as any local Adult Volunteers from the age of 18 who wish to join us will benefit from the grant for equipment. The entire town of NEWHAVEN, including the Council itself and the local Veteran community will benefit from the grant to purchase a new standard.

**How will your organisation, its members and/or your users benefit from this grant? (3 points)**

As above.

**How will your use of this grant deliver 'Value for Money'? (5 points)**

For the grant to permit purchase of classroom equipment, due diligence has been conducted by volunteer staff in their own time to ensure the best prices available are identified for these items. This has included the comparison of pricing from suppliers, nationally, locally and online to ensure the lowest possible prices have been identified. In addition, any grant awarded for these purchases will be subject to the MODs internal and rigorous accounting process to ensure propriety and due care is taken. Any surplus is required to be sent back to the grant originator.

For the grant to permit purchase of a new banner, in addition to the strict MOD controls applied above, the Army Cadets are subject to strict rules about quality due to the esteem in which the symbolism of the Crown is held in. Therefore, there are limited options to purchase these items from manufacturers, however, all will meet strict MOD rules on both procurement and quality.

**How do the activities and actions resulting from this grant align with the current priorities of Newhaven Town Council? (4 points)**

These grants align with the following NEWHAVEN Town Council priorities:

- Represent and promote the interests of Newhaven and all its people in all forums by providing a focus for civic pride in the Detachment Banner.
- Pay particular attention to the needs of our children and young people by supporting a vibrant local youth group that offers life changing activities for young people aged 12 – 18.
- Promote equality of opportunity and oppose discrimination by supporting a Youth Organisation that is open to all.

**How will this grant assist in promoting Newhaven Town? (3 points)**

While there is no direct link to promoting NEWHAVEN as a town specifically, these grants will allow a focus for civic pride and benefit the young people and veterans of the town.

**This grant application must be for an activity/project not previous funded by Newhaven Town Council. Please list any projects and activities undertaken by your organisation that were funded by Newhaven Town Council in the previous 3 years. (3 points)**

No previous projects or activities haven been undertaken with funding from Newhaven Town Council in the past 3 year.

### Section 3. Financial Information & Fundraising Activities

<b>Specific amount of Grant Aid sought with this application?</b>	Not more than £1,000.
<b>If the grant forms part of a larger project, what is its total estimated cost?</b>	Not applicable.
<b>If the value of this grant application does not meet the full cost of the project, how do you propose to meet the shortfall?</b>	Not applicable.
<b>What are your main sources of income?</b>	Voluntary contributions from Cadets and Adult Volunteers.
<b>What other bodies have you applied to for grants?</b>	For this project/activity? Nil. For general support with other projects/activities? Nil
<b>How much money have these bodies awarded you?</b>	Not applicable.
<b>Please provide information of any fundraising activities you have carried out in the last year and how do these contribute to the grant being applied for? (4 points)</b>	Any fundraising conducted by the Army Cadets in NEWHAVEN has not been for their benefit. All fundraising to date has been conducted to raise money for other charities, such as our annual Poppy Appeal collections on behalf of the Royal British Legion. As we are not a standalone charity, we are precluded from fundraising for our own benefit.

<b>How much money have you raised from these fundraising activities in the same period?</b>	Newhaven Detachment have contributed to the wider Delta Company fundraising efforts and the specific total for Newhaven is unknown, but the wider Company raised over £16,000 for the Veterans Community in 2024.
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## Section 4. Application Checklist

<p align="center"><b>Supporting Documents Required</b></p> <p><b>Please make sure these are sent with your completed application form.</b></p>	<p align="center"><b>Attached</b></p> <p><i>Please tick to show that the document is attached</i></p>
<p>A current written set of rules, constitution or other governing document duly authorised and adopted.</p>	<p>There are many National and Local rules governing the Army Cadet Force, please advise which documents you would like to view.</p>
<p>Details of a Bank Account held in the name of the applicant organisation requiring at least two signatures for cheque transactions and/or cash withdrawals.</p>	<p>See below.</p>
<p>The accounts of the organisation for a period of one financial year prior to the date of the application, indicating expenditure, income, assets and liabilities together with any funding obtained from partner organisations where appropriate.</p> <p>In the case of newly established organisations, an income and expenditure plan for their first year of operation.</p>	<p>Attached.</p>
<p>An Equalities and/or Equal Opportunities Policy and a (where relevant) Safeguarding Policy, either as separate documents or encompassed by their constitution or other governing documentation.</p>	<p>There are many National and Local rules governing the Army Cadet Force, please advise which documents you would like to view.</p>
<p>In the case of a grant for infrastructure/equipment maintenance and/or improvement purposes, a minimum of three estimates for the work/equipment specified.</p>	<p>Not Applicable.</p>
<p>A copy of the organisations current Public Liability Insurance to a minimum of £5 million in cover.</p>	<p>Attached.</p>
<p>Details of how the organisation will assess the effectiveness of the activity/project and where 'value for money' has been achieved.</p>	<p>In accordance with MOD rules.</p>

## Section 5. Banking Details

Account Name	[REDACTED]
Name of Bank/Building Society	[REDACTED]
Sort Code	[REDACTED]
Account No	[REDACTED]
Bank mandate rules (How many signatories)	Two.
If your bank statements or accounts show substantial funds, e.g. in excess of the grant applied for, please explain why?  The council needs to fully understand your financial position.	Not applicable.

## Section 6. Declarations

To the best of your knowledge, is any member of your organisation a close friend or relative of an Officer or Councillor of Newhaven Town Council?	Yes/No
Please state who that is and their relationship to you.	Not Applicable.

## Data Protection Statement

The information we ask for on this form is in order to fully assess your grant application.

By submitting this application, you are consenting to us sharing appropriate information on this application with employees and elected members of Newhaven Town Council.

This information may be used for publicity purposes if the grant is awarded.

**Signatures authorising this application from your group  
(Two people must sign this form)**

We have read and understood the terms and criteria of Newhaven Town Council Discretionary Grant Application Policy and Guidelines.

We declare that all the information given by us is true and we understand that if any funds are not used for the purpose outlined in this application, then they are liable to be recovered by Newhaven Town Council.

We will keep full records of all receipts relating to expenditure and will provide them to Newhaven Town Council where required.

If our organisation or group is dissolved and/or merged with another, and equipment has been purchased with this grant, any such equipment remaining will be distributed within the community at the discretion of Newhaven Town Council.

