PROMOTION, PARTNERSHIP & FINANCE COMMITTEE

Minutes of a Meeting of the Promotion, Partnership and Finance Committee held at Meeching Hall, Fort Road, Newhaven on **Tuesday 10th December 2024** at **7:15pm.**

PRESENT: Councillors Mark Wardle (Chair)
Corina Watts (Vice Chair)
Krissy Taylor
Lesley Boniface
Shaun Boniface
Julie Carr

ALSO ATTENDING: Ken Dry, Town Clerk
Stephen Honey, Executive Officer
Alison Campbell, RFO

PPF053/24 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.

PPF054/24 **APOLOGIES FOR ABSENCE.**

None.

PPF055/24 **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.

PPF056/24 **TO CONSIDER WHETHER THE MINUTES OF THE MEETING OF THE PROMOTION, PARTNERSHIP & FINANCE COMMITTEE HELD ON TUESDAY 22ND OCTOBER 2024 ARE AN ACCURATE RECORD OF THE MEETING.**

RESOLVED

With one amendment to reflect the attendance of Cllr. Saunders, that these minutes be signed by the Chairman as a true and accurate an accurate record of the proceedings.

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PPF057/24 **PETITIONS/PUBLIC QUESTIONS.**

None.

PPF058/24 **TO NOTE THE ON-LINE APPROVAL OF AN EVENT FUNDING APPLICATION - REPORT BY THE TOWN CLERK.**

The Town Clerk reminded the meeting of the circumstances surrounding this application and that committee members had RESOLVED to make this award following an email consultation.

He informed the meeting that this Events Application was not subject to the requirements of the current Discretionary Grants Application process, however the parameters for a specific policy was a discussion item on this agenda.

Noted.

PPF059/24 **TO NOTE AND RECOMMEND A NUMBER OF PERTINENT POLICIES. – REPORT BY THE EXECUTIVE OFFICER.**

The Executive Officer (EO) summarised his report regarding the review, development and reformatting of the following NTC Policy documents;

- Reserves Policy*
- Investment Strategy,
- Press & media Policy,
- Complaints Policy
- Discretionary Grant Policy 7 Procedure*

- *Reformatting only.*

Following discussion, the unanimous consensus of the meeting was to

RESOLVE that these documents be recommended for adoption by Full Council.

PP060/24 **TO CONSIDER AND APPROVE A HALL RENTAL FEE IN RESPECT OF NEWHAVEN SEA CADETS – REPORT BY THE RESPONSIBLE FINANCE OFFICER.**

The RFO summarised her report, and following discussion it was,

PROPOSED by Cllr. Saunders that a fee of £45 be levied for each session of the Sea Cadets at Meeching Hall w.e.f. April 1st 2025,

SECONDED by Cllr. Watts, and following a unanimous vote it favour, it was

RESOLVED that a fee of £45 be levied for each session of the Sea Cadets at Meeching Hall w.e.f. April 1st 2025.

PP061/24 **TO CONSIDER AND AUTHORISE THE PURCHASE OF A REPLACEMENT ITEM OF PLAY EQUIPMENT AT VALLEY ROAD PLAY AREA - REPORT BY THE RESPONSIBLE FINANCE OFFICER.**

The RFO summarised her report, and following discussion it was,

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PROPOSED by Cllr. S. Boniface, that HAGS be instructed to carry out these works for the cost of £6307.78 (+VAT), and that this work (£6307.78 +VAT) be financed from non-allocated 'Neighbourhood' Community Infrastructure Levy (CIL)

SECONDED by Cllr. Saunders, and following a unanimous vote it favour, it was

RESOLVED that HAGS be instructed to carry out these works for the cost of £6307.78 (+VAT), and that this work (£6307.78 +VAT) be financed from non-allocated 'Neighbourhood' Community Infrastructure Levy (CIL).

PP062/24 **TO CONSIDER THE PROPOSED DRAFT BUDGET FOR FY 2025/26 FOR ITS RECOMMENDATION TO THE NEXT FULL COUNCIL MEETING. – REPORT BY THE TOWN CLERK.**

Following the recent confirmation of the Council Tax Band for Newhaven by Lewes District council of 4033.00, the Town Clerk drew the committees attention the updated report (061224) that reflected this. He then summarised that this proposed budget of £713,962 would result in Band D Council Tax for Newhaven residents of £177.03 which was a £7.26 increase (4.3%) on that of 2024/25 (£169.77)

Following a number of queries and clarifications from officers, discussion focused upon whether or not the £25K for NTC organised events (Exp. Code. 100.4218) would be sufficient for the councils future aspirations in this regard.

Resultant of these discussions, it was,

PROPOSED by Cllr. Saunders that (Exp. Code. 100.4218) be increased by £10K, resulting in a proposed budget of **£723,962**[1] for the FY 2025/26 to be considered and adopted by Full Council in January 2025

SECONDED by Cllr. S. Boniface, and following a unanimous vote in favour, it was,

RESOLVED that (Exp. Code. 100.4218) be increased by £10K, resulting in a proposed budget of **£723,962** for the FY 2025/26 to be considered and adopted by Full Council in January 2025.

PP063/24 **NOTICEBOARDS AND ADVERTISING – DISCUSSION ITEM.**

The EO summarised his research to date in respect of Bus Stop/Shelter, and NTC Noticeboard advertising and the potential income and expenditure implications and added that Planning Permission would be required in some cases.

Following further discussion, it was unanimously,

RESOLVED that the EO initiate relevant Planning Permission applications and present a report to the next meeting of this committee for further consideration and resolution.

PP064/24 **DEVELOPMENT AND INCEPTION OF AN EVENTS GRANT APPLICATION POLICY – DISCUSSION ITEM.**

The Town Clerk informed the meeting, that given the fact that this meeting had overrun and that another committee was scheduled to have started at 8:15pm, it would be more expedient to develop an initial draft of an Events Grant policy,

[1] Council Tax Band D amount of £179.51 for 2025/26; a £9.74 (5.7%) increase on that of 2024/25 (£169.77),

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circulate to committee members and formally report it at the next meeting of this committee.

Acknowledged and agreed.

PP065/24 **BUDGET REPORT TO 30TH NOVEMBER 2024.**

Members requested clarification regarding income account line *101.1091 LDC Grant* which showed £73,692 had been received. Officers were unable to provide a definitive answer at the meeting.

Note for Town Clerk: Subsequent investigation of the above matter has shown that this was Towns Deal Grant monies following Claim No.2 in August 2024 for Eastside Allotments (£73,962).

The Meeting was closed at 20:44HRS.

Date: …… …… **Chairman……..**

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N E W H A V E N T O W N C O U N C I L

Ken Dry
Town Clerk

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

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

To: Promotion, Partnership & Finance Committee **Agenda Item 5.**

Date: 25th February 2025

Report contact: Town Clerk.

Subject: Small and Large Discretionary Grant Applications.

1. The purpose of this report is to present members with those applications for Discretionary Grant funding received prior to the published deadline and assist their consideration of each application as per the councils Discretionary Grant Application Policy (DGAP) for the award of monies based upon the individual merits of each, and where available budgets allow.

Background.

2. The current round (second of two) of Small & Large Grant Applications was opened at the beginning of January 2025 with an electronic copy of the DGAP and Application Forms placed on the NTC Website. The deadline for submissions was February 9th 2025.

3. A total of 4 applications were received prior to the published deadline.

   X1 Small Grant Application, and
   X3 Large Grant Applications.

4. The Small Grant Application for £500 is only partly eligible as it includes a request for £100 to fund building maintenance contrary to DGAP para 2.2 bullet point 5.

5. Of the x3 Large Grant Applications, the following was deemed ineligible for consideration under the current DGAP:

   - Newhaven Photographers Collective (£750) DGAP para 2.2 bullet point 5

6. Scanned and redacted file images of each eligible application can be found at **Appendix 1** in order of the synopsis within this report. All supporting documentation for each application is available in the 'councillors' folder in order to mitigate print and paper costs wherever possible.

7. A breakdown of scored assessments can be found at **Appendix 2.**

Synopsis and Scoring of Eligible Applications.

8. Initial screening for eligibility, followed by scoring of each application assessment has been conducted by the Town Clerk, Deputy Town Clerk and RFO using the DGAP scoring regime. **Members are of course at liberty to apply further consideration to the applications and the scores allocated.**

9. A summary of all eligible Small and Large Grant applications received and their assessment scores can be seen at Table 1 below.

Applicant	Purpose of Funding Requested	Total funding sought £	Eligibility	Score Total		Successful Score Threshold
Newhaven Bowls Club (Fort Rd)	Advertising & Open Day + (LED Lighting)	**£ 500.00**	**Part**	21		**15**
Inroads Productions	*"(Re)finding Newhaven Beach"* a self contained Research & Development Project	**£ 3,000.00**	**Part**	15		**23**
Havens Community Hub	Augment Havens Connections Café as a 'Warm Hub' as part of the 'Pay it Forwards Scheme, +Staff Training & Advertising	**£ 3,000.00**	**Y**	19		**23**
	Total Sought	**£ 6,500.00**				
	Available Funding					
	360.4215 Grant Aid Balance at 19/2/25	**£ 25,944.00**				

Table 1

Small Grants (£0-£500)

10. **Newhaven Bowling Club.**
This is a long-established Bowling Club in the town located at Fort Road Recreation Ground which is operated by its own members involved in the sport and its promotion to all sections of the community.

This application seeks to secure **£500** for the purpose of financing a range of media/marketing activities which however includes an element of building maintenance to the value of **£100**. Unfortunately, the latter aspect is contrary to DGAP para., 2.2 bullet point 5.

Notwithstanding the above, officers have scored the application as achieving **21 points** which means that this Small Grant application is deemed as successful. However, officers advise that only **£400** should be awarded as previously detailed.

Large Grants (£501-3000)

11. **Inroads Productions.**
Set up in 2012, Inroads Productions is a 'not for profit company limited by guarantee'[1] who have not previously benefited from any Grant Award from the Council. This

[1] A type of company structure where the owners, known as guarantors, agree to contribute a predetermined amount of money to the company should it fail. Normally, surplus income is reinvested to further the organisation's objectives, however the guarantors or directors can/will be compensated or remunerated for their 'operational activities' as provided in the Articles of that company. The Articles of Inroads Productions explicitly provide for this,

application is for funds to facilitate the research and development of a project entitled '*Re/Defining Newhaven Beach.'*

Technically, this application is not wholly eligible under DGAP, as Inroads Productions are located in Lewes, however the stated objectives of the project for which funding is sought **(£3000),** is centred on and for the residents of Newhaven. Additionally, members of the Strategy & Regeneration Committee will re-call a presentation from the applicant on January 28th 2025 on this project.

The applicant has provided the following breakdown of the Grant required;

Oral history trainer – one day	*£350*
4 people to receive 1 day's free training and to collect interviews - £250 each for min 2 interviews	*£1000*
Sara to write part of text (Note, this is a pro rata of the ITC standard rate for 90-minute play and also offering my time as support in kind)	*£1000*
Feedback day in Autumn / For sharing of script Venue, refreshments, displays etc	*£300*
Planning and delivery of day Collection and collation of feedback 2 people x 175	*£350*
TOTAL	***£3000***

As per the DGAP, officers have scored the application as achieving 19 points making it a partly successful application. As a result, officers advise an award of no more than **£1680** be made.

12. **Havens Community Hub**

This is a well-established organisation within Newhaven dedicated to identifying and addressing established community needs by creating, developing, and supporting projects that deliver meaningful and sustainable impact in the local community.

This application concerns one of their three Core Initiatives; The Havens Connections Café. A newly developing community cafe project designed to provide an additional layer of food support to the Havens Community using surplus food collected through the Havens Food Cooperative to prepare home-cooked, nutritious meals that are offered at low cost or for free. The cafe operates a "pay-it-forward" scheme, enabling individuals facing food insecurity to receive free meals discreetly, and without the need to provide proof of need.

The application seeks to secure **£3000** to facilitate the augmentation of the Café provision through additional equipment, advertising and ongoing training of volunteers.

This application would have benefited from a specific/detailed breakdown of how the grant was to be used as well as quotations for the equipment they wish to purchase.

Havens Community Hub has benefited from the following Discretionary Grant and Event Grant awards from the Town Council;

- October 2022, applied for £3000. Awarded £1441
- February 2024, applied for £3000. Awarded £Zero as application deemed ineligible,
- March 2023, Coronation Party £500 event award
- July 2023, Festival of Fun £3000 event award

As per the DGAP, officers have scored the application as achieving **19 points** making it a partly successful application. As a result, officers advise an award of no more than **£2100** be made.

Finance.

13. At present there is one budget expenditure line for Small (£0-500) and Large (£501-3000) Discretionary Grant awards (***360.4215 Grant Aid)*** which currently has a balance of **£25,944** for the remainder of FY 24/25. Based upon the amounts sought in those eligible applications (Small & Large), no budgetary constraints are anticipated.

Recommendations.

That the Committee;

1. Approves those Grants and amounts listed in Table 2 below, and

2. Instructs the RFO to make those payments with immediate effect.

Applicant	Award Amount
Newhaven Bowls Club (Fort Rd)	£ 400.00
Inroads Productions	£ 1,680.00
Havens Community Hub	£ 2,100.00
	£ 4,180.00

Table 2

NEWHAVEN TOWN COUNCIL

Application for a SMALL Grant (Up to and including £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 office on 01273 516100

CLOSING DATE SUNDAY 9th FEBRUARY 2025 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 or post to: Newhaven Town Council, 18 Fort Road, Newhaven, East Sussex BN9 9QE.

Please specify Grant Amount Applied For:	£500

Section 1. Your Organisation			
Name of your organisation	**Newhaven Bowling Club**		
Address	**Fort Rd Recreation Ground** [redacted]		
Telephone no:	[redacted]	**Email address:**	nbowlscsocialmedia@gmail.com

Please can you give us a description of your organisation.