<b>Signature One</b>	<i>Signed Electronically</i>
<b>Name</b>	████████████████████
<b>Position in organisation</b>	Officer Commanding Delta Company
<b>Contact address</b>	Highcroft House, Quebec Army Reserve Centre, 198 Dyke Road, BRIGHTON, BN1 5AS
<b>Contact email</b>	████████████████████
<b>Contact phone number</b>	██████████
<b>Date</b>	11 Oct 24
<b>Signature Two</b>	
<i>Signed Electronically</i>	
<b>Name</b>	████████████████████
<b>Position in organisation</b>	Detachment Commander No 21 (Newhaven) Detachment
<b>Contact address</b>	Transit Road, Newhaven, East Sussex BN90BB
<b>Contact email</b>	████████████████████
<b>Contact phone number</b>	██████████
<b>Date</b>	11 Oct 24



## NEWHAVEN TOWN COUNCIL

### Application for a LARGE Grant (£501 to £3,000)

This form is to be used for Large Grant applications. Please read the councils policy on Discretionary Grants ***before*** completing this form and provide as much information as possible.

Feel free to use additional separate sheets to assist in this.

**If you need help or advice in completing this form please call our offices on 01273 516100.**

**CLOSING DATE SUNDAY 13<sup>th</sup> OCTOBER 2024 AT MIDNIGHT**

*Applications received after this date will not be included.*

*Completed application forms and supporting documents can either be emailed to [admin@newhaventowncouncil.gov.uk](mailto:admin@newhaventowncouncil.gov.uk) or post to: Newhaven Town Council, 18 Fort Road, Newhaven, East Sussex BN9 9QE.*

Section 1. Your Organisation			
Name of your organisation	Friends of Newhaven Community Food		
Address	[REDACTED]		
Telephone no:	[REDACTED]	Email address:	nhfoodbankfriends@gmail.com
<b>Please can you give us a description of your organisation.</b>			
<p>The Friends of Newhaven Community Food is volunteer-led and aims to prevent and relieve poverty in Newhaven and surrounding areas by supporting the work of Seahaven Community Food, run by SCDA (charity no. 1094905). We do this by:</p> <ul style="list-style-type: none"><li>• Raising funds for local community food projects</li><li>• Raising awareness of food poverty</li><li>• Providing volunteer support for local community food projects</li><li>• Purchasing food &amp; supplies for projects</li><li>• Running events to encourage community donations and volunteering</li><li>• Commissioning special projects related to food security</li></ul>			
<b>Please can you tell us about the activities or events your organisation has organised in the last 12 months.</b>			
<p>In the past 12 months, Friends of Newhaven Community Food have organised a number of activities including:</p> <ul style="list-style-type: none"><li>• Partnering with Southease Church, who donate collection money from special services held throughout the year, e.g. Harvest Festival.</li><li>• Volunteering to raise awareness at various local events including food collections at local supermarkets.</li><li>• Purchasing food weekly for use in the Community Kitchen to assist with the preparation of home cooked meals which are cooked and frozen for distribution at Newhaven Community Supermarket.</li><li>• Preparing food for the Community Cafe which runs alongside the Community Supermarket.</li></ul>			

<ul style="list-style-type: none"> <li>Making and distributing Christmas Hampers each year to vulnerable elderly people living in local sheltered accommodation.</li> </ul>			
Is your organisation a voluntary group?	Yes	Is your organisation a registered charity?	No
What is your Registered Charity Number?	N/A		
Are you a national charitable organisation with a local branch that benefits residents?	No		
Can anyone join your organisation?	Yes		
If not, why not?			
Where is your organisation based and who owns the building?	Friends of Newhaven Community Food is based with Seahaven Community Food at Denton Island Community Centre, Newhaven. The building is owned by Sussex Community Development Association.		
How many Newhaven residents are likely to benefit from this grant?	Approx. 150 adults and 80 children per week.		
What age group(s) are likely to benefit?	Our services support all age groups.		
Do your members pay subscription fees? (weekly/monthly/annually)	No		
If so, how much?			
<b>Section 2. Justification for Grant Funding</b> <i>Please note that this section forms part of our assessment.</i>			
<b>How will the grant be used? Explain in detail the background, purpose and how the grant will be utilised. (2 points)</b>			
<p>Our role as volunteers is to support the projects of Seahaven Community Food, one of which is Newhaven Community Supermarket, which is open every Tues 11-1.30pm, and enables over 100 local households per week living in food insecurity to access food. The project is volunteer led and provides a mix of tinned and dry food, and fresh fruit and vegetables, to help those accessing support to eat a healthy and balanced diet.</p> <p>Rising food prices are significantly affecting the ability to purchase enough fresh fruit and vegetables for all Community Supermarket members. As prices for produce increase, the cost of buying sufficient quantities to meet the demand of over 100 households per week becomes harder to manage and the project is often running out of fruit and vegetables before closing time. As volunteers, this is an increasingly hard situation to manage as it means that not all of the families we are supporting are getting the same access to fresh fruit and vegetables.</p> <p>With a limited budget, we are forced to consider reducing the amount that we provide per household, or to</p>			

cap membership, which means turning away people in need – something none of us want to do as it threatens consistent access to affordable fresh food for our community. It is part of our role as volunteers to support the Community Supermarket in being able to purchase food and supplies and we are therefore looking to supplement the existing budget in order to provide members with a more substantial supply of fresh food. We are calling this our 'Fresh Food for All' project.

Seahaven Community Food currently purchase fruit and vegetables via a local greengrocer at cost price, with a budget of just £75 per week for Newhaven Community Supermarket, meaning a budget of approximately just 0.75p per household, consisting of c.150 adults and 80 children every week.

Based on our liaison with other food projects based in Lewes District that have more funding available for fruit and veg provision, we estimate that we would ideally budget £3.50 per household to allow an adequate offer. This grant would therefore contribute to helping us reach this goal.

### **What sections of the community in Newhaven will benefit from the grant? (3 points)**

We expect on average 100 households to attend Newhaven Community Supermarket each week and to reach at least 600 households during the year – feeding 1,500+ individuals (60% adults, 40% children) in Newhaven.

Newhaven Community Supermarket is open to anybody, without needing a referral, helping to reduce the stigma that often surrounds emergency food support. This also means that rather than only supporting households at the first point of crisis, there is flexibility to the service and members can attend when it most suits them, depending on their individual circumstances. A large cross section of the local community accesses our services, including young people living in supported housing, parents with young families, those that are socially isolated, the elderly and many that have disabilities and health conditions. The primary and direct beneficiaries of this grant will be Newhaven residents of all ages living in low income households and deprived neighbourhoods.

Reasons for using the Community Supermarket vary considerably, however researchers from Kingston and London Metropolitan Universities encountered three broad categories of members: those on benefits who are often struggling with long-term mental or physical ill health, or taking care of a family member with mental or physical health problems; those who had experienced a sudden change in circumstances such as bereavement (most often the main breadwinner), serious physical injury, or loss of employment; those not entitled to benefits and struggling to make ends meet during the cost of living crisis, often working families (Evaluation 2023). Local data indicates pockets of significant deprivation and child poverty - Newhaven has neighbourhoods amongst the 20-30% most deprived in the country and the worst 10% for child poverty (Indices of Multiple Deprivation 2019). Unemployment is above local and national averages - Newhaven South (post-2019) ward has an unemployment rate of 6.5%; Lewes District average 3.1%, national average 3.8% (East Sussex in Figures January 2024). Lewes District is ranked as more deprived than national average on the Priority Places for Food Index with Newhaven listed as one of seven areas in Sussex most identified with high levels of food insecurity (Tackling Poverty, Sussex Community Foundation, 2023). Our service users are therefore amongst the most vulnerable in Newhaven and this grant will go directly towards supporting them.

### **How will your organisation, its members and/or your users benefit from this grant? (3 points)**

The grant will provide immediate financial support to purchase fresh fruit and vegetables and increase food security in Newhaven. Most of our members (79%) will visit on a weekly basis (Evaluation 2023) with each member attending an average five times and 27% attending six times or more (Newhaven Community Supermarket attendance register 2023/24). Over the Winter, we anticipate a rise in our weekly numbers, as additional increased living costs start to have an impact, such as the cost of energy.

As volunteers, we want to focus our efforts on providing local people with access to good quality, healthy and nutritious food, as there is strong evidence that eating five or more portions of fruit and vegetables a day is associated with a lower risk of heart disease, stroke and some cancers (World Health Organisation) and better mental health in children (BMJ Nutrition, Prevention & Health, 2021). The National Food Strategy found that healthy foods tend to cost more per calorie (National Food Strategy, 2021). The Food Foundation's Broken Plate Report 2022 also highlights the fact that healthy nutritious

food is nearly three times more expensive than unhealthy products. Broken Plate references the rise in childhood obesity; in Newhaven, 30.6% of adults (England 24.1%) and 11.9% of 4-5 year olds (England 9.6%) are classed as obese (OCSI, Local Insight, Sussex Community Foundation 2020).

Members report that attending the Community Supermarket helps them to eat a healthier diet – 80% of members in Newhaven agreed/strongly agreed that it helped them prepare healthier meals. It also helped them to try new foods:

*“Before I went – before there like I hadn’t used things like celeriac before. That was a new one ... There was another thing as well. I think turnip. I hadn’t actually purchased a turnip before. Yeah, so there’s been a few items that I’ve got from there that I’ve not used before which have been quite refreshing.”*

Member, Newhaven Community Supermarket

We feel it is unfair that not all our members benefit from reliable and consistent access to fresh, nutritious produce and we want to change this. The ‘Fresh Food for All’ project aims to directly improve health and well-being, promote healthier eating habits and potentially reducing health issues related to poor diet in the community.

#### **How will your use of this grant deliver ‘Value for Money’? (5 points)**

Friends of Newhaven Community Food is run entirely by volunteers and helps to encourage local community members, groups and organisations to volunteer for Seahaven Community Food, to donate food and supplies, and to raise funds to support the service. Newhaven Community Supermarket provides a vital resource in the town for those suffering food insecurity. As well as promoting the health and wellbeing of residents, and providing better access to nutritional food, they partner with other organisations, who regularly visit, to make their services more accessible to local Newhaven residents, including: Citizens Advice Bureau, Care for the Carers, East Sussex Fire and Rescue Service (home safety advice and checks), Ovesco (energy advice), One You East Sussex (East Sussex Public Health – advice linked to health and wellbeing, substance misuse and smoking cessation).

Over 60 volunteers are integral to running Seahaven Community Food; 15% of whom are current/past Community Supermarket members, and 40% bringing related professional experience from health, social work, government and education fields. Volunteers support practical delivery of all initiatives; processing food donations, setting out items at weekly Community Supermarket sessions, batch cooking meals, tending food growing spaces, chatting to community members, and signposting people to specialist support. We estimate that this volunteer team contributes around 65 hours of unpaid work each week in Newhaven – an amazing 3,250 hours each year. Calculating the value of such work using the National Living Wage, currently set at £11.44 an hour for the over 23s, this equates to £37,180 a year for Newhaven.

Any investment in this project therefore represents huge value for money to the Council, as it allows us to continue this vital service within the town.

#### **How do the activities and actions resulting from this grant align with the current priorities of Newhaven Town Council? (4 points)**

The grant directly benefits the people of Newhaven by ensuring access to fresh, nutritious food, addressing a critical need for all households. By providing affordable fruits and vegetables, we support the overall health and well-being of the community, representing their best interests. In particular, access to fresh fruit and vegetables is essential for the healthy development of children and young people, many of whom would not have access to this type of food without our support.

The grant promotes equality by ensuring that everyone in the community, regardless of income, has access to fresh fruit and vegetables and actively supports low-income households, helping to reduce food inequality. By addressing food insecurity and promoting healthier diets, the grant fosters long-term social well-being in the community.

We always ensure where possible that our budget is spent with local businesses and producers, to source

produce locally, supporting local farmers, reducing food miles, and promoting sustainability.

In summary, the grant not only helps our organisation fulfil its immediate goals but also directly aligns with the Town Council's broader priorities, from promoting equality of opportunity, supporting the health of children and young people to fostering and contributing to a sustainable local food system and supporting the local economy.

**How will this grant assist in promoting Newhaven Town? (3 points)**

The Community Supermarket and Café is a vital asset for Newhaven and showcases it as a town that places community support and care for its residents at the centre of its priorities. The project is volunteer led, with 15% of volunteers being Community Supermarket users, meaning local residents of Newhaven are actively supporting others that are experiencing food insecurity.