Newhaven Lawn Bowling Club is a well-established and highly respected local sports club that has proudly served the community of Newhaven since 1902. With over 120 years of history, we are a cornerstone of local sport, offering a welcoming and inclusive environment for people of all ages and abilities to enjoy the game of lawn bowls.

As founder and current members of Bowls England and Sussex Bowls, we are also affiliated with Disability Bowls England, ensuring that our club is accessible to everyone. Our players represent the club at various levels, from local matches to county and national competitions. We are also proud founder members of the Mid Sussex and Meridian Bowling Leagues, further cementing our role in the regional sporting community.

Newhaven Lawn Bowling Club promotes inclusivity, social companionship, and the many benefits of playing bowls. The sport offers a fantastic opportunity to improve both mental and physical well-being in a friendly, supportive, and non-impact environment. Whether as

a competitive player or a social participant, everyone is welcome to enjoy the camaraderie and healthy lifestyle that bowls provides.

As a club, we are committed to ensuring our facilities and activities remain accessible to all, and with the support of Newhaven Town Council, we hope to continue fostering a vibrant, active, and welcoming sporting community for years to come.

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 will be holding this again in 2025

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?	**No**		
Can anyone join your organisation?	**Yes we aim to be fully inclusive and All are welcome – The more the merrier.**		
If not, why not?	**N/A**		
Where is your organisation based and who owns the building?	**Fort Road Recreation Ground – Lewes Council**		
How many Newhaven residents are likely to benefit from this grant?	**100 +**		
What age group(s) are likely to benefit?	**6-96**		
Do your members pay subscription fees? (weekly/monthly/annually)	**Yes**		
If so, how much?	**£50 membership fee + £125 Season Ticket**		

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 Bowls Clubs main push in 2025 will be a Membership drive and Education project to publicise the benefits of Bowls to the local community. We aim to :-

Promote the club through local advertising, leaflet drop and social media: Reaching a wider local audience and raising awareness of the sport. Showcasing the diverse range of members at our club, including younger players, and highlighting the social aspect of the sport.

£200 for Leaflet preparation and printing

£100 for Social Media & Facebook Ads to the local community

Organise open days and taster sessions: Attracting new members and showcasing the club's facilities starting in May.

£100 for continual leaflet and Social Media Ads

Take part in Bowls England Big Weekend: to utilise national advertising to attract local interest.
Organise taster sessions in local schools: Introducing bowls to younger generations and highlighting its strategic and skill-based elements. (Included in previous pricing)

Family fun days: Encouraging families to try bowls together, creating a fun and inclusive atmosphere.

(Included in previous pricing)

Develop and deliver coaching programs: Providing high-quality coaching to beginners and improvers.

(Included in previous pricing)

Already Funded - Bradbury Cup – A Newhaven Town cup: as run successfully in 2024
(already funded for 2025.)

Improve club facilities: Creating a more welcoming and modern environment. Particularly energy saving solar and LED lights (£100)

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

The grant will benefit a wide range of people across Newhaven, ensuring that more residents have access to a fun, social, and active sport. Lawn bowls is one of the most inclusive activities available, catering to all ages, abilities, and backgrounds.
We are also committed to breaking down the perceived barriers to joining a bowls club.

1. **Young People & Families**
    - We are working to encourage more young people to take up bowls, particularly those who may not be engaged in traditional team sports.
    - With coaching sessions and school partnerships, we aim to introduce children and teenagers to the sport, giving them a new hobby that promotes patience, strategy, and teamwork.
    - Families of all ages can also play together, making bowls a great multi-generational activity that brings different age groups together.

2. **Older Residents & Social Wellbeing**

Many of our current members are older adults who rely on bowls for gentle exercise, mental stimulation, and social connection.
- The club provides a vital support network, helping to combat loneliness and promote physical and mental well-being.
- This grant will help us continue providing a welcoming environment for older residents to stay active and engaged.

3. **Individuals with Health Conditions or Disabilities**
   - Bowls is an accessible sport, ideal for individuals with mobility challenges, asthma, arthritis, or other conditions that may limit participation in high-impact sports.
   - We already have players with various health conditions and disabilities who thrive in our supportive environment.
   - The grant will allow us to improve accessibility, provide adaptive equipment, and promote inclusive sessions to reach more people who may benefit from playing.

4. **Low-Income Households & Wider Community Groups**
   - Lawn bowls is one of the most affordable sports, and we are committed to ensuring that financial barriers do not prevent participation.
   - We provide loan equipment, including bowls, shoes, and clothing, making it easy for anyone to get involved without needing to invest in expensive gear.
   - Our clubhouse is used by various community groups, such as local twinning and photography clubs, who will also benefit from any improvements made possible by the grant.

5. **Local Charities & Mental Health Support Groups**
   - We aim to work more closely with local charities, veterans' groups, and mental health organisations to offer bowls as a therapeutic and social activity.
   - We had two teams from Mencap to our Bradbury cup day.
   - The low-impact nature of the sport, combined with its strategic and social aspects, makes it particularly beneficial for mental well-being.
   - With the grant, we can organise more outreach events, open days, and taster sessions to welcome new groups into our club.

A Sport for Everyone
From our youngest member (aged 6/7) to our oldest (aged 96), Newhaven Lawn Bowling Club welcomes everyone. Whether you're looking for friendly competition, social interaction, or a new way to stay active, bowls has something to offer. This grant will help us continue our mission of making bowls accessible, enjoyable, and beneficial for all sections of the Newhaven community.

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

This grant will directly benefit Newhaven Lawn Bowling Club, its members, and the wider community by improving our facilities, expanding our coaching programme, and ensuring the club remains a welcoming and inclusive space for all.

1. **Enhanced Coaching & Player Development**
   - We provide targeted coaching sessions to help new members improve their skills, boost confidence, and get more enjoyment from the game.
   - Coaching (Free) will also focus on fitness and mobility, helping players of all ages stay active and healthy.
   - This investment in training will raise playing standards, making the club more competitive and enjoyable for everyone.

2. **Improved Facilities & Community Use**
   - A fresh coat of paint and general clubhouse improvements will create a more inviting and comfortable space for members and visitors.
   - The clubhouse is used throughout the year for social events, meetings, and community gatherings, so these upgrades will benefit multiple local groups.

- Organisations such as the twinning association, photography club, and other social groups who use our space will also enjoy the improvements.

3. **Increased Membership & Community Engagement**
   - More players would be a huge advantage to the club, ensuring its long-term sustainability and allowing us to offer even more activities and competitions. We currently have to make frequent last minute calls to gather together enough players for some matches.
   - By making bowls more accessible with loan equipment, coaching, and outreach programmes, we aim to attract new members, including younger players and those who may not have considered the sport before.
   - A growing membership means greater community involvement, increased social opportunities, and a thriving club that continues to serve Newhaven for generations to come.

Newhaven Lawn Bowling Club is more than just a sports club—it's a vital part of the community. This grant will allow us to grow, improve, and continue providing a valuable service to all who walk through our doors.

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

Newhaven Lawn Bowling Club is committed to maximising the impact of this grant, ensuring that every pound delivers long-term benefits to both the club and the wider community. By leveraging volunteer support, expert coaching, and cost-effective marketing, we will enhance participation, accessibility, and sustainability while ensuring excellent value for money.

1. Volunteer-Powered Efficiency
- Our club is run entirely by dedicated volunteers who provide their time and expertise free of charge.
- This means that all grant funds will go directly towards improving facilities, equipment, coaching, and outreach rather than administrative costs or wages.

2. Expanding Participation & Accessibility
- The grant will help us attract new players from all demographics, making the sport more accessible to people of all ages and abilities.
- Bowls is one of the most inclusive sports, enabling disabled and able-bodied players to compete equally with the right adaptive equipment.
- We already have strong links with blind and partially sighted players and will use part of the funding to enhance accessibility further.

3. Utilising Existing Expertise
- Our qualified national-level coaches will provide expert training at no additional cost to members, making high-quality coaching affordable and accessible.
- Many of our players have already progressed to county and Sussex representative levels, showcasing the effectiveness of our coaching and development programmes.

4. Sustainable Investment in the Club's Future
- As a club with a proud 120+ year history, we are committed to long-term sustainability.
- By increasing participation and improving facilities, we will secure the club's future and ensure continued value for the local community.
- Investments in equipment and clubhouse improvements will have lasting benefits, reducing the need for repeated funding requests.

5. Value for Money Marketing & Promotion
- A portion of the grant will be used for cost-effective promotion to raise awareness of our club and attract new members.
- We will maximise free and low-cost marketing channels, including social media, local press, and community partnerships, ensuring wide reach at minimal expense.
- Outreach events and taster sessions will be used to engage with the local community, ensuring strong participation and long-term membership growth.

- By increasing awareness and participation, we will generate additional income through membership fees and club events, making the club more financially self-sufficient in the future.

6. Accountability & Measurable Impact

- Our experienced committee, which includes members with professional project management expertise, will oversee the grant's use to ensure efficient spending.
- We will track and report on how the funds are used, providing clear evidence of impact and value for money.
- Newhaven Town Council representatives will be invited to key club events, such as the Bradbury Cup, to see first-hand how the funding has been put to good use.

By combining volunteer support, strategic investment, smart marketing, and strong financial oversight, we will ensure this grant delivers exceptional value for money while promoting bowls as a welcoming, inclusive, and sustainable sport for all in Newhaven.

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

Newhaven Lawn Bowling Club is a vital part of the local community, offering a welcoming space for people of all ages and backgrounds to come together, stay active, and enjoy the social and physical benefits of sport. The activities supported by this grant will directly contribute to the priorities of Newhaven Town Council in the following ways:

1. **Representing and Promoting the Interests of Newhaven and Its People**
    - We actively welcome members from all walks of life and work to make bowls accessible to everyone in Newhaven, from young players to retirees.
    - The club acts as a social hub, combating isolation and promoting community spirit through year long regular events, competitions, and open sessions.

2. **Supporting Children and Young People**
    - We are committed to growing youth participation in lawn bowls by running free introductory sessions for schools and youth groups.
    - The grant will allow us to introduce coaching programmes and subsidised memberships for young players, ensuring affordability is never a barrier to participation.
    - Bowls teaches valuable life skills such as patience, strategy, and teamwork, providing young people with a positive and healthy activity.

3. **Involving Local People in Decision-Making**
    - Our club is run by its members, ensuring that the community has a direct voice in how the club is managed and developed.
    - We regularly engage with local residents, inviting them to share ideas on how we can make the club more inclusive and welcoming.
    - By strengthening partnerships with local schools, care homes, and community groups, we ensure that our activities reflect the needs of Newhaven's residents.

4. **Promoting Equality and Opposing Discrimination**
    - Bowls is one of the most inclusive sports, played by people of all abilities, genders, and ages on an equal footing.
    - The grant will help us remove barriers to entry by improving accessibility, providing adaptive equipment, and reaching underrepresented groups.
    - We actively encourage participation from disabled individuals, ensuring that everyone has an equal opportunity to enjoy the game. We have disabled facilities and are members of Disability Bowls England.

5. **Openness, Accountability, and Sustainability**
    - As a well-established and respected club, we are transparent in how we operate and use funds, ensuring that every penny of this grant directly benefits the community.

- We are committed to making sustainable improvements, including maintaining our green in an environmentally friendly manner and reducing waste.
- The club's long-standing history in Newhaven means that every investment in our future strengthens the town's sporting and social fabric.

6. **Supporting Environmentally, Socially, and Economically Sound Development**
   - The club fosters social wellbeing by providing a space for people to meet, socialise, and support one another.
   - By increasing participation in bowls, we encourage active lifestyles, reducing the strain on local health services.
   - Our ongoing investment in the club ensures long-term sustainability, making it a key part of Newhaven's community life for generations to come.

By awarding this grant, Newhaven Town Council will be directly contributing to a healthier, happier, and more connected community. Our club is more than just a sports facility—it is a place where friendships are formed, skills are developed, and well-being is prioritised. With your support, we can continue to grow, ensuring that lawn bowls remains a welcoming and accessible sport for all.

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

Newhaven Lawn Bowling Club is a proud ambassador for the town, welcoming players and visitors from across Sussex and beyond. This grant will directly contribute to raising the profile of Newhaven in several key ways:

- **Attracting Visitors to the Town –** Our matches, tournaments, and events bring in players and spectators from other clubs at local, county, and national levels. These visitors often explore the town's attractions, local businesses, and historical sites, such as Newhaven Fort and the harbour.

- **Showcasing Newhaven's Sporting Community –** By improving our facilities and expanding our outreach, we strengthen Newhaven's reputation as an inclusive and active town that values sport, wellbeing, and community engagement.

- **Publicity and Marketing –** We actively promote our activities across social media, local press, and club newsletters. Any support from Newhaven Town Council will be acknowledged in our marketing materials, ensuring widespread recognition of the council's contribution.

- **Word of Mouth Promotion –** Bowls is a highly social sport, and visitors to our club often leave with a positive impression of both the game and the town. Conversations on and off the green help spread the word about what makes Newhaven a fantastic place to visit and play.

By investing in our club, this grant will not only enhance our sporting facilities but also contribute to the wider promotion of Newhaven as a vibrant, welcoming, and active community.

This grant application must be for an activity/project not previously 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)

Jubilee Fun Day (2022): A community event celebrating the Queen's Platinum Jubilee, which brought together residents of all ages for a day of lawn bowling, entertainment, and social interaction.

Portable Defibrillator for the Recreation Ground (2023): The installation of a life-saving defibrillator, ensuring the safety of club members and visitors to the Recreation Ground.

Disabled Toilets Installation (2023): The addition of accessible toilet facilities, improving comfort and inclusivity for members and guests with disabilities.

Level 1 Coaching Programme (2023): Funding for coaching qualifications, which has enabled the club to deliver high-quality training sessions, resulting in improved skills and participation levels among members.