Our vision is to be able to declare Newhaven as a town where every single person has enough healthy and nutritious food to meet their needs. The grant will support local low-income households to have access to enough food whilst also working towards developing an inclusive and positive sustainable food system in Newhaven.

By helping to fund the 'Fresh Food for All' project, the Town Council is taking an active role in helping residents to access nutritious food and lead a healthier lifestyle, despite any financial limitations. The council will be helping to establish Newhaven as a proactive town, where residents and organisations work together to address local issues, which in turn can be promoted through local media, social media, and public events, particularly given the media attention on the town due to recent investment from central government.

**This grant application must be for an activity/project not previous funded by Newhaven Town Council. Please list any projects and activities undertaken by your organisation that were funded by Newhaven Town Council in the previous 3 years. (3 points)**

Newhaven Town Council has generously funded Newhaven emergency food provision for a number of years, however, this is the first application from the Friends of Newhaven Community Food, as we specifically seek to ensure that local residents including children can access enough fresh fruit and vegetables, through our 'Fresh Food for All' project.

**Section 3. Financial Information & Fundraising Activities**

<b>Specific amount of Grant Aid sought with this application?</b>	£3,000
<b>If the grant forms part of a larger project, what is its total estimated cost?</b>	In partnership with SCDA, we aim to increase the weekly household budget from 0.75p to £3.50 worth of fruit and vegetables (cost price), for 100 households per week over 50 weeks. The total cost of purchasing this amount of fresh produce is £17,500.
<b>If the value of this grant application does not meet the full cost of the project, how do you propose to meet the</b>	We are planning a number of fundraising events, as well as actively applying for other grants. Every amount of funding that we raise will enable Newhaven Community Supermarket to immediately increase the weekly budget for purchasing fresh fruit and vegetables.

<p><b>shortfall?</b></p>	
<p><b>What are your main sources of income?</b></p>	<p>Donations and grants.</p>
<p><b>What other bodies have you applied to for grants?</b></p>	<p><b>For this project/activity?</b></p> <p>N/A.</p> <p><b>For general support with other projects/activities?</b></p> <p>Sussex Community Foundation Chalk Cliff Trust</p>
<p><b>How much money have these bodies awarded you?</b></p>	<p>Sussex Community Foundation: £4,950</p> <p>Chalk Cliff Trust: £4,970</p>
<p><b>Please provide information of any fundraising activities you have carried out in the last year and how do these contribute to the grant being applied for?</b> (4 points)</p>	<p>In the last year, we have fundraised through a number of activities including:</p> <ul style="list-style-type: none"> <li>Partnering with Southease Church, who donate collection money from special services held throughout the year, e.g. Harvest Festival.</li> </ul> <p>We have a number of individuals that make regular donations, and have also received donations from Rodmell Church &amp; Piddinghoe Church. We were also successful in grant application made to Sussex Community Foundation and one to Chalk Cliff Trust, which was to fund a new project that focuses on ensuring dignity in emergency food support.</p>
<p><b>How much money have you raised from these fundraising activities in the same period?</b></p>	<p>£17,892</p>

--	--

## Section 4. Application Checklist

<p align="center"><b>Supporting Documents Required</b></p> <p><b>Please make sure these are sent with your completed application form.</b></p>	<p align="center"><b>Attached</b></p> <p><i>Please tick to show that the document is attached</i></p>
<p>A current written set of rules, constitution or other governing document duly authorised and adopted.</p>	<p align="center">X</p>
<p>Details of a Bank Account held in the name of the applicant organisation requiring at least two signatures for cheque transactions and/or cash withdrawals.</p>	<p align="center">X</p>
<p>The accounts of the organisation for a period of one financial year prior to the date of the application, indicating expenditure, income, assets and liabilities together with any funding obtained from partner organisations where appropriate.</p> <p>In the case of newly established organisations, an income and expenditure plan for their first year of operation.</p>	<p align="center">X</p>
<p>An Equalities and/or Equal Opportunities Policy and a (where relevant) Safeguarding Policy, either as separate documents or encompassed by their constitution or other governing documentation.</p>	<p align="center">X</p>
<p>In the case of a grant for infrastructure/equipment maintenance and/or improvement purposes, a minimum of three estimates for the work/equipment specified.</p>	<p align="center">N/A</p>
<p>A copy of the organisations current Public Liability Insurance to a minimum of £5 million in cover.</p>	<p align="center">X</p>
<p>Details of how the organisation will assess the effectiveness of the activity/project and where 'value for money' has been achieved.</p>	<p align="center">X</p>

## Section 5. Banking Details

Account Name	Friends of Newhaven Foodbank
Name of Bank/Building Society	██████
Sort Code	██████
Account No	██████
Bank mandate rules (How many signatories)	Two signatories
If your bank statements or accounts show substantial funds, e.g. in excess of the grant applied for, please explain why?  The council needs to fully understand your financial position.	<p>Our current bank balance is £8,840. This money raised will go towards our usual outgoings of purchasing food for the Community Kitchen, which provides over 100 meals a week that are distributed through the Community Supermarket. We will also once again be distributing Christmas hampers to the vulnerable this year.</p> <p>We are also partnering with Lewes District Food Partnership on some key projects around embedding dignity in emergency food support, with training sessions taking place across the district.</p>

## Section 6. Declarations

To the best of your knowledge, is any member of your organisation a close friend or relative of an Officer or Councillor of Newhaven Town Council?	No
Please state who that is and their relationship to you.	

## 9/Data Protection Statement

The information we ask for on this form is in order to fully assess your grant application.

By submitting this application, you are consenting to us sharing appropriate information on this application with employees and elected members of Newhaven Town Council.

This information may be used for publicity purposes if the grant is awarded.










**Signatures authorising this application from your group  
(Two people must sign this form)**

We have read and understood the terms and criteria of Newhaven Town Council Discretionary Grant Application Policy and Guidelines.

We declare that all the information given by us is true and we understand that if any funds are not used for the purpose outlined in this application, then they are liable to be recovered by Newhaven Town Council.

We will keep full records of all receipts relating to expenditure and will provide them to Newhaven Town Council where required.

If our organisation or group is dissolved and/or merged with another, and equipment has been purchased with this grant, any such equipment remaining will be distributed within the community at the discretion of Newhaven Town Council.

<b>Signature One</b>	
<b>Name</b>	
<b>Position in organisation</b>	Chair
<b>Contact address</b>	
<b>Contact email</b>	
<b>Contact phone number</b>	
<b>Date</b>	11/10/2024
<b>Signature Two</b>	
<b>Name</b>	
<b>Position in organisation</b>	Treasurer
<b>Contact address</b>	
<b>Contact email</b>	
<b>Contact phone number</b>	
<b>Date</b>	11/10/2024



## NEWHAVEN TOWN COUNCIL

### Application for a LARGE Grant (£501 to £3,000)

This form is to be used for Large Grant applications. Please read the councils policy on Discretionary Grants **before** completing this form and provide as much information as possible.

Feel free to use additional separate sheets to assist in this.

If you need help or advice in completing this form please call our offices on 01273 516100.

**CLOSING DATE SUNDAY 13<sup>th</sup> OCTOBER 2024 AT MIDNIGHT**

*Applications received after this date will not be included.*

Completed application forms and supporting documents can either be emailed to [admin@newhaventowncouncil.gov.uk](mailto:admin@newhaventowncouncil.gov.uk) or post to: Newhaven Town Council, 18 Fort Road, Newhaven, East Sussex BN9 9QE.

#### Section 1. Your Organisation

Name of your organisation	Newhaven Bowling Club		
Address	Fort Rd Recreation Ground		
Telephone no:		Email address:	nbowlscsocialmedia@gmail.com

Please can you give us a description of your organisation.



Newhaven Bowling Club are a local, well respected lawn bowling club who have served the town of Newhaven since 1902 (122 years).

We are founder and current members of Bowls England, Sussex Bowls and affiliated to Disability bowls England.

Our players represent club, town, county and country. We are founder members of Mid Sussex and Meridian Bowling leagues.

We promote inclusivity and all are welcome to enjoy our fun and healthy game.

Our sport is good for mental and physical health while being a gently non-impact way of exercising.

As a club we pride ourselves on championing social companionship.

Please can you tell us about the activities or events your organisation has organised in the last 12 months.

During the past 12 months we have played multiple in-house competitions, local friendly matches and league matches.

This year we extended our summer bowling into the winter playing well attended short mat bowls in the club house 3 times a week.

We also hold games mornings for members and social events like bingo, quizzes and social events to keep out members happy and mentally healthy during the winter.

Last year we also held the inaugural Bradbury cup an inclusive event for Newhaven Residents to play and enjoy bowls in a light hearted fun day. We had 9 teams of 4 (36) join us all of whom had a wonderful time.

We have also brought the club up to date with new shirt design and Logo and attracted more local members to the club who have become very good bowlers.



Last year was one of our most successful seasons for many years

Is your organisation a voluntary group?	Yes	Is your organisation a registered charity?	No
What is your Registered Charity Number?	N/A		
Are you a national charitable organisation with a local branch that benefits residents?	N/A		

Can anyone join your organisation?	Yes, we actively encourage all comers
If not, why not?	
Where is your organisation based and who owns the building?	Fort Rd Recreation Ground – Building owner by Lewes District Council
How many Newhaven residents are likely to benefit from this grant?	70+
What age group(s) are likely to benefit?	6-96+
Do your members pay subscription fees? (weekly/monthly/annually)	Yes, Annual club membership plus rink fees for games.
If so, how much?	£50 Annual – full membership

## Section 2. Justification for Grant Funding

*Please note that this section forms part of our assessment.*

**How will the grant be used? Explain in detail the background, purpose and how the grant will be utilised. (2 points)**

**Our main theme at the bowls club is equality and equal opportunity in sport and the community.**

**Bowls is thought to be an old people game but it is actually the most inclusive sport being a level playing field for male and female players from 6 – 96 +-year-olds.**

**Anyone can play and be as competitive as they choose.**

**Part of the grant will be focussed on improving diversity and inclusivity in our sport especially disabled access.**

**Part of the grant is for replacing aging and narrow entrance doors to allow wheelchair access.**

**Part of the grant will be to fund a 2025 Bradbury town cup to bring the great sport of bowls to more in the town.**

**Tony Bradbury was a stalwart member of the club and local doctor and Newhaven councillor who sadly recently passed away in January 2024.**

**We held a competition and cup between various organisations in the town such as Twinning, Cricket Club, Mencap etc.**



Newhaven Cricket Club – runners up





Newhaven Twinning played well



Andy Wilkins Motors excellent teams



**Newhaven Bowling Club have a proven record of delivering great value for money for Newhaven  
Detail costings below.**

**Replace club house doors see attached Quotes received £1834 - £2026 - £2530**

**This will make the club entrance suitable for wheelchair access and make good doorway carpet.**

**Town Bradbury Town cup in memory of Tony well known councillor and bowler= £500**

**Total requested £3000**

**What sections of the community in Newhaven will benefit from the grant? (3 points)**

**Potentially every section of every community could benefit from the grant. We already have a significant number of older residents who get valuable exercise and social support from us.**

**We would like to expand our membership into all other sectors of communities in Newhaven particularly youth and adults who do not have any other means of exercise.**

**We intend to particularly put forward the benefits of Bowling for more challenged section of the community for whom traditional sports may prove too challenging.**

**We have excellent bowlers with severe asthma which means that and more strenuous exercise would be impossible and lead them to feel inferior. With bowls they can compete to their best.**

**We also allow other organisations to use our clubhouse from time to time. These organisations would also benefit from the improvements we make. Such organisations are the twinning group and photography groups.**

**Bowls can easily be played from 6 (our youngest member) - 96 (oldest still playing member) years old.**

**Bowls is not an expensive game and as a club we can offer assistance with equipment, bowls and specialised clothing shoes etc.**

**We loan a wide range of bowls and equipment and even clothing (e.g. flat bottomed shoes, club shirts etc) .**

**We play approximately 150 bowls matches games outdoor and short mat a year with many more friendly and individual fun games**

**This means the club house is used almost every day so upkeep is an important part of costs.**

**How will your organisation, its members and/or your users benefit from this grant? (3 points)**

**We will benefit from allowing wheelchair access to allow others to enjoy the game of bowls. The new door would allow better opportunity to play short mat bowls in the winter as the doorway is not currently suitable for a second short mat to be used.**