Tony Bradbury Cup (2024): Support for hosting this annual tournament, which promotes friendly competition and community engagement. (already funded for 2025)

Section 3. Financial Information & Fundraising Activities

Specific amount of Grant Aid sought with this application?	**£500**
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?	**N/A**
What are your main sources of income?	**Membership Subscriptions** **Social Fundraising – see following.**
What other bodies have you applied to for grants?	**For this project/activity?** **N/A** **For general support with other projects/activities?** **Sports Council 2021**
How much money have these bodies awarded you?	**Nothing recently.** **Sports Council £2000 rebound from Covid Grant**
Please provide information of any fundraising activities you have carried out in the	Newhaven Lawn Bowling Club has undertaken a range of fundraising activities over the past year, demonstrating our commitment to self-sufficiency and community involvement. These efforts contribute directly to the club's upkeep, development, and ability to offer an inclusive sporting environment for all. **Fundraising Activities:**

last year and how do these contribute to the grant being applied for. (4 points)	• **Bonus Ball Sweepstake** – A regular and enjoyable way to generate funds for the club. • **Bingo Social Evenings** – Well-attended events that bring the community together while raising money. • **Race Night Social Evenings** – Fun-filled events that contribute to club improvements and new initiatives. • **Short Mat Winter Bowling Sessions** – Extending the bowling season and keeping members engaged while generating income. • **Raffles** – Regular fundraising opportunities at club and community events. • **Denton Challenge Participation** – Promoting the club within the wider community while raising valuable funds. • **RNLI Lifeboat Fete** – Supporting a key local cause while boosting awareness and funds for the club. • **Membership Fees** – A vital source of income that supports the running of the club and ensures sustainability. • **Equipment Sales** – Selling new and pre-owned bowls equipment to help fund club activities. • **Bric-a-Brac Sales** – Selling donated items to generate additional income. • **Book and Jigsaw Sales** – Encouraging local engagement while raising funds. • **Bar Sales** – Providing refreshments while generating revenue to support club facilities. • **Season Tickets** – Encouraging ongoing participation and providing financial stability. **Contribution to the Grant Application:** While these fundraising activities support the club's day-to-day operations, additional funding is essential to achieve our long-term goals. The grant will allow us to build on these efforts by improving facilities, increasing accessibility, and expanding participation across different demographics. This investment will ensure the continued success of Newhaven Lawn Bowling Club as a welcoming and inclusive community hub.
How much money have you raised from these fundraising activities in the same period?	**£2347**

Section 4. Application Checklist	
Supporting Documents Required **Please ensure that these are sent with your completed application form**	**Attached** *Please tick to show that the document is attached*
Either a set of annual accounts and/or the organisation's bank statements for the previous 12 months.	Attached
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 documents 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 Bowling Club
Name of Bank/Building Society	[redacted]
Sort Code	[redacted]
Account No	[redacted]
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	**We run a very efficient club and excess funds are a contingency towards the possibility that we will have to take on full groundskeeping duties. In the near future. This is the case in Brighton from 2025.**

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's 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	[redacted]
Name	[redacted]
Position in organisation	**Secretary**
Contact address	[redacted]
Contact email	[redacted]
Contact phone number	[redacted]
Date	**8th Feb 2025**
Signature Two	[redacted]
Name	[redacted]
Position in organisation	**Treasurer**
Contact address	[redacted]
Contact email	[redacted]
Contact phone number	[redacted]
Date	**8th Feb 2025**

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 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 office on 01273 516100.

CLOSING DATE SUNDAY 9th FEBRUARY 2025 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 or post to: Newhaven Town Council, 18 Fort Road, Newhaven, East Sussex BN9 9QE.

Please specify Grant Amount Applied For:	**3000**

Section 1. Your Organisation			
Name of your organisation	**Inroads Productions**		
Address	[redacted]		
Telephone no:	[redacted]	**Email address:**	inroadsproductions@mac.com

Please can you give us a description of your organisation.

Inroads Productions is a writer-led, not- for- profit theatre company, based in Lewes and formed by writer/theatre maker Sara Clifford. Since 2012, Inroads has been collaborating with various partners, local artists and communities, to create site specific theatre, inspired and informed by stories from the local community, and particularly working-class histories, scripted by Sara and incorporating large scale community ensemble casts, live music, dance and song.
Sara is an established writer and community practitioner, and in 2024 she completed the MA for Writing Opera at Guildhall (with Distinction) and is aiming to integrate her new skills with her existing participatory theatre practice to develop a new community musical/opera for Inroads.

In Newhaven, we have created 10 local productions including four at the Fort: *The Port, the Beast and the Traveller* (2012); *Home Fires* (2015), and *The Tribunal* (2016); and, most recently, *Two Pairs of Eyes*, (2022), a site-specific immersive ghost story, where stories were collected from the community and Sara created a script performed by professional actors and 45 local people, aged 9 – 80+. We also ran a creative project, *At the Edge,* in Newhaven in 2023, using writing, dance and visual art to explore the local chalk grassland.

We have created similar projects in Brighton, Lewes and Eastbourne , including
*Our Dancing Feet (*2015*), Vacant Possession (* 2016), *Twelve Angry Women (*2016); and, most recently, *Sharing the Limelight* (2022), in partnership with Theatre Royal Brighton, where we collected interviews and stories from people who worked at the theatre or attended as audience in the 50s, 60s and 70s. Sara created a verbatim script from these, which was performed as promenade rehearsed reading by participants.

We also made a film about Lewes Food Banks and food collections in 2023, *One Extra Item.*

We regularly received funding on a project by project basis, and recruit freelance artists for each project.

Please see our website https://www.inroads.org.uk for further information and visuals!

TWO PAIRS OF EYES: FRINGE REVIEW- 'Groundbreakingwork - wonderful and very moving'

Audience feedback:

- This was excellent, incredibly atmospheric, beautifully done, what a treat
- Truly great immersive theatre, wished it was longer, that's how good it was. Can't wait to see more. Absolutely fantastic!
- A beautiful experience perfectly balanced script of intimate stories, pondering facts & subtle audience participations. Thoroughly enjoyed it.

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

Our most recent project was *Digging Down* in 2024. This was about growing and eating food and a process of appreciative inquiry to explore the history, culture and use of local allotments, community gardens, community farms and other places where else people might grow and harvest food (eg gardens, window boxes and pots). The work was rooted in the benefits of allotments, gardening and being outside, physical and mental health, a sense of achievement, belonging to a community, growing healthy food locally, plus a connection to the land.

It was also inspired by Inroads' commitment to exploring and celebrating the local landscape and environment, working particularly with the seldom heard voices in contemporary debates, and those who might not normally access the arts, and encompasses issues relating to who owns and has access to land, climate change and food poverty.
It was funded by East Sussex County Council, SCDA (Making it Happen, Food Partnership and Greenhavens Network) and Lewes Town Council and working in partnership with a range of organisations who are working together to raise public awareness of activity that promotes healthier and more sustainable food through active involvement in growing, cooking and sharing food.

Between October 2023 and March 2024, we interviewed a range of people from Lewes , Newhaven and Peacehaven, who are involved in different allotments/community farms/food production from different socio-economic backgrounds and across rural, urban and suburban/fringe locations. We also delivered creative workshops (creative writing, music and visual art) responding to issues relating to food production with local groups found through the interview process.

Inspired and informed by the interviews and creative responses, Sara wrote a part verbatim script that was performed by Kate Grant at a sharing on 18th May 2024 at All Saints Centre in Lewes.
This sharing was a way of bringing communities together and actively showing the link between communities and artistic process. We transcribed and printed out all the creative writing, poetry and Oral Histories gathered as part of the project and presenting all the visual art made; and in decorating the space with fresh produce, herbs and flowers. We also provided a free lunch, and an interactive writing workshop with Sara, and an art workshop with Carol Havard.
Over 75 people took part in the Sharing Event, including participants from all groups including those who were brought by carers and support workers.

Is your organisation a voluntary group?	**No**	**Is your organisation a registered charity?**	**No**
What is your Registered Charity Number?			
Are you a national charitable organisation with a local branch that benefits residents?	No		
Can anyone join your organisation?	No		
If not, why not?	We are a not for profit company, limited by guarantee.		
Where is your organisation based and who owns the building?	We are a small arts organisation, working from 27 Fitzjohns Road in Lewes		
How many Newhaven residents are likely to benefit from this grant?	Estimated numbers First stage – 50 Second stage – 100 Third stage – 500 -1000		
What age group(s) are likely to benefit?	All our projects work intergenerationally with a wide range of people within the local community which grows		

	with each project, so adults and families across the town, but also aiming to reach: Local young people, both individuals and established groups, such as Haven Young Creatives. Older, single, often isolated residents Adults of working age, including those experiencing food insecurity
Do your members pay subscription fees? (weekly/monthly/annually)	No
If so, how much?	

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)

(Re)finding Newhaven Beach is a self contained Research and Development project that will form part of the material/ inspiration for a co-created site specific immersive community musical/ opera with, by and for Newhaven. planned for 2026 or 27, supporting the community to celebrate its strong unique identity at a time of transformation.

Stage 1

Using the beach as the initial focus, and through collecting / sharing oral histories, photographs memorabilia and through creative workshops, we will engage with a wide range of people across the town to hear their stories and memories about the past, present and future of the beach, contrasting the old stories with the new, as Newhaven goes through a period of transformation.

Using the beach as the initial focus, this stage of the project will bring together a range of people via a series of events, to share stories and explore the history and future of the town as both a place for locals to relax and holiday makers to visit, and a working fishing town and harbour. This will inspire and inform the musical/opera.

Memories mentioned on 'Our Newhaven' website include locals 'building sandcastles, eating hot dogs, playing on the amusement games and kids racing on the pedal cars.' Alongside this, above the industrial/fishing port, there is rare chalk grassland on the cliffs, under threat of development along with the constantly shifting coastline itself.

We will conduct a range of personal interviews and offer a series of creative workshops including creative writing, drama and visual art, to understand people's stories in more detail. We will also invite people to a story photograph/memorabilia exchange with tea and cake on 17th May at Hillcrest, including local history speakers and an interactive art workshop on the day, both a stand alone event and material for the next stage.

- **Part of the grant will be used towards paying 4 local people to receive free training in oral history skills and to undertake at least 2 interviews each as part of the story gathering process.**

Stage 2

Following this, Sara will write the outline and the initial scenes of a musical/opera, inspired and informed by these stories & memories, which will be initially workshopped in Autumn 2025.
We will then offer further creative workshops and also ask community participants to a feed back session, at a sharing event, smaller but similar to Digging Down described above, in partnership with Hospitable Environment.
We want to make each stage of engagement accessible and enjoyable, so offering access costs and refreshments to draw people in, but also to continue the ethos of co-creation.

- **Part of the grant will be used towards part of Sara's writing fee and to host the sharing event to invite feedback**

Stage 3
Sara will write the full libretto/text for the musical/opera and we apply for production funding
The eventual opera will be immersive through the town, including the High Street and the road down to the beach and the Hope Inn.

We will work with

- Newhaven Town Council
- Lewes District Council
- ESCC
- Creative Newhaven
- Hospitable Environment
- Lewes Food Partnership
- Local artists eg Carol Havard and Siou Hannam (A Different Light)
- Newhaven Museum
- Sussex Past
- Seahaven Academy
- Haven Young Creatives
- Tidemiils Choir
- Our Newhaven
- Hillcrest Centre
- Hope Inn
- Greenhavens Network
- SCDA

We will reach people through these networks and a robust marketing campaign to reach as wide a range of people within the town as possible: the invitation at this stage is to share stories/ memories, to reach people who would not normally engage with the arts, but through this invitation become part of the project, and therefore might engage with the next stage

Overall, therefore, this grant is part of the work towards a long term project, culminating in a unique high quality participatory cultural experience that will broaden to in and around the town.

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

Over the last 12 years, we have created 4 large scale and 2 smaller performance/ arts projects in Newhaven, investing in the continuing regeneration of the town which is already unrecognisable from when we first worked here, and its developing recognition of the arts, new spaces and community participation
Through this long term engagement and our accessible socially engaged model, we have developed strong local connections and partnerships with local artists, historians and organisations including schools, community groups, statutory and voluntary organisations. We have received extremely positive feedback in our ability to enable local people to take part in something new, develop new skills, make new friends and foster a sense of belonging and increased sense of wellbeing.

This engagement is particularly important in terms of working with young people on how the arts can support us to understand large themes and to experience the transferrable skills they develop- these young people have engaged with workshops, taken part in training and been part of performances, all of which have contributed to their life skills through the rigours of rehearsals and performance, such as cooperation, communication, self discipline, punctuality and group work
(also useful for all ages, of course!)

We also prioritise people who are experiencing socio-economic difficulties, partly as respite but also developing new skills; and people with disabilities or challenging conditions, which might hold them back from taking part.

Having identified some of our target audiences, and the networks and partners we will work with, we will ensure that our marketing is accessible and robust, using a range of ways to reach people, including digital and analogue, to ensure we are including people of all ages, abilities, gender, ethnicity and socio-economic status, particularly important in Newhaven: it is crucial to be aware that the town is in the 10% of most deprived areas in the South East, and where 9.0% of over 60s and 10.7% of children live in families that are income deprived (Lewes/Eastbourne District Council), challenging ourselves to engage as wide a range of people as possible.

More specifically, therefore, the groups we would look to engage with on *Refinding Newhaven Beach* would include, amongst others:

- Young people aged 11- 25, via Seahaven Academy and Haven Young Creatives, with whom we have long standing relationships.
- People of all ages and community groups (who might not normally engage with the arts,) via Hospitable Environment (Soup and Social events) SCDA, A Different Light (Siou Hannam) and Hillcrest existing groups, such as lunch clubs, disability groups and knitting groups
- The fishing community via SCDA/ Food partnership
- People experiencing difficult life situations and food insecurity, via Food Partnership
- *Two Pairs of Eyes* had 45 participants aged from 9 – 70 plus, who we would seek to re-engage plus their friends and families
- People from Global Majority Backgrounds via *Writing Our Legacy* and *Diversity Lewes*,
- LGBTQ groups via Newhaven Youth Centre

We will reach people via a wide range of marketing and outreach tools:

Live Events – Hospitable Environment events; our story sharing event on May 17th, in partnership with Hospitable Environment; and the feedback workshop in the Autumn – all demographics will be invited to these accessible and welcoming events

Network call outs –Hospitable Environment/ SCDA, Lewes Food Partnership - existing participants and reaching people who might not consider engaging with the arts, but might get involved, supported by these organisations eg Pinchpoint Project & fishing community

Social media – Instagram, X, Threads – particularly aimed at younger people

Social media – local Facebook pages eg We Love Newhaven, Newhaven Noticeboard, Made in Newhaven, Save Newhaven Beach and Breakwater Arm, Sussex in History, Creative Newhaven , Newhaven Enterprise Zone and websites, such as Our Newhaven – reaching older and adult audiences

News print - Newhaven Town Council newsletter, Sussex Express, The Lewesian monthly magazine – all ages including families

Online - SCDA online newsletter, Creative Newhaven bulletins, ESCC bulletins, Visit Lewes bulletins, Sussex Wildlife Trust – all ages, including families

Print - Printed flyers and posters around the town, including cafes, museum, library, Paradise Park, Hillcrest centre (including the Flea Market and Soup and Social events) – families and people who might not have ready access to phones/laptops or prefer printed information ,including large print.

Radio – Seahaven FM and BBC South East – all demographics

Stand alone workshops at Seahaven Academy and Haven Young Creatives. This will ensure young people have input at this early stage.

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

The biggest development in our work will be (co-) creating our first community musical/ opera!

Inroads is a not for profit, writer-led limited company, with personnel recruited on a project funded basis, with a robust partnership leadership in Sara Clifford (Artistic Director and writer, also lecturer and community arts practitioner; and Judith Hibberd, Associate Creative Producer, ex-Head of Performing Arts, Arts Council, South East and freelance consultant).
We have previously successfully raised funding previously from ACE, ESCC, NTC, Brighton University, Chalk Cliff Trust, SCDA and Lewes Town Council, and, as our reputation continues to develop, we aim to raise a high amount for the actual production – this funding would therefore evidence early match funding and interest from the local community.

In 2022/23, Sara was the recipient of an ACE *Developing Your Creative Practice* grant, which focused on the theme of Ecodramaturgy, focusing on the chalk landscape, climate change and conservation and how to integrate this with our existing placemaking/community focused work; and in 2024, she studied for an MA in Writing for Opera.
We are excited therefore, to develop Sara's practice as an artist, integrating her site specific theatre work and ecodramaturgy with her new skills as a librettist, alongside developing our company practice from participatory site specific theatre to co-created community musical/ opera.

This project will also contribute to strengthening Inroads as an organisation, putting us on a stronger footing for the next ten years exploring these big themes, through content, but also in form.

Meanwhile, we are offering a new experience to the people who participate in our projects, both existing participants and the new people we hope will get involved. Participants will engage in stand alone activities including creative workshops and sharing stories and memories, as well as oral history collection. This will primarily increase people's sense of connection to, and pride in, the town; develop new skills, such as oral history collection and creative writing; and an enhanced sense of belonging, community and wellbeing. Once we move to performance, people will be able to take part in the show and learn new musical and performance skills, again evoking a sense of community in this piece with, by and for the town.

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

We are always extremely mindful of the fact that we are applying for public money, and that therefore the money needs to be well spent, and demonstrate value. We are looking for the best combination of cost, quality and efficiency, so ensuring that financial reporting is robustly in place before we start, so that we can constantly check against these crucial yardsticks, and ensure we are meeting the requirements of the grant and ultimately the needs of the people of Newhaven.

We want to work with local artists and to respect and offer industry standards in pay (ie Arts Council England/ Independent Theatre Council rates) to ensure we can recruit professional high quality practitioners via our established networks at agreed rates, and we will have letters of agreement in place with all contracted staff

We will gain support in kind wherever possible eg workshop spaces, staff support and guidance

We will review spending regularly to ensure we are maintaining value for money

Sometimes it is hard to quantify some of the benefits in monetary terms – the evaluation process will ensure that we can collect feedback on wellbeing, engagement, skills etc, that will demonstrate the benefits and value of the project, and therefore that this was money well spent and contributing to the larger framework of the regeneration of Newhaven.

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

- *Represent and promote the interests of Newhaven and all its people in all forums*

As mentioned above, we aim to reach as wide a range of people as possible, thus ensuring that the project will be a co-created one. As the project develops and the musical/opera takes shape, this piece of work will capture Newhaven's past, present and future and its unique place on the south coast, a working town that is becoming a vibrant cultural hub.

- *Pay particular attention to the needs of our children and young people*

Young people are one of our primary groups to take part, and we will ensure we reach them via Seahaven Academy, Newhaven Youth Centre and Haven Young Creatives. We are inviting them to understand the town's history, which may not be known to them, and to look ahead to the town's future and what their role in that might be.

- *Actively involve local people in decisions affecting activities in the area*

We are inviting people's engagement with the project and offering stories and thoughts about the project; to contribute at each stage, and to offer feedback on the initial outline and scenes; the opportunity to take part in the final performance or be part of the audience

- *Promote equality of opportunity and oppose discrimination*

We have an equal opportunities policy in place, and look to make our work accessible to all, regardless of age, ethnicity, gender or (dis)ability. Equally, we oppose discrimination against anyone on any of these grounds, and will have structures in place to support this.

- *Be open and accountable in all it does*

We will work with NTC and all funders to ensure transparency in all dealings, including our activities and financial records– Sara was recently invited to give a presentation on the project to the Councillors, which was recorded, and this level of accountability is crucial.

- *Support development which is environmentally, socially and economically sound and sustainable*

We will aim for sustainable practices, for example using digital materials where possible and, for the performance, inviting audiences to attend by public transport from Brighton, Lewes, Seaford or Eastbourne.

We will engage local participants through local networks and ensure there is legacy to the project – this will be our sixth project in Newhaven, as we carefully build and develop these networks and relationships.

Economically, we will ensure value for money, that the town gets the best quality work for its investment in the project.

Evaluation of the project

First stage – collecting stories and photos, plus story sharing day

Accessible ways of collecting feedback on taking part, whether individually or at the group event, and on being part of a bigger project, including:

- Demographic information (anonymised)
- How they got involved (marketing reach)
- Have you ever taken part in something like this before?
- What did you enjoy, what did you learn?
- Does taking part in a community activity change the way you see things?
- Thoughts on the whole project, how it could develop and recommendations

All responses can be written, scribed , recorded or drawn- so could include questionnaires, flipchart smiles/frowns, three words; and we can also share art work and creative writing as a way of reflecting on the themes

We will also be collating the interviews and reflecting on the information collected – what themes are emerging, how develop the material
The day will be documented in photos by Rosie Powell.

Second stage – responding to initial ideas and script scenes
A workshop with actors, followed by a sharing of early material and ideas with an invited audience of community participants and critical friends, as well as the creatives - questionnaires, interviews, initial responses – ideas for the future, whether they will take part

The immediate legacy from the evaluation will help us plan how we can continue the engagement, ensuring that there are follow up activities planned.
The longer legacy will be through the overarching project, in terms of the offer of participatory activities and the show, plus the potential for digital and educational resources, such as QR codes, education pack and signposting to community resources

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

We have created five projects over the last 12 years, with, by and for Newhaven and we are proud to have been an early part of the Creative Newhaven initiative, using culture and the arts for the regeneration and promotion of the town.

This musical/opera will, again, be made with local people, and will tell their stories against the backdrop of the town itself, in the streets, on the beach and in places like the Hope Inn. We are hoping that through its development, we will gain the support of Brighton Festival, who are already interested in bringing Newhaven into the wider Festival circle, and therefore attract large audiences to the town. We are also hoping that Glyndebourne will be interested, who would also bring the town to wider attention. Both of these potential partners would contribute to Newhaven's regeneration and its developing reputation as a place for arts and creativity.

The bigger ambition is to put Newhaven on the map as being the jumping off point for a trilogy of related work, extending to the chalk land in the Chilterns with Reading University, and in Kent with Kent Downs National Landscape.

Also, alongside the site specific element in the town, a future ambition might also be a stand-alone show that could be performed in large theatre spaces (similar to the show, *Standing at the Sky's Edge*) so that our community created piece develops a broader resonance: how a changing landscape impacts community identity, particularly for young people and locally disadvantaged people , whose access to and engagement with this landscape is often unspoken and forgotten, but is crucial in imagining a future for it.

This grant application must be for an activity/project not previously 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)

This is a new project.
We have not had any specific previous projects funded by NTC, but we did receive subsidised space as support for workshops for At The Edge, via the Scout Hut in 2023.

Section 3. Financial Information & Fundraising Activities

Specific amount of Grant Aid sought with this application?	**£3000**
If the grant forms part of a larger project, what is its total estimated cost?	For the first two stages of this project, we anticipate a cost of £15,500
If the value of this grant application does not meet the full cost of the project, how do you propose to meet the shortfall?	We have a grant from Brighton University of £8625 confirmed, though still waiting for payment. Applied for £3765 From BN9 Encouraged to apply to food Partnership for support for story sharing day– £650 Support in kind – Sara contribution of £500 Once we get to the third stage of the project into full script and production, we will apply to Arts Council England and Heritage Lottery Fund
What are your main sources of income?	Project funding from different grant providers
What other bodies have you applied to for grants?	**For this project/activity?** University of Brighton BN9 fund **For general support with other projects/activities?** Previous projects have received funding and support from: Arts Council England Heritage Lottery Fund Chalk Cliff Trust SCDA / Lewes Food Partnership/ Greenhavens network Newhaven Town Council Lewes Town Council East Sussex County Council University of Brighton Farnham Maltings Theatre Royal Brighton

How much money have these bodies awarded you?	**For this project** University of Brighton - £8625 BN9 – just submitted application for £3765
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)	**For Digging Down** - Successful applications to ESCC, SCDA, Lewes Town Council **For Refinding Newhaven Beach/community musical/opera,** we have successfully applied to Brighton University and waiting to hear from BN9. The Food partnership have agreed to support us, details tbc. And unsuccessfully applied to Natural England Historic England Live theatre/Unlab award 101 outdoor arts residency As a small project-funded arts organisation, we are only able to make funding applications for things, no other activities can be undertaken This is a project with, by and for Newhaven, and we are hoping these more local applications will be successful in supporting us to make this unique project.
How much money have you raised from these fundraising activities in the same period?	For Digging Down, we raised £10, 000 ESCC £3000 from SCDA £1950 from Lewes Town Council

Section 4. Application Checklist	
Supporting Documents Required **Please make sure these are sent with your completed application form.**	**Attached** *Please tick to show that the document is attached*
A current written set of rules, constitution or other governing documents duly authorised and adopted.	yes
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.	[redacted] We make all our transactions online, so every transaction is transparent
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.	yes
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.	yes
In the case of a grant for infrastructure/equipment maintenance and/or improvement purposes, a minimum of three estimates for the work/equipment specified.	n/a
A copy of the organisation's current Public Liability Insurance to a minimum of £5 million in cover.	yes
Details of how the organisation will assess the effectiveness of the activity/project and where 'value for money' has been achieved.	Yes Included in application form

Section 5. Banking Details	
Account Name	**InRoads Productions Ltd**
Name of Bank/Building Society	[redacted]
Sort Code	[redacted]
Account No	[redacted]
Bank mandate rules (How many signatories)	**One**
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.**	**We use all project funds as allocated and are not for profit, so there is no surplus**

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's 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	[redacted]
Name	[redacted]
Position in organisation	**Director**
Contact address	[redacted]
Contact email	**Inroadsproductions@mac.com**
Contact phone number	[redacted]
Date	**9/2/2025**
Signature Two	[redacted]
Name	[redacted]
Position in organisation	**Director**
Contact address	[redacted]
Contact email	[redacted]
Contact phone number	[redacted]
Date	**9/2/2025**

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 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 office on 01273 516100.

CLOSING DATE SUNDAY 9th FEBRUARY 2025 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 or post to: Newhaven Town Council, 18 Fort Road, Newhaven, East Sussex BN9 9QE.

Please specify Grant Amount Applied For:	£3000

Section 1. Your Organisation

Name of your organisation	Havens Community Hub		
Address	2A Thompson Road, Denton, BN9 0RS		
Telephone no:	[redacted]	**Email address:**	[redacted]

Please can you give us a description of your organisation.

Havens Community Hub is dedicated to identifying and addressing established community needs by creating, developing, and supporting projects that deliver meaningful and sustainable impact in our local community. We are currently running three core initiatives: Havens Food Cooperative, Havens Connections Café and Havens Support and Volunteer Hub. These projects work together to address key issues in the community, including food insecurity, social isolation, and the need for accessible information and support.

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

1. **The Havens Food Cooperative**: A food waste prevention initiative that collects surplus food from local stores and redistributes it to the community, reducing food waste and helping to combat food insecurity. This project started in 2020 and continues as a daily operational project. Up to 3 tonnes of surplus food is rescued and redistributed weekly with a team of 45 local volunteers and since the start of the project this equates to £1.5 million worth of food saved.

2. **The Havens Connections Café**: Our newly developing community café project, initiated in September 2024 is designed to provide an additional layer of food support to the Havens Community. The café uses surplus food collected through the Havens Food Cooperative to prepare home-cooked, nutritious meals that are offered at low cost or for free. The café operates a "pay-it-forward" scheme, enabling individuals facing food insecurity to receive free meals discreetly, without the need to provide proof of need. This ensures a welcoming and non-judgmental environment for everyone, especially vulnerable or at-risk members of the

community. The café also has very recently registered as a warm space- offering a safe, welcoming and inclusive space for all, tackling loneliness and isolation in the community. The café also provides digital inclusion services and has two free computers available for visitors to use- ensuring that those without this equipment have access to it.