**We aim to improve the mental health of members by offering year long social events and support.**

**We also allow other organisations to use our clubhouse from time to time. These organisations would also benefit from the improvements we make. Such organisations are the twinning group and photography groups and Social clubs.**

**How will your use of this grant deliver 'Value for Money'? (5 points)**

**With our membership totally voluntary we will supply the labour and enthusiasm for the events absolutely free. This will make them very cost effective.**

**The grant money will be used to bring more players from different demographics into the club and give more people the opportunity to discover a great form exercise for all.**

**With bowls, disabled people can play on a level playing field with able bodied. There is equipment available to assist anyone to get a good grasp on the game.**

**We are already very inclusive and have first hand links with blind and partially sighted players and we would like to bring wheelchair bowlers into the club.**

**Using our own expert national qualified coaches will allow players to progress without costing large fees.**

**Several of our enthusiastic club members have quickly risen to play country and Sussex representative matches already. This further spreads the name of Newhaven, a grand 120+ year old club.**

**Our long standing and dedicated committee will assess the effectiveness of the monies spent at the end of the grant period and report back on our value for money approach.**

**Grant providing bodies will be in receipt of reports on value for money and effectiveness of the project.**

**Members of the Newhaven council will be invited to attend to discover first hand the benefits of the sport particularly in the Bradbury cup.**

**We will project manage and evaluate every step of the Projects and have professional project management expertise in the club.**

**How do the activities and actions resulting from this grant align with the current priorities of Newhaven Town Council? (4 points)**

**We will give the opportunity and encouragement for more people to play the wonderful game of bowls and enjoy this great sociable game.**

**Our club furthers mental and physical health in the heart of the community for all ages from 6-96.**

**The grant will help to bring more sport and wellbeing to a wider range of the community and particularly to disabled and Disadvantaged users.**

**We have had many ex councillors and even ex mayors and GP Doctors who have played for the club as they have come to appreciate the benefits of this inclusive game.**

**We want to keep this amazing historic club alive and vibrant into the 21st century as it was in the 20th century.**

**With the Bradbury town cup we intend to bring different communities in the town together in friendly competition.**



**How will this grant assist in promoting Newhaven Town? (3 points)**

**We attract visitors from local clubs and county and national clubs to the town where they discover the attractions and history of the place.**

**Visitors enjoy the coming and going of the ferry from our ground during matches and can discover all of the excellent Newhaven Fort road facilities.**

**The re- instigation of the Bradbury town bowling cup will introduce more to the game and spread the word to more clubs and organisations in the town.**

**We publicise all our activities widely and will always include references to grant aid.**

**All advertising literature will have Newhaven Council grant funds mentioned.**

**Visiting teams are always amazed and excited by the range of activities in Newhaven and the beauty of the town.**

**There is always a lot of time to chat during the game and members fully extol the virtues of our wonderful town.**

**This grant application must be for an activity/project not previous funded by Newhaven Town Council. Please list any projects and activities undertaken by your organisation that were funded by Newhaven Town Council in the previous 3 years. (3 points)**

**In the past 3 years any grants from the council have been used to great effect for members and the community.**

**Disabled toilets are now installed to the comfort of many members**

**Level 1 Coaching is now producing excellent results**

<b>Section 3. Financial Information &amp; Fundraising Activities</b>	
<b>Specific amount of Grant Aid sought with this application?</b>	<b>£3000</b>
<b>If the grant forms part of a larger project, what is its total estimated cost?</b>	<b>N/A</b>
<b>If the value of this grant application does not meet the full cost of the project, how do you propose to meet the shortfall?</b>	<b>N/A</b>
<b>What are your main sources of income?</b>	<b>Membership Subscriptions</b>
<b>What other bodies have you applied to for grants?</b>	<p><b>For this project/activity?</b></p> <p><b>N/A</b></p> <p><b>For general support with other projects/activities?</b></p> <p><b>Sports Council 2021</b></p>
<b>How much money have these bodies awarded you?</b>	<b>Sports Council £2000 rebound from Covid Grant</b>
<b>Please provide information of any fundraising activities you have carried out in the last year and how do these contribute to the grant being applied for?</b> (4 points)	<p><b>Bonus Ball sweepstake</b></p> <p><b>Bingo social Evenings</b></p> <p><b>Race Night Social Evenings</b></p> <p><b>Raffles</b></p> <p><b>Denton Challenge</b></p> <p><b>RNLI Lifeboat Fete</b></p>
<b>How much money have you raised from these fundraising activities in the same period?</b>	<b>£1987</b>



<b>Section 4. Application Checklist</b>	
<b>Supporting Documents Required</b>	<b>Attached</b> <i>Please tick to show that the document is attached</i>
<b>Please make sure these are sent with your completed application form.</b>	
A current written set of rules, constitution or other governing document duly authorised and adopted.	Attached ✓
Details of a Bank Account held in the name of the applicant organisation requiring at least two signatures for cheque transactions and/or cash withdrawals.	Attached ✓
The accounts of the organisation for a period of one financial year prior to the date of the application, indicating expenditure, income, assets and liabilities together with any funding obtained from partner organisations where appropriate.  In the case of newly established organisations, an income and expenditure plan for their first year of operation.	Attached ✓
An Equalities and/or Equal Opportunities Policy and a (where relevant) Safeguarding Policy, either as separate documents or encompassed by their constitution or other governing documentation.	Attached ✓
In the case of a grant for infrastructure/equipment maintenance and/or improvement purposes, a minimum of three estimates for the work/equipment specified.	Attached where necessary ✓
A copy of the organisations current Public Liability Insurance to a minimum of £5 million in cover.	Attached ✓
Details of how the organisation will assess the effectiveness of the activity/project and where 'value for money' has been achieved.	Attached and included ✓

## Section 5. Banking Details

Account Name	Newhaven Bowling Club
Name of Bank/Building Society	██████
Sort Code	██████
Account No	██████
Bank mandate rules (How many signatories)	3 signatories 2 required
If your bank statements or accounts show substantial funds, e.g. in excess of the grant applied for, please explain why?  The council needs to fully understand your financial position.	

## Section 6. Declarations

To the best of your knowledge, is any member of your organisation a close friend or relative of an Officer or Councillor of Newhaven Town Council?	No
Please state who that is and their relationship to you.	

## Data Protection Statement

The information we ask for on this form is in order to fully assess your grant application.