3. **The Havens Support and Volunteer Hub**: Is a support and information service designed to connect individuals with resources, services, and volunteering opportunities. It acts as a vital link between community members and the support systems they need. Sessions are run from the Café on a weekly basis, to ensure community members can access support needed.

Is your organisation a voluntary group?	No	**Is your organisation a registered charity?**	No we are a CIC
What is your Registered Charity Number?	CIC Number: 11640612		
Are you a national charitable organisation with a local branch that benefits residents?	No		
Can anyone join your organisation?	Yes- anyone can visit our café and use our other projects.		
If not, why not?			
Where is your organisation based and who owns the building?	Havens Connections Café is based in the Hillcrest Centre in Newhaven, Bay Vue Road (BN9 9LH)		
How many Newhaven residents are likely to benefit from this grant?	Estimated- 300		
What age group(s) are likely to benefit?	All age groups		
Do your members pay subscription fees? (weekly/monthly/annually)	No		
If so, how much?			

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)

The grant will be used to significantly develop and expand the pay it forward scheme in the Havens Connections Café, and develop the café as a warm hub for the community. Currently we are seeing approximately 10 people accessing the scheme each week and having a meal in the café but we would like to expand the scheme and create further ready meals for these individuals and more to take away and simply heat up at home as well. The goal is to have a community fridge and freezer that people can choose to access, so that we can reach more people in need of the service and they can continue to access this discreetly.

Funding will enable us to purchase the essential equipment and supplies needed to deliver more high-quality, nutritious meals through the pay-it-forward scheme. This includes items such as cooking utensils, food storage solutions, serving equipment and food items (where surplus is not available or feasible) to

increase the café's capacity to support more residents. Funding will support the levelling up and development of the pay-it-forwards scheme, ensuring that more Newhaven residents are supported with access to food.

Additionally, the grant will support the development of the cafes' volunteer team, covering new opportunities for training and expenses and ensuring our team is equipped with the skills and resources needed to provide excellent service and effectively manage the café's community initiatives like the pay it forward scheme. Currently all our café volunteers undertake training including their food hygiene training, but we would like to support them with further training to develop the project and make it more sustainable in the long-term.

Part of the funding may also be allocated towards raising awareness of the café's services, through advertisement on our website and social media platforms, particularly among vulnerable residents who may benefit most from the pay-it-forward scheme and warm space initiative. We hope to develop our marketing and promotion of the café, to reach a wider audience across Newhaven and become better known as a community café.

By focusing on these areas, the grant will ensure that the community café develops as a vital resource for the community, tackling loneliness and isolation and addressing food insecurity.

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

The grant will benefit a wide range of individuals from diverse backgrounds across Newhaven. Our community café is designed to be an inclusive and welcoming space for all, providing support and connection to residents of varying ages and circumstances.

We work closely with children and young people, regularly hosting sessions in collaboration with the local children's nursery and the Family Support Hub. These sessions promote social engagement and community involvement in a nurturing environment.

Additionally, the café is a vital resource for vulnerable and socially isolated individuals. As a registered warm space, we offer a space for anyone seeking comfort, whether it's to enjoy a nutritious meal through our pay-it-forward scheme, a warm drink, or simply a friendly conversation with our volunteers.

We also run from a thriving community centre. When we took on this project it was recognised by the community that the Hillcrest Community Centre did not have an operational Café, and this affected their room hires and visitors greatly. We chose to hire this particular venue in order to bring a welcoming space of activity and food back to the Hillcrest Centre and in turn this has and will hopefully continue to positively impact the Hillcrest Centre themselves and the many groups, and organisations that choose to use the centre, a valuable building to the Newhaven Community.

By addressing the needs of these groups, we aim to create stronger connections and enhance well-being for all members of the Newhaven community.

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

This funding will allow us to expand and enhance our pay-it-forward scheme, enabling us to provide a greater number of free meals to community members who are at risk of food insecurity or in need of additional support. By strengthening this initiative, we can ensure that no one in our community goes without access to a nutritious meal in a welcoming environment.

As a registered warm space, the grant will also enable us to promote our Café and the opportunities we offer to the local community, helping us address social isolation and loneliness by providing a safe and inclusive space where people can connect, participate in events, and access support services.

By addressing key issues such as food insecurity and loneliness, this grant will benefit not only our users but also the wider Newhaven community.

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

The Havens Connections Café delivers exceptional value for money by maximising community impact through efficient use of resources and innovative partnerships. By using surplus food collected through our Havens Food Cooperative, we significantly reduce food costs while addressing food waste in the community. Every pound spent through this grant will support the provision of nutritious meals to those at risk, ensuring that even the most vulnerable members of our community can access healthy food in a dignified and inclusive manner.

The café operates with minimal overheads, thanks to the dedication of our cafe volunteers, who generously contribute their time and skills to the project.

Additionally, as a registered warm space, the café supports community members facing isolation or high living costs by providing a welcoming environment with access to free resources such as computers and support services. The café addresses digital exclusion—without incurring additional infrastructure costs, as we operate within the existing Hillcrest Community Centre.

Our commitment to sustainability, volunteer engagement, and community well-being ensures that every pound of grant funding is spent effectively and generates measurable benefits for the Newhaven community. By investing in this project, Newhaven Town Council will be directly contributing to a model that not only meets immediate needs but builds long-term resilience within the community.

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

The Havens Connections Café aligns strongly with the current priorities of Newhaven Town Council by addressing key social and economic challenges within the community, including food insecurity, social isolation, and environmental sustainability.

1. Supporting Vulnerable Residents
   The café provides a vital service for vulnerable residents by offering affordable or free nutritious meals through our "pay-it-forward" scheme. As a registered warm space, the café ensures that residents have access to a safe, welcoming environment where they can escape cold conditions, access support, and connect with others. These efforts directly contribute to promoting the health and well-being of Newhaven's most at-risk populations.
2. Encouraging Community Cohesion
   By encouraging a sense of community through shared meals and inclusive activities, the café strengthens social bonds and reduces loneliness. The café brings people together, ensuring that Newhaven remains a connected and vibrant community.
3. Promoting Sustainability
   The café operates using surplus food collected by the Havens Food Cooperative, aligning with the council's environmental objectives by significantly reducing food waste and promoting sustainable practices.
4. Enhancing Local Services
   Situated at the Hillcrest Community Centre, the café complements other local initiatives by providing an accessible hub for information, support services, and community-led activities. This aligns with the council's commitment to supporting a thriving community environment and supporting local partnerships.

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

We work with lots of community groups, organisations, and projects to provide a wrap-around service in the community, and have great working relationships with local charities, projects, schools, and businesses. This collaborative approach showcases Newhaven is a connected community, with our community café bringing plenty of groups together for collaboration.

The café also serves as a welcoming point for visitors to the Hillcrest Centre, close to Newhaven Town, helping to create a positive impression of Newhaven as an inclusive and thriving community. By hosting

activities and offering a community café space for the use of individuals and groups, we help highlight the rich and diverse opportunities available within the town. We are actively supporting the Hillcrest Community Centre, a valuable asset in Newhaven Town.

Additionally, our commitment to sustainability and reducing food waste demonstrates Newhaven's efforts addressing global issues at a local level. Our environmental efforts not only benefit the environment and reduce food waste locally but also contribute to Newhaven's image as a progressive, forward-thinking town.

This grant application must be for an activity/project not previously 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 are very grateful to have received funding for the initial projects of the Havens Community Hub including the Havens Food Cooperative and Havens Community Cars in 2022.

This project is new to our organisation and was set up in September 2024 with the intention of further supporting the community and bringing a thriving community café back to the Hillcrest Community Centre to serve the Newhaven Community.

Section 3. Financial Information & Fundraising Activities

Specific amount of Grant Aid sought with this application?	£3000
If the grant forms part of a larger project, what is its total estimated cost?	The total estimated expenditure for Havens Connections Cafe is £67,925.10 per year.
If the value of this grant application does not meet the full cost of the project, how do you propose to meet the shortfall?	The Havens Connections Cafe is a low-cost community café and does not set out to make a profit. However, aside from the pay it forward scheme, where meals and drinks can be accessed for free for at risk community members, we will make a percentage of money on the sale of food and drink which covers a percentage of the cost of this project. As a community organisation we will also be fundraising and undertaking efforts to attain funds through donations and grants to support the continuation and development of the project.
What are your main sources of income?	Grants, trusts and foundations Donations from individuals and businesses Café sales

What other bodies have you applied to for grants?	**For this project/activity?** The House Project Peacehaven The Homity Trust Fareshare Sussex and Surrey The Newhaven Rotary Club The Enjoolata Foundation – requested £5000 Brighton and Hove Buses- requested £500 **For general support with other projects/activities?** Our other projects have received funding from sources including: • Hubbub • Lewes District Council • Veolia • The Rampion Community Benefit Fund • Co-op Local Community Fund • The Enjoolata Foundation • The Homity Trust • The Sussex Community Foundation • The Chalk Cliff Trust
How much money have these bodies awarded you?	**For the Havens Connections Café:** • The House Project Peacehaven- £1000 • The Homity Trust- £1000 • The Newhaven Rotary- £250 (equipment purchase) • Fareshare Sussex and Surrey- £980 (equipment purchase)
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)	We have a fantastic supporter team of volunteers who often fundraise in aid of the Hub and our projects, and we support them to do so. Recently we have had a volunteer set up a weekly Bingo session at the Café on Mondays. We also have a pub quiz being organised by another supporter in aid of the Hub. Our café manager Julia is working with the local nursery to organise an art exhibition for the children's artwork in aid of the Hub. We do our best to raise funds for the Hub and its projects, but the bulk of our income comes from grants from organisations, trusts and foundations.

How much money have you raised from these fundraising activities in the same period?	Our weekly bingo sessions bring in approximately £60 per session, the pub quiz raised approximately £300 and we anticipate up to £100 from the art exhibition also. We run a local giving page for the Pay-it Forward Scheme, this is currently covering the basis of costs for meals across the week but it is not enough funding to develop the scheme into what we hope it to be.

Section 4. Application Checklist	
Supporting Documents Required **Please make sure these are sent with your completed application form.**	**Attached** *Please tick to show that the document is attached*
A current written set of rules, constitution or other governing documents duly authorised and adopted.	✓
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.	✓
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.	✓
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.	✓
In the case of a grant for infrastructure/equipment maintenance and/or improvement purposes, a minimum of three estimates for the work/equipment specified.	✓
A copy of the organisation's current Public Liability Insurance to a minimum of £5 million in cover.	✓
Details of how the organisation will assess the effectiveness of the activity/project and where 'value for money' has been achieved.	✓

Section 5. Banking Details	
Account Name	Havens Community Hub CIC
Name of Bank/Building Society	Royal Bank of Scotland
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? **The Council needs to fully understand your financial position.**	We do not hold any significant unrestricted reserves- for our Havens Food Cooperative Project we hold 3-6 months running costs and we are working on attaining this for the Café, however being a small and new project it will take time to accrue these funds.

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
Please state who that is and their relationship to you.	Local Newhaven Councillor Steve Saunders Volunteers for our Havens Food Cooperative project. The Mayor of Newhaven- Pinky Mclean-Knight has chosen Havens Community Hub as their supported charity this year.

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's 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	[redacted]
Name	
Position in organisation	Fundraising Development Manager
Contact address	[redacted]
Contact email	
Contact phone number	
Date	04/02/2025
Signature Two	[redacted]
Name	
Position in organisation	Director
Contact address	[redacted]
Contact email	havenscommunityhub@gmail.com
Contact phone number	[redacted]
Date	04/02/2025

5. Report – Appendix 2, Scored Assessments.

Small				Criteria 1	Criteria 2	Criteria 3	Criteria 4	Criteria 5	Criteria 6	Criteria 7	Criteria 8			
Applicant	Purpose of Funding Requested	Total funding sought £	Eligibility	The application clearly specifies how the Grant will be used (2 points)	The application identifies what sections of, or communities in Newhaven will benefit from the Grant (3 points)	The application identifies the benefits to the applicant organisation, its members or service users (3 points)	The application identifies how the Grant will deliver 'Value for Money', (5 points)	The application outlines how the activities and actions resultant of the grant are aligned with the current priorities of Newhaven Town Council (4 points)	The application identifies how the Grant would assist in promoting Newhaven (3 points)	The application is for a grant facilitating an activity/project not previously funded by the council (3 points)	The application clearly evidences its own fund raising activities over the preceding twelve months and how these contribute to the grant being applied for (4 points)	Total		Successful Score Threshold
Newhaven Bowls Club (Fort Rd)	Advertising & Open Day + (LED Lighting)	£ 500.00	Part	2	3	3	4	4	3	0	3	21		15

Large				Criteria 1	Criteria 2	Criteria 3	Criteria 4	Criteria 5	Criteria 6	Criteria 7	Criteria 8			
Applicant	Purpose of Funding Requested	Total funding sought £	Eligibility	The application clearly specifies how the Grant will be used (2 points)	The application identifies what sections of, or communities in Newhaven will benefit from the Grant (3 points)	The application identifies the benefits to the applicant organisation, its members or service users (3 points)	The application identifies how the Grant will deliver 'Value for Money', (5 points)	The application outlines how the activities and actions resultant of the grant are aligned with the current priorities of Newhaven Town Council (4 points)	The application identifies how the Grant would assist in promoting Newhaven (3 points)	The application is for a grant facilitating an activity/project not previously funded by the council (3 points)	The application clearly evidences its own fund raising activities over the preceding twelve months and how these contribute to the grant being applied for (4 points)	Total		Successful Score Threshold
Havens Community Hub	Augment Havens Connections Café as a 'Warm Hub' as part of the 'Pay it Forwards Scheme, +Staff Training & Advertising	£ 3,000.00	Y	2	3	2	4	3	2	1	3	19		23
Inroads Productions	*"(Re)finding Newhaven Beach"* a self contained Research & Development Project	£ 3,000.00	Part	2	2	1	2	3	2	3	1	15		23
Newhaven Photographers Collective	Grant to cover venue hire and operational expenses	£ 750.00	N	1	1	1	2	2	2	3	0	13		23

N E W H A V E N T O W N C O U N C I L

Ken Dry
Town Clerk

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

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

To: Promotion, Partnership & Finance Committee **Agenda Item 6.**

Date: 25th February 2025

Report contact: Town Clerk.