By submitting this application, you are consenting to us sharing appropriate information on this application with employees and elected members of Newhaven Town Council.

This information may be used for publicity purposes if the grant is awarded.

## Signatures authorising this application from your group (Two people must sign this form)

We have read and understood the terms and criteria of Newhaven Town Council Discretionary Grant Application Policy and Guidelines.

We declare that all the information given by us is true and we understand that if any funds are not used for the purpose outlined in this application, then they are liable to be recovered by Newhaven Town Council.

We will keep full records of all receipts relating to expenditure and will provide them to Newhaven Town Council where required.

If our organisation or group is dissolved and/or merged with another, and equipment has been purchased with this grant, any such equipment remaining will be distributed within the community at the discretion of Newhaven Town Council.

<b>Signature One</b>	██████████
██████████	██████████
<b>Position in organisation</b>	<b>Secretary</b>
<b>Contact address</b>	████████████████████ ██████████
<b>Contact email</b>	██████████████████
<b>Contact phone number</b>	██████████
<b>Date</b>	<b>3<sup>rd</sup> Feb 2024</b>
<b>Signature Two</b>	██████████████████
<b>Name</b>	██████████
<b>Position in organisation</b>	<b>Treasurer</b>
<b>Contact address</b>	████████████████████ ██████████
<b>Contact email</b>	██████████████████
<b>Contact phone number</b>	██████████
<b>Date</b>	<b>3<sup>rd</sup> Feb 2024</b>





# NEWHAVEN TOWN COUNCIL

Ken Dry  
Town Clerk

TOWN COUNCIL OFFICES  
18 FORT ROAD  
**NEWHAVEN**  
EAST SUSSEX  
**BN9 9QE**

Tel: (01273) 516100

Email: admin@newhaventowncouncil.gov.uk

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To: Promotion Partnership & Finance Committee **Agenda Item 9.**

Date: 22<sup>nd</sup> October 2024

Report Contact: Town Clerk

Subject: **Minor Revision to Discretionary Grants Policy.**

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1. The purpose of this report is to seek member consideration of a minor revision to the current Discretionary Grants Application Policy v10.
2. At its previous meeting, the committee requested that a minor revision be made to paragraph 2, bullet point 5 in order to facilitate organisations/groups newly setting up or within their first year of operation. An excerpt of the policy document can be seen as follows with the change highlighted accordingly;
  - 2.2 *There will be certain conditions attached to the award of each grant;*
    - *Support from Newhaven Town Council through the award of a grant must be acknowledged where appropriate on any publicity and promotional material including posters, advertisements, press releases and leaflets.*
    - *Funding cannot be used for any activity that may be party-political in intention, use or presentation, or to propagate a religion or belief.*
    - *Grant funding received cannot be 'gifted' to or used to subsidise or aid the activities of any other community group(s). Where this is subsequently found to be the case the council will require return of all grant monies awarded and reserves the right to take appropriate legal action to secure the same.*
    - *Grants can only be used for the purpose stated on the application.*
    - *Grants will not be made to directly or indirectly cover an organisations operating-costs such as, but not limited to, premises rental, utilities expenditure or building maintenance etc. In exceptional circumstances, the council may consider applications for such costs which are required as 'set-up' costs as a 'one-off' year 1 requirement by that organisation.*
    - *Grants must be fully utilised within 12 months of the date of the grant payment and documentation of the spend may be required.*

3. **Recommendation:**

That the committee accept the requested change and adopt this new version of the policy accordingly.



# NEWHAVEN TOWN COUNCIL

Stephen Honey  
Executive Officer

TOWN COUNCIL OFFICES  
18 FORT ROAD  
**NEWHAVEN**  
EAST SUSSEX  
**BN9 9QE**

Tel: (01273) 516100

Email: [admin@newhaventowncouncil.gov.uk](mailto:admin@newhaventowncouncil.gov.uk)

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To: Promotion, Partnership & Finance **Agenda Item 10.**

Date: 22<sup>nd</sup> October 2024

Report Contact: Executive Officer.

Subject: **Emergency Decision Report.**

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1. The purpose of this report is to inform the council of an emergency decision made to purchase & install a new boiler for the Newhaven Town Council office.
2. We had been advised that the boiler at 18 Fort Road needed replacing as it was beyond economic repair and so arranged for three quotations and produced a recommendation that was to be presented at the Promotion, Partnership & Finance (PP&F) meeting on 22<sup>nd</sup> October 2024.
3. Unfortunately, on 2<sup>nd</sup> October 2024, the boiler ceased functioning and so the Town Clerk emailed all members of the PP&F to get agreement as per the stated recommendation in order to effect a replacement without further delay.
4. Of the councillors who voted, the following results were recorded:  
Five to nil councillors were in agreement with the recommendation that Middleton Heating & Plumbing Ltd supply & fit a Worcester Bosch Greenstar 28 CDI combi boiler at a cost of **£2392.00 (exl VAT)**
5. The new boiler was installed on 8<sup>th</sup> & 9<sup>th</sup> October 2024

For Information and noting.



# NEWHAVEN TOWN COUNCIL

Stephen Honey  
Executive Officer

TOWN COUNCIL OFFICES  
18 FORT ROAD  
**NEWHAVEN**  
EAST SUSSEX  
**BN9 9QE**

Tel: (01273) 516100  
Email: admin@newhaventowncouncil.gov.uk

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To: Promotion, Partnership & Finance **Agenda Item 11.**

Date: 22<sup>nd</sup> October 2024

Report Contact: Executive Officer.

Subject: **Refurbishment of the External Wood covering of Lewes Road Hut**

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1. The purpose of this report is to seek the council's approval to appoint a contractor to remove/replace damaged Feather Edge Boards and apply Rye decking oil to all sides of the building. This has become an urgent matter as can be seen from the photos on the Appendix.
2. Appendix A shows details of the three quotes received by the RFO with photos showing the damage.
3. Each of the three companies that supplied quotes were given the same information and allowed to visit the premises in order to prepare their quotes.
4. The companies chosen to quote were:

Don Burtenshaw – Existing supplier	<b>£2020</b>
MB Construction – Existing supplier	<b>£2728</b>
Complete Property Solutions (Sussex) Ltd – New local supplier.	<b>£1970</b>

5. There is little appreciable difference in the methodology and materials for each quote. Therefore, officers are minded to select Complete Property Solutions who are also a local supplier.