Subject: Community Partnership Discretionary Grant Applications.

1. The purpose of this report is to, present to members those applications for Community Partnership Discretionary Grant funding received prior to the published deadline and assist their consideration of each application as per the councils Discretionary Grant Application Policy (DGAP)

Background.

2. The current round Community Partnership Grant Applications was opened at the beginning of January 2025 with an electronic copy of the DGAP and Application Forms placed on the NTC Website. The deadline for submissions was February 9th 2025.

3. A total of 4 applications were received prior to the published deadline. Of these the following were deemed ineligible for consideration and scoring under the current DGAP;

• Homelink (£10K)	DGAP 1.1 not a Newhaven based organisation.
• Family Support Work (£5K)	DGAP 1.1 not a Newhaven based organisation DGAP 1.2 organisational operating costs.
• Mencap (£10K)	DGAP 1.2 building maintenance.

4. Scanned and redacted file images of each application can be found at **Appendix 1** in order of the synopsis within this report. All supporting documentation for each application is available in the 'councillors' folder in order to mitigate print and paper costs wherever possible.

5. A breakdown of the scoring assessment for each of the applications (eligible and ineligible) can be found at **Appendix 2.**

6. Members will recall that the budget for Community Partnership Grants is once each financial year and is funded from the next Financial Year's budget provision. The latter expenditure has been set at £30K under expenditure line **360.4226.**

Synopsis and Scoring of Eligible Applications.

7. Initial screening for eligibility, followed by scoring of each application assessment has been conducted by the Town Clerk, Deputy Town Clerk and RFO using the DGAP scoring regime. **Members are of course at liberty to give further consideration to the applications and the scores allocated.**

8. A summary of the eligible Community Partnership Grant application received, and its total assessment score can be seen at Table 1 below.

Community Partnership						
Applicant	**Purpose of Funding Requested**	**Total funding sought £**	**Eligibility**	**Score Total**		**Successful Score Threshold**
Develop Outdoors CIC	Augmentation of Hair & Beauty Training to 16yrs+ young people with SEMH, SEND or behavioural needs.	**£ 4,332.00**	**Y**	20		**27**
	Total Sought	**£ 4,332.00**				
	Available Funding	**£ 23,793.00**				

Table 1

Community Partnership Grants (£3,001-£10,000)

9. **Develop Outdoors CIC**
   This is a Newhaven based Community Interest Company offering a range of community-based services to combat loneliness and isolation and helping individuals discover and learn new skills. It works with young people, primarily 5-14yrs of age.

   This application seeks to secure funding of **£4332** to expand its Hair & Beauty Education Programme for post 16yrs learners, particularly those who are unable to access mainstream education due to SEMH, SEND or behavioural needs. The applicant has provided a breakdown of the Grant expenditure as follows; however the application did not provide written quotations or cost estimates for the equipment listed.

Signage	*£600*
Hair Dryers 3 between £40-£80	*£240*
Chairs 3 @ £150	*£450*
Cool blades Hairdresser sets x 3 £126	*£378*
Nail Tables x 2 = £112	*£240*
Redecoration costs 3 days in total	*£460*
Beauty Lamps x 3 @ £40= £	*£120*
Shelving	*£40*
Trolley x 2 @ £56	*£112*
Setting lights 2 @ £50	*£100*
Training Head x 4 between £60-£80 a head £320	
Brushes selection	*£200*
Education registration & purchase of courses	*£1200*
	Total £4332[1]

   As per the DGAP, officers have scored the application as achieving **20 points** which means this Community Partnership Grant application is deemed as partly successful. On this basis, officers advise that an award of no more than **£2816** should be made.

[1] Total should be £4460.

Finance.

10. In the 2024/25 expenditure budget, there is **£23,793** available for Community Partnership Grants. As per the scoring synopsis provided (paras 8-10 inclusive) the total monies that can be awarded is **£2816** and therefore there are no budgetary constraints preventing an award.

11. As this is a single award to Develop Outdoors CIC (£2816) there is no requirement for Full Council approval as required by Financial Regulations (£7500+). However, the earliest that the award can be made is April 1st 2025.

Recommendations.

That the Committee;

1. Approves that Community Partnership Grant and amount listed in Table 2 below, and

2. Instructs the RFO to make that payment on April 1st 2025

Applicant	Award Amount
Develop Outdoors CIC	£ 2,816.00
	£ 2,816.00

Table 2

NEWHAVEN TOWN COUNCIL

Application for a COMMUNITY PARTNERSHIP Grant (£3,001 to £10,000)

This form is to be used for Community Partnership 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 office on 01273 516100.

CLOSING DATE SUNDAY 9th FEBRUARY 2025 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 or post to: Newhaven Town Council, 18 Fort Road, Newhaven, East Sussex BN9 9QE.

Please specify Grant Amount Applied For:	£10,000

Section 1. Your Organisation			
Name of your organisation	Lewes District Churches HOMELINK		
Address	House of Friendship, 208 High Street, Lewes BN7 2NS		
Telephone no:	[redacted]	**Email address:**	info@leweshomelink.org.uk

Please can you give us a description of your organisation.

The primary purpose of HOMELINK is preventing homelessness in Lewes District by enabling access to the private rented sector by the provision of an interest-free loan for the rent in advance and deposit. Many people can afford the monthly rent once they are in a private rental, but they don't have access to the advance costs, which can be at least £2,000, a sum out of the reach of many. We work closely with our clients, agreeing an affordable monthly repayment plan (typically £20-£50) over 3-5 years.
In 2024 we provided 61 loans at a cost of £98,119. The 61 loans represent 75 adults, and 71 children assisted into new/better homes/housing situations.

However, this application is in respect of our rapidly increasing secondary service, our small grants service.
This service provides small grants to local people for essential household items. Whilst called a grant, we do not hand over money. Once the application has been assessed, we source the item, purchase it directly and arrange fitting where required.

This is a significantly growing part of our service which has seen a marked increase in demand, coinciding with the cost-of-living crisis.

In 2024 we had 106 successful referrals at a cost of £29,149 and are applying to Newhaven Town Council so that we can provide more help in 2025 to vulnerable people in Newhaven via our NICE Project.

Many of our small grant referrals come from Lewes District Council housing officers, support workers and housing associations when the clients who have been homeless or in emergency accommodation are rehoused into properties with nothing on the floor, no beds, furniture or white goods.

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

We help individuals manage existing debts, refer to the CAB for budgeting assistance, and signpost to vital mental health, employment and other support services. The positive impact of HOMELINK's intervention on clients' mental health and long-term outcomes is profound. Having contact with a service that is personal, and caring is a transformative experience. The savings to local support services, the NHS and family stress-levels, are immeasurable. Many have gained employment—or started retraining/further education—once they have a permanent address. By assisting families into homes, we keep them together and enable children and teenagers to remain in the area to benefit from continuity of schooling, community and healthcare.

Our small grants scheme also makes a big difference to the quality of life for those who cannot afford essential household items such as a bed, fridge, microwave, cooker or flooring.
Newhaven is an area of high need and many of our clients come from there.

We organised an annual event in June 2024 where we invited local people, councillors, funders and supporters to receive our annual plan and to hear about our plans. We were fortunate to have Penny Shimmin SCDA as our speaker.
We undertake much fund raising on a regular basis including sponsored runs, Plant Sale,
Clothes & Cocktails event, Gala Concert in October, Christmas Concert, Cliffe Residents Association book sale, Bonfire Societies collections and a Christmas Appeal, more details to be found in section 3 of this application
We give talks to groups and funders on a regular basis as part of our outreach work

Is your organisation a voluntary group?	**NO**	**Is your organisation a registered charity?**	**YES**
What is your Registered Charity Number?	1174895		
Are you a national charitable organisation with a local branch that benefits residents?	**NO**		
Can anyone join your organisation?	Anyone can apply for help from HOMELINK		
If not, why not?	**N/A**		
Where is your organisation based and who owns the building?	Lewes Owned by Lewes House of Friendship (Charity No. 1158437)		
How many Newhaven residents are likely to benefit from this grant?	With regards to small grants, in 2024 we had 106 successful referrals working with 118 adults and 74 children, with 42% being Newhaven residents. We spent £29,149 on direct small grants for clients in total. Our loans service made 61 loans last year, at a cost of £98,119. 34% of our loan clients moved into Newhaven.		

	We can see no reason why this trend will not continue. Newhaven is one of the most affordable areas to live in Lewes District and the planned new homes in Newhaven Neighbourhood Plan include a large development at Harbour Heights and small planned developments at the Marina, West Quay and south of Valley Road.
What age group(s) are likely to benefit?	**ALL**
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)

The background: We have observed that during 2024, 42% of our small grant referrals came from the Newhaven area. As our largest referral base, we would like to develop and grow the service that we can provide to residents of Newhaven who need essential household items. The provision of small grants in the form of essential household items is an area of HOMELINK's work which is growing rapidly.

The purpose: The purpose of the grant is to support very vulnerable people with essential household items when they are moving from homelessness into accommodation but have none of the things that they need to make the property fully functional as a home. For instance, they may not have carpets, or a cooker, or a bed.

For example, we had a recent client who was being housed after a period of rough sleeping. He was delighted with a kettle and microwave, cutlery and crockery from our small grants service and requested a broom, dustpan and brush set to keep his new room clean and tidy. For someone who has moved from rough sleeping into accommodation, these things are lifechanging.

How the grant will be utilised: This grant will used to develop a project focussing on our small grant service, where we provide grants of up to £350 for white goods, furniture, beds and mattresses, bedding, crockery & cutlery and up to £500 for carpets. As mentioned, we do not give money. Once the application has been assessed, we source the item(s), purchase them directly and arrange fitting where required.

We plan to set up a special project **NICE** (Newhaven, Identification, Communication and Evaluation) as explained below.

The process is that we take referrals from local community support workers and for the specific purposes of this project we will map and develop our **Newhaven** Community Partnerships (currently this has included the Newhaven Foyer, Foodbanks, SCDA, Lewes District Council Housing Officers, Children Services, Early Years Support Workers). This leads to **identifying people** and their needs who are living in Newhaven or moving to Newhaven who have been rough sleeping, sofa surfing, have been in refuges following domestic abuse, in emergency and temporary accommodation, being evicted from their accommodation. A breakdown of the numbers of adults and children we supported through this process in 2024 is included in this application. Their need may be a bed, something to cook with and carpets when there is nothing on the floor.

In Newhaven we are fortunate to have **suppliers** who offer value for money goods and with whom we have a good working relationship and who support the charitable work we do. The Age Concern Warehouse and TFS which supplies reconditioned white goods are both examples of recycling and contribute to LTC environmental priorities. We also use a Carpet Fitter and an Electrician who work in the Newhaven area. As part of this project, we would wish to identify other suppliers which offer value for money and meet our criteria as good providers and in doing so we are supporting the local economy.

Once we have **identified** people's needs and possible suppliers **Communication** with both those in need and where we are buying the goods is essential to make sure we are working respectfully with the clients giving them choice when we can, arranging suitable delivery and fitting times. Finally, **Evaluation** is an

important part of this project to assess the impact of these interventions and to learn where necessary from these so that we continue to improve our service and provide the necessary data and information to be able to produce a report for Newhaven Town Council.
The grant would be used to support people in the Newhaven area, with essential items purchased in the Newhaven area, thus helping both residents and the local economy and strengthen Newhaven Community Partnerships.

What sections of the community in Newhaven will benefit from the grant? (3 points)
All sections of the community in Newhaven will benefit for the grant because all are vulnerable to the ongoing cost-of-living crisis and homelessness can happen to anyone. Many HOMELINK clients are single parents and their children. These families need to support to get secure homes to avoid the added trauma of separation or a move to temporary accommodation. We also help the 'hidden homeless' – an under-reported category of people because they have been 'sofa surfing' or living with family and friends in often untenable conditions.

We welcome applications from people who are moving into accommodation from homelessness and who do not the necessary essential household items to make their new property functional. For instance, they may not have a bed or a cooker. We also welcome applications from non-house movers with a particular need who are referred to us by an agency.

Anyone can apply for help from HOMELINK, and we assist many people who live in, or want to live in, Newhaven. We do ask for referrals to come through housing officers, foodbanks, support workers, CAB etc.

We work closely with Housing First at Lewes District Council and receive referrals from a range of other community partners such as women's refuges, children's services, Newhaven Foyer and SCDA.

During 2024 we had a surge in small grant referrals when Claire Brown Court, Clifton Road, a Southern Housing association development and Stove Place South Road, a Lewes District Council development, became available. In addition, we had several referrals for individuals who were offered temporary accommodation in a house of multiple occupation in Newhaven. Although HOMELINK covers the whole of Lewes District, a significant amount of our work is undertaken in Newhaven as there is demonstrated need, higher levels of deprivation which is being responded to by the new buildings, and private rentals which are more in line with housing benefit levels. A high percentage of the people we work with are on Universal Credit due to ill health, disability, and homelessness.
In 2023, the number of referrals due to domestic abuse were 6, in 2024 this has risen to 17.
With regards to small grants, in 2024 we had 106 successful referrals working with 118 adults and 74 children, with 42% being Newhaven residents. We spent £29,149 on direct small grants for clients in total.
Our loans service made 61 loans last year, at a cost of £98,119. 34% of our loan clients moved into Newhaven
We can see no reason why this trend will not continue. Newhaven is one of the most affordable areas to live in Lewes District and the planned new homes in Newhaven Neighbourhood Plan include a large development at Harbour Heights and small planned developments at the Marina, West Quay and south of Valley Road.
Any grant awarded will be used solely to benefit the community in Newhaven. Records will be kept and provided to Newhaven Town Council to show how the grant has been used.

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

The grant will form part of the small grant budget for the year and most of the money in the budget goes directly to the clients.
HOMELINK supports the most vulnerable people in our community, people who are desperate, often in crisis situations with few other options. For our core loans service, they are usually people who have little hope of housing through the local authority and no savings to pay the upfront costs of privately renting. And when our clients have managed to find accommodation, they often have few possessions, no beds or bedding, nothing to cook with or to keep food cold, no carpets or curtains or blinds to keep the new home warm in the winter months. This compounds their already considerable hardship, including relationship breakdowns, disability, physical and mental illness and domestic abuse.

The small grants are administered by a volunteer who works alongside the office staff administering our core loan service and together they are making a real difference to people as they start their lives afresh. One client told the small grant administer that it felt like Christmas had come early. The fact that the client

facing aspects of the small grants work is carried out by an unpaid volunteer, often doing up to 15 hours a week, means that most of the funding goes directly to the families and individuals through the purchase of carpets, white goods, furniture etc.

HOMELINK's service is unique and our responsive telephone/email service without call centre queues or option selections helps people in times of crisis in a compassionate and personal manner, when other avenues of support have been closed to them. Our Client Managers and volunteers spend significant time talking to individuals in need even if they are not applicants for loans or grants. Sometimes our service is literally a lifeline to someone.

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

HOMELINK is a volunteer led charity which enables it to deliver a service that offers value for money. Management of the day to day running of the charity is delegated by the Board of Trustees to a Management Committee comprising 14 members (including four paid part-time staff, eight members who are also trustees, and two volunteers). Volunteers, including those not on the Management Committee, are active in managing the volunteer process, supporting the IT systems and equipment, research and fundraising, supporting our staff and have responsibility for delivering the small grants service. We are blessed with a team of committed staff and volunteers.

The volunteer who leads on the small grants service gives about 15 hours a week to help those in need of this provision, all unpaid. She spends time on the telephone speaking to clients and to suppliers, arranging the most cost effective and value for money products that she can source. Because she is unpaid, the allocated budget for small grants goes to the clients.
Our two Client Managers (who job-share the equivalent of one post) have experience in the charity sector and the private rented sector, comprehensive working knowledge of housing policy, homelessness issues and the complexities of the benefits system. Applicants, often with complex needs, are met with a swift, professional and compassionate response. They are always on hand to assist and support our small grants volunteer whenever necessary.
An example of this kind of targeted provision in 2023, where we have delivered value for money was our ability to distribute £47,000 of grants from Enjoolata, the Lewes District Food Partnership and CAB using this team, without recourse to paying for additional resources, such that 100% of the grants went to benefit clients.
More recently we have received funding from a local charity which is specifically for clients in Lewes town. We have been able to fulfil this remit with our existing team and again all the budget has gone to the clients.
HOMELINK does not just offer financial assistance—we provide the long-term engagement, practical support and personalised assistance that clients now typically need to navigate their way through their crises. The positive impact of HOMELINK's service to clients' mental health and their long-term outcomes is profound. For those on the brink to have contact with a service that is caring, personal and supportive is a transformative experience – it offers stability, and the vital sense of hope clients need to keep going. The savings to community support services, the NHS and family stress-levels are immeasurable. This already has a positive impact on the town of Newhaven.
By developing the working relationship, we have with suppliers in the Newhaven area, and by sourcing further suppliers in the area, we will be able to further ensure value for money. Local purchase of the essential items, going to local people who have been referred by local agencies, is a sustainable and value for money model
The use of organisations such as Age UK, Furniture Now and TFS which supplies reconditioned white goods ensure we get real value for money for those we are helping. Furthermore, the emphasis on using local suppliers and second-hand goods aligns well with the development which is environmentally sound.
Effectiveness of the impact of the project is a key part of the proposed project.

Within the proposed project to further develop the small grants aspect of our work we have already identified the importance of Community Partnership and in the last year we have developed a new funding model with Lewes District Council where we are sometimes able to share the costs of the loan aspect of our work and they can help new tenants with some equipment. We will be seeking to find as many ways as possible through partnerships with Community groups, local businesses and local authorities to work together to pool resources for the benefit of Newhaven residents.

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

Newhaven Town Council is committed to fair and clear ways of working, from the way it consults with the local community and does business with third parties who help it to deliver services, right through to the way it makes decisions. As part of this way of working, Newhaven Town Council has adopted the following principles that it is committed to:

1. **Represent and promote the interests of Newhaven and all its people in all forums**

HOMELINK helps people who are homeless or at risk of becoming homeless, and who have little or no savings, into private rented accommodation through interest-free loans. With regards to small grants, in 2024 we had 106 successful referrals working with 118 adults and 74 children, with 42% being Newhaven residents. We spent £29,149 on direct small grants for clients in total.
Our loans service made 61 loans last year, at a cost of £98,119. 34% of our loan clients moved into Newhaven. HOMELINK supports the most vulnerable people in our community, people who are desperate, often in crisis situations with few other options. For our core loans service, they are usually people who have little hope of housing through the local authority and no savings to pay the upfront costs of privately renting. When our clients have managed to find accommodation, they often have few possessions, no beds or bedding, nothing to cook with or to keep food cold, no carpets or curtains or blinds to keep the new home warm in the winter months. This compounds their already considerable hardship, including relationship breakdowns, disability, physical and mental illness and domestic abuse.

2. **Pay Particular attention to the needs of our children and young people**

HOMELINK works with individuals of all ages, we have seen an increase in single parents and young people without family support and regularly get referrals from the Newhaven foyer, children services and early years support workers. By supporting and helping singe parents and their children many of whom have been subject to domestic abuse or the stress of a relationship breakdown our service we ensure that families access safe homes. This keeps them together and enables children and teenagers to remain in the area to benefit from continuity of schooling, community and healthcare.
Since the pandemic we have seen a big rise in those aged between 18 – 25 leaving home due to strained relationships with their family. Many end up in temporary accommodation or sleeping rough often calling a shed, car or tent 'home'. We work with the Newhaven foyer and other agencies to help vulnerable young people access a permanent home and to provide essential items at this critical stage and get their lives back on track.

3. **Actively involve local people in decisions affecting activities in the area**

When we are administering small grants, we work with Newhaven clients to prioritise their needs within the restrictions of the grant value (up to £350 for equipment, furniture etc and £500 for carpet) and where possible buy items for them in their preferred model, colour etc. To quote from the referrers guide for small grants HOMELINK will try and include applicants in the selection process for goods granted and may engage applicants in the merit of the supply of reconditioned goods especially when more than one item is required.

Whilst we are not an accommodation finding service, all stages of the process are discussed with our clients, from looking for accommodation, Local Housing Allowance rates, budgeting (signposting to other organisations where necessary), how to access foodbanks, our small grants service etc. Decisions about the loan - for instance, the monthly amount to be repaid and the timescale for repaying it, are fully discussed with the client too.

4. **Promote equality of opportunity and oppose discrimination**

Fair Treatment and Positive Discrimination taken from our Code of Practice:
HOMELINK will work towards reducing prejudice and increasing opportunities for all homeless people. Behaviour which perpetuates unfair discrimination will be challenged.
responsibilities involve: Acting and taking decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias
HOMELINK aims to provide a service that is open and accessible to all groups of homeless people. No person shall be discriminated against on the grounds of legally defined protected characteristics. (Taken from our Equality & Diversity Policy)

5. **Be open and accountable in all it does**

Standards of Behaviour taken from HOMELINK Code of Practice Our responsibilities include:
Reflecting our values and the principles in this Code of Practice in our own behaviour.

Being willing to challenge poor behaviour wherever it occurs
Recognising and being aware of our own power, influence, values and beliefs and not imposing these on others.
Developing a positive relationship with applicants which enables their support and development.
Supporting and advocating the independence of applicants.
Being aware of, and respecting, the boundaries between a professional relationship and a personal friendship.
Avoiding placing ourselves under any obligation to people or organisations that might try inappropriately to influence us in our work.
Acting and taking decisions in an open and transparent manner.
Being truthful.
Clear and Transparent Communication Our responsibilities involve: Producing clear and appropriate information to keep others informed of our work.
Accountability Our responsibilities involve: Being accountable to stakeholders for our decisions and actions and submitting ourselves to any scrutiny necessary to ensure this.

6. **Support development which is environmentally, socially and economically sound and sustainable**

By providing financial assistance to those not eligible for or having insufficient statutory support, along with key practical assistance, we prevent homelessness and the escalation of traumatic circumstances. This enables clients to not just survive their difficulties but turn their lives around.
We help individuals manage existing debts, refer to the CAB for budgeting assistance, and signpost to vital mental health, employment and other support services. The positive impact of HOMELINK's intervention on clients' mental health and long-term outcomes is profound. Having contact with a service that is personal, and caring is a transformative experience. The savings to local support services, the NHS and family stress-levels, are immeasurable. Many have gained employment—or started retraining/further education—once they have a permanent address. By assisting families into homes, we keep them together and enable children and teenagers to remain in the area to benefit from continuity of schooling, community and healthcare.
Within the proposed project to further develop the small grants aspect of our work we have already identified the importance of Community Partnership and in the last year we have developed a new funding model where we share the costs for individual clients with Lewes District Council.
Furthermore, the emphasis on using local suppliers and second-hand goods align well with the development which is environmentally sound.

Newhaven Town Council has signed up to the Civility & Respect Pledge.
Newhaven believes now is the time to put Civility and Respect at the Top of the Agenda and start a culture change for the local council sector
HomeLink accepts and works within the Nolan Principles. Its code of practice states that People should be treated fairly with respect, compassion and humanity. Our core values are **H**ope for the homeless, **O**penness to all, **M**aking lives better **E**ffectiveness in our work.
This project sets out to evaluate the impact of the small grants project **NICE** and its effectiveness and to learn and further develop our local services for the benefit of Newhaven and its residents

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

Newhaven is a revitalised town in a beautiful marine setting surrounded by Downs and Cliffs. Through the designation as an Enterprise Zone innovative and creative businesses are being established. Due to the support which comes from local organisations and charities Newhaven Town will be able to promote itself as a thriving town whose community is committed to supporting each other, regardless of age, gender, wealth, health and more, and those who are homeless. The distress of being homeless can cause or intensify social isolation, create barriers to education, training and paid work and undermine mental and physical health.
By providing financial assistance to those not eligible for statutory support, along with key practical assistance, we prevent homelessness and the escalation of traumatic circumstances. This enables clients to not just survive their difficulties but turn their lives around. HOMELINK receives a great many applications from Newhaven residents and many of our clients live in Newhaven having received a loan from us. We are therefore improving the well-being of the town's residents by assisting them into housing, or more suitable housing, as well as providing them with essential items.

Newhaven residents will know that there are people who care enough to help them in difficult times - for those on the brink to have contact with a service that is personal, and caring is a transformative experience. The savings to local support services, the NHS and family stress-levels is immeasurable. HOMELINK's service can directly assist those who are sleeping rough on the streets or in tents, sheds or cars. Many may then gain employment—or start retraining/further education—once they have a permanent address. By assisting families into homes, we keep them together and enable children and teenagers to remain in the area to benefit from continuity of schooling, community and healthcare.

This grant application must be for an activity/project not previously 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 2023 we were fortunate to have a grant to cover core staffing costs to meet local demand, exacerbated by the ongoing cost of living crisis. HOMELINK has assisted those threatened by homelessness to access the private rental sector for over 25 years, operating in Lewes District area where poverty exists side-by-side with wealth. Housing is among the least affordable in England and there is an acute shortage of social housing.

We have observed that during 2024, 42% of our small grant referrals came from the Newhaven area. As our largest referral base, we would like to develop and grow the service that we can provide to residents of Newhaven who need of essential household items. The provision of small grants in the form of essential household items is an area of HOMELINK's work which is growing rapidly.

The purpose: The purpose of the grant is to support very vulnerable people with essential household items when they are moving from homelessness into accommodation but have none of the things that they need to make the property fully functional. For instance, they may not have carpets, or a cooker, or a bed.

For example, we had a recent client who was being housed after a period of rough sleeping. He was delighted with a kettle and microwave, cutlery and crockery from our small grants service and requested a broom, dustpan and brush set to keep his new room clean and tidy. For someone who has moved from rough sleeping into accommodation, these things are lifechanging.

How the grant will be utilised: This grant will used to develop a project focussing on our small grant service, where we provide grants of up to £350 for white goods, furniture, beds and mattresses, bedding, crockery & cutlery and up to £500 for carpets. As mentioned, we do not give money. Once the application has been assessed, we source the item(s), purchase them directly and arrange fitting where required.

We plan to set up a special project **NICE** (**N**ewhaven, **I**dentification **C**ommunication and **E**valuation) as explained below

The process is that we take referrals from local community support workers and for the specific purposes of this project we will map and develop our **Newhaven** Community Partnerships (currently this has included the Newhaven Foyer, Foodbanks, SCDA, Lewes District Council Housing Officers, Children Services, Early Years Support Workers). This leads to **identifying people** and their needs who are living in Newhaven or moving to Newhaven who have been rough sleeping, sofa surfing, have been in refuges following domestic abuse, in emergency and temporary accommodation, being evicted from their accommodation. A breakdown of the numbers of adults and children we supported through this process in 2024 is included in this application. Their need may be a bed, something to cook with and carpets when there is nothing on the floor.