## **Recommendation.**

That the council resolves to authorise the engagement of Complete Property Solutions (Sussex) Ltd.'s to undertake this work at a cost of **£1970 (ex VAT)**.

## 10. Report - Appendix A

<b>Supplier</b>	<b>Description</b>	<b>Total Cost</b>
Don Burtenshaw	Remove/replace damaged Boards 2 x Coats of Rye Decking oil	<b><u>£2,020.00</u></b>
MB Construction	Remove/replace 80 damaged boards 3 x coats of oil	<b><u>£2,728.00</u></b>
Complete Property Solutions (Sussex) Ltd	Remove/replace 120 damaged boards 2 x Coats of Rye Decking oil	£1,170.00 £800.00 <b><u>£1,970.00</u></b>



## Detailed Income &amp; Expenditure by Budget Heading 17/10/2024

Month No: 7

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Promotion Partnership/Finance</b>								
<u>101 Administration &amp; Office Costs</u>								
1091 LDC Grant	0	73,692	0	(73,692)			0.0%	
1176 Precept Received	595,380	672,430	672,430	0			100.0%	
1190 Interest Received	14,740	9,104	15,400	6,296			59.1%	
Administration & Office Costs :- Income	<b>610,120</b>	<b>755,226</b>	<b>687,830</b>	<b>(67,396)</b>			<b>109.8%</b>	<b>0</b>
4012 Business Rates	0	3,842	4,368	526		526	88.0%	
4014 Utilities, Elec/Water/Sew/Fire	13,220	2,140	12,000	9,860		9,860	17.8%	
4015 Repairs and Maintenance	10,796	7,400	3,492	(3,908)		(3,908)	211.9%	
4017 IT Support	14,651	10,095	19,894	9,799		9,799	50.7%	
4021 Communications	2,841	1,322	2,000	678		678	66.1%	
4022 General Office Costs	7,725	6,693	6,349	(344)		(344)	105.4%	
4023 Printing & Stationery	4,222	2,340	4,350	2,010		2,010	53.8%	
4025 Insurance	18,041	18,450	18,100	(350)		(350)	101.9%	
4028 Elections	10,411	0	0	0		0	0.0%	
4057 Audit Fees	2,056	2,249	2,600	351		351	86.5%	
4058 Bank Charges	624	396	800	404		404	49.5%	
4060 Loan Repayments	11,002	5,501	11,002	5,501		5,501	50.0%	
4081 Membership Subscriptions	2,837	2,958	3,545	587		587	83.5%	
4150 Consumables	222	203	265	62		62	76.6%	
Administration & Office Costs :- Indirect Expenditure	<b>98,649</b>	<b>63,590</b>	<b>88,765</b>	<b>25,175</b>	<b>0</b>	<b>25,175</b>	<b>71.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>511,470</b>	<b>691,635</b>	<b>599,065</b>	<b>(92,570)</b>				
6000 plus Transfer from EMR	10,411	0						
<b>Movement to/(from) Gen Reserve</b>	<b>521,881</b>	<b>691,635</b>						
<u>300 Community Engagement &amp; Promoti</u>								
1169 Mayoral Event/Promotion	0	48	0	(48)			0.0%	
1170 Newsletter - Advert Income	1,392	0	1,000	1,000			0.0%	
Community Engagement & Promoti :- Income	<b>1,392</b>	<b>48</b>	<b>1,000</b>	<b>952</b>			<b>4.8%</b>	<b>0</b>
4024 Publications	31,986	16,754	27,000	10,246		10,246	62.1%	
4030 Advertising - Recruitment	0	2,687	500	(2,187)		(2,187)	537.4%	
4031 Advertising & Publicity	253	0	500	500		500	0.0%	
4079 Young Mayors Allowance	0	0	500	500		500	0.0%	
4080 Mayoral Expenses	634	1,522	1,600	78		78	95.1%	
4082 Hospitality	94	72	600	528		528	11.9%	
4221 Dieppe Raid/Remembrance	4,513	4,013	5,000	987		987	80.3%	

## Detailed Income &amp; Expenditure by Budget Heading 17/10/2024

Month No: 7

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4224 Town Crier	20	0	150	150		150	0.0%	
Community Engagement & Promoti :- Indirect Expenditure	<b>37,500</b>	<b>25,048</b>	<b>35,850</b>	<b>10,802</b>	<b>0</b>	<b>10,802</b>	<b>69.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(36,109)</b>	<b>(25,000)</b>	<b>(34,850)</b>	<b>(9,850)</b>				
<u>360 Support and Services</u>								
4215 Grant Aid	6,473	1,435	35,000	33,565		33,565	4.1%	
4218 Partnership Cont/Event Support	36,950	10,000	35,000	25,000		25,000	28.6%	
4226 Community Partnership Grants	41,796	6,207	30,000	23,793		23,793	20.7%	
Support and Services :- Indirect Expenditure	<b>85,219</b>	<b>17,642</b>	<b>100,000</b>	<b>82,358</b>	<b>0</b>	<b>82,358</b>	<b>17.6%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(85,219)</b>	<b>(17,642)</b>	<b>(100,000)</b>	<b>(82,358)</b>				
6000 plus Transfer from EMR	5,000	0						
<b>Movement to/(from) Gen Reserve</b>	<b>(80,219)</b>	<b>(17,642)</b>						
Promotion Partnership/Finance :- Income	611,511	755,274	688,830	(66,444)			109.6%	
Expenditure	221,369	106,280	224,615	118,335	0	118,335	47.3%	
<b>Net Income over Expenditure</b>	<b>390,143</b>	<b>648,994</b>	<b>464,215</b>	<b>(184,779)</b>				
plus Transfer from EMR	15,411	0						
<b>Movement to/(from) Gen Reserve</b>	<b>405,554</b>	<b>648,994</b>						
Grand Totals:- Income	611,511	755,274	688,830	(66,444)			109.6%	
Expenditure	221,369	106,280	224,615	118,335	0	118,335	47.3%	
<b>Net Income over Expenditure</b>	<b>390,143</b>	<b>648,994</b>	<b>464,215</b>	<b>(184,779)</b>				
plus Transfer from EMR	15,411	0						
<b>Movement to/(from) Gen Reserve</b>	<b>405,554</b>	<b>648,994</b>						