In Newhaven we are fortunate to have **suppliers** who offer value for money goods and with whom we have a good working relationship and who support the charitable work we do. The Age Concern Warehouse and TFS which supplies reconditioned white goods are both examples of recycling and contribute to LTC environmental priorities. We also use a Carpet Fitter and an Electrician who work in the Newhaven area. As part of this project, we would wish to identify other suppliers which offer value for money and meet our criteria as good providers and in doing so we are supporting the local economy.

Once we have **identified** people's needs and possible suppliers **Communication** with both those in need and where we are buying the goods is essential to make sure we are working respectfully with the clients giving them choice when we can, arranging suitable delivery and fitting times. Finally, **Evaluation** is an important part of this project to assess the impact of these interventions and to learn where necessary from these so that we continue to improve our service and provide the necessary data and information to be able to produce a report for Newhaven Town Council.

The grant would be used to support people in the Newhaven area, with essential items purchased in the Newhaven area, thus helping both residents and the local economy and strengthen Newhaven Community Partnerships.

Section 3. Financial Information & Fundraising Activities	
Specific amount of Grant Aid sought with this application?	**£10,000**
If the grant forms part of a larger project, what is its total estimated cost?	This would be a new project, funded from any grant awarded by Newhaven Town Council, so doesn't form part of a larger project. If awarded, it will be administered from existing HOMELINK resources so can provide a very efficient delivery of assistance.
If the value of this grant application does not meet the full cost of the project, how do you propose to meet the shortfall?	As above – this would be a new project, funded by any grant awarded by Newhaven Town Council. Delivery of HOMELINK's service is based on sound financial management and oversight. HOMELINK has produced a fundraising plan for 2025 which identifies several funding organisations to whom grant applications will be submitted, including some who have previously awarded grants as well as others who have been recommended to us. The trustees hold reserves for cash flow reasons, to ensure HOMELINK can fund new tenant loans in advance of expected income from donations and grants. Reserves are also available to supplement other forms of income when the demand for loans is particularly acute.
What are your main sources of income?	in 2024 our main sources of income were as follows: 39% Charitable Grants (trusts / foundations etc) 38% Voluntary donations (individuals / local churches etc) 14% Local authority 9% Events We work very closely with Lewes District Council, who see HOMELINK as playing a significant role in the Council's homelessness prevention strategy. We received £12,000 from them last year.

What other bodies have you applied to for grants?	**For this project/activity?** This will be a new project to benefit the residents of Newhaven. We have not applied to other bodies for this specific project. We do not fundraise specifically for Small Grants but we receive some grants which are restricted to our Small Grants, for instance from Cliffe Feoffees, the Silver Lady Trust and Enjoolata. **For general support with other projects/activities?** For core costs, we will continue to apply for grants from organisations such as: • Sussex Community Foundation • Garfield Weston • Ernest Kleinwort Charitable Trust (EKCT) • Albert Hunt We do not fundraise for our loan service as the loan repayments are recycled. As they get repaid, that money is used for the next person in need. We also have a reserve in case there is a higher demand. We will also continue with our fundraising activities, such as those detailed below.
How much money have these bodies awarded you?	In 2024: £ 5,000 Sussex Community Foundation £10,000 Ernest Kleinwort Charitable Trust £15,000 Garfield Weston £25,000 The Enjoolata Foundation £ 7,000 The Albert Hunt Trust
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)	In 2024, we fundraised £12k with the following events: 10k and 56k sponsored run by a HOMELINK supporter Plant Sale Christmas Concert with the Ashdown Singers Gala Concert in October Bonfire Societies Charity collection Winter Appeal This grant would provide additional funding specifically for Newhaven residents, on top of that already provided by HOMELINK, which was £30,500 in 2024.
How much money have you raised from these fundraising activities in the same period?	10k and 56k sponsored run by a HOMELINK supporter raising £2,675 including Enjoolata matched funding £1k Plant Sale which raised £683 Christmas Concert with the Ashdown Singers which raised £870 Gala Concert in October which raised £4,824 Bonfire Societies which raised £934 Winter appeal which raised £1787 Talks to Groups £330

Section 4. Application Checklist	
Supporting Documents Required **Please make sure these are sent with your completed application form**	**Attached** *Please tick to show that the document is attached*
A current written set of rules, constitution or other governing documents duly authorised and adopted.	✓
A current business or service plan ideally with a yearly timeline of objectives.	Our business plan is currently being updated by our Board who are meeting on 6th February. This will be provided as soon as possible. We are attaching our Annual Report as well our Annual Accounts.
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.	✓
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.	✓
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.	✓
In the case of a grant for infrastructure/equipment maintenance and/or improvement purposes, a minimum of three estimates for the work/equipment specified.	N/A
A copy of the organisation's current Public Liability Insurance to a minimum of £5 million in cover.	✓
Details of how the organisation will assess the effectiveness of the activity/project and where 'value for money' has been achieved.	This is covered within the application as it is a key part of the project.

In addition to the following documentation requirements, applicants for Community Partnership Grants of £7500 and over will be required to attend a Full Council meeting and present their application showing how it will support its stated objectives and short to medium term strategy.

Section 5. Banking Details	
Account Name	Lewes District Churches Homelink – Grants account
Name of Bank/Building Society	The Cooperative Bank
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.**	Reserves Policy: The trustees need to hold reserves for cash flow reasons, i.e. to ensure they can pay salaries and other costs as they arise and can fund new tenant loans in advance of income from donations and grants. The Charity also sometimes needs to draw upon reserves when the demand for loans is particularly acute; and for this reason, the trustees have identified the former Caburn Trust fund as a backup source of funding. In order to clarify the way in which HOMELINK activities are funded, separate reserve provision has been made for tenant loans and for operational expenses. To support future new tenant loans, a designated reserve of £195,000 is held (2022: £145,000) to maintain a level of funds available for loan; leaving an unrestricted 'free' reserve of £68,065 (2022: £69,086) available to help meet salaries and other operational expenses. This reserve is equivalent to some seven months' worth of the planned outlay. The trustees consider this is an appropriate level and pattern of reserves for the foreseeable future.

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?	Gill Short has a friend on the Town Council
Please state who that is and their relationship to you	Jan Woodling, a friend

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's 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	[redacted]
Name	
Position in organisation	**Trustee**
Contact address	**HOMELINK, House of Friendship, 208 High Street, Lewes BN7 2NS**
Contact email	[redacted]
Contact phone number	[redacted]
Date	**6th February 2025**
Signature Two	[redacted]
Name	
Position in organisation	**Administrator**
Contact address	**HOMELINK, House of Friendship, 208 High Street, Lewes BN7 2NS**
Contact email	**admin@leweshomelink.org.uk**
Contact phone number	[redacted]
Date	**6th February 2025**

NEWHAVEN TOWN COUNCIL

Application for a COMMUNITY PARTNERSHIP Grant (£3,001 to £10,000)

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

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

CLOSING DATE SUNDAY 9th FEBRUARY 2025 AT MIDNIGHT

Completed application forms and supporting documents can either be emailed to 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	**Family Support Work (FSW)**		
Address	**Garton House, 22 Stanford Avenue, Brighton, BN1 6AA**		
Telephone no:	[redacted]	**Email address:**	[redacted]

Please can you give us a description of your organisation.

Family Support Work is a lifeline for Sussex families in crisis, offering vital emotional and practical support to those in need. As an independent charity, we work in some of the most deprived areas, helping families overcome the immense challenges of poor mental health, financial instability, isolation, domestic abuse, and substance addiction. We believe that every family deserves a chance to thrive, no matter the obstacles they face.

With a dedicated team of 20 qualified practitioners, (qualified social workers) and the support of 270 committed volunteers, we support over 800 families each year. Each family is provided with a fully-trained practitioner for as long as they need one. The practitioner liaises with the family, other professional organisations and agencies to create a holistic wrap around support service. Our practitioners provide support directly in the home as well as group interventions, food bank provision, holiday activities, and fuel support to ensure no family is left behind. Our services are completely free.

At FSW, we focus on early intervention, stepping in before challenges escalate to crisis. Our flexible, long-term approach allows us to work with families for years if necessary, helping them achieve lasting, sustainable transformation. This highlights a crucial element of FSW's service, which sets us apart from other organisations. As we look ahead to 2025/26, we expect to support over 900 families, making a real and lasting difference in their lives.

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

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.

Is your organisation a voluntary group?		**Is your organisation a registered charity?**	**Yes**
What is your Registered Charity Number?	**285337**		
Are you a national charitable organisation with a local branch that benefits residents?	**No**		
Can anyone join your organisation?	We support disadvantaged families with children aged 0-18		
If not, why not?	We accept referrals from agencies and organisations as well as self-referrals		
Where is your organisation based and who owns the building?	We are based in Brighton, Sussex – we own the building Garton House in Brighton.		
How many Newhaven residents are likely to benefit from this grant?	Phillipa supports 25-30 families in Newhaven (depending on the level of complexity of their issues) In total she supports around 110 people from Newhaven		
What age group(s) are likely to benefit?	0-18 CYP and 25-45 year old adults		
Do your members pay subscription fees? (weekly/monthly/annually)	No fees are payable		
If so, how much?			

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 of £5000 to sustain our vital support service in Newhaven. The grant will fund 20% of the direct delivery costs of our family support practitioner (FSP), Phillipa. Over the next 12 months, Phillipa will deliver intensive, personalised support to 25-30 marginalised families, equating to 110 children, parents, and carers.

Phillipa will meet the critical needs of families through home visits, hardship food and fuel provision, group sessions, telephone and online support, and by signposting them to additional services. She will also provide vital leisure opportunities for young people who otherwise would not have the opportunity to access these, and group setting for families to ease isolation.

Practical support includes offering a listening ear; supporting families with meetings and applications for EHCP, Universal credit, disability support and other benefits; household budgeting; family routines, supporting the families to make calls to agencies; accessing counselling; providing debt support, employment support, referral to other agencies such as CAMHS, bereavement support as well as advocating on legal, medical and social issues. By intervening early, she will prevent crises. For example,

families who receive budgeting and employment support are less likely to require emergency housing or financial aid.

Emotional support can include parenting, mental health difficulties, supporting with routines, family relationship difficulties, strengthening parental attachment. The main focus is helping parents develop tools to build their confidence and esteem so they become stronger and more resilient.

She will help families stabilise their situation and stop hardship from escalating by providing small grants for household items, food deliveries from our foodbank and help with fuel payments from our winter fuel fund. We support families to access holidays through our Holiday fund and respite weekend breaks.

She hosts regular group sessions, including coffee mornings, stay-and-play sessions for parents and young children and SEN (Special Educational Needs) support groups. These accessible, welcoming environments allow us to reach families who may be hesitant to engage more formally.

Our Newhaven service currently has a waiting list of 5 families, with an average wait time of 14 weeks—far too long for families in crisis who need immediate support. Without intervention, the risk of family breakdown escalates, putting children at greater risk of entering care. With the right support, we can help prevent this, keeping families together and children safe.

We use a three-tier care plan referred to as the traffic light approach under which caseloads are graded. Families tend to spend about 6-9 months on red where the most intensive support is offered. They will then be amber where they can be for several years before dropping to green and then closing. It is rare for a family to be opened and closed within one year. Referrals come from schools, GPs, health workers, and agencies such as Home-Start, housing organisations, and social services. Importantly, our support is long-term and tailored to each family's needs, meaning we work with families for as long as necessary—sometimes for several years in complex cases. This gives families the time and guidance they need to make sustainable changes without feeling rushed or pressured.

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.

Many of our families face significant, often hidden challenges due to their geographic isolation and limited access to essential services. The top four needs of our families in Newhaven are social isolation, parental mental health struggles, housing insecurity and families who are struggling with children with neurodiversity.

Anxiety and depression are prevalent in almost all of our families' circumstances resulting in budgetary, housing, educational and health issues. 20% are experiencing domestic abuse. 35% of the parents she support have a diagnosis of ADHD or ASC themselves and this is often strongly linked to mental health difficulties. Nearly half of these families (48%) endure overcrowded, inadequate, or insecure housing, while 51% live on low incomes, putting them at constant risk of instability. The housing crisis in coastal areas has forced many families to relocate to towns like Newhaven, where they face a deteriorating physical environment and a dire shortage of affordable homes. These issues, compounded by mental health challenges and severe social isolation, have only worsened with the cost-of-living crisis, leaving families overwhelmed and unable to create stable, nurturing environments for their children

Soaring living costs, stagnant wages, and rising food prices have pushed families into precarious financial situations, driving a surge in demand for our foodbank and support services.

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

Phillipa is deeply embedded in the community, giving her a unique ability to connect with families who are often hard-to-reach and may not come into contact with other services. Many of the families we support face significant social exclusion, leaving them disconnected from essential networks.

The main object of our work continues to be helping families in danger of sinking under the pressure of their health, financial, social, and emotional problems. We recognise that a stable, supportive family environment is crucial for vulnerable young people.

Phillipa will reach families through home-visits as well as providing information and resources through our food bank. Our home-visits not only offer immediate support but also work to reintegrate these families into their communities. By providing support in a familiar and trusted environment, our practitioners help families access local resources, connect with community associations, and engage in social activities.

The predicted outcomes are:

Outcome one:	**Social Isolation will be reduced by 70% within 6 months as self-reported by families**
Outcome two:	**80% of families will feel improved ability to deal with difficulties and stress within 12 months**
Outcome three	**80% of our parents and carers will improve their mental well-being within 9-12 months**
Outcome four:	**95% of young people and children will access new activities and experiences within 3 months**

Through this project we aim to create healthier communities in Newhaven. Families accessing our services will benefit from greater stability and improved mental well-being. They 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.

The grant will enhance our ability to deliver impactful programmes. It will also allow us to forge stronger partnerships with other local organisations, increasing our efficiency and extending our reach across Newhaven.

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

The grant supporting the Newhaven support service will deliver value for money by addressing critical local needs and maximising the impact of every pound spent. By focusing on early intervention and targeted support, the service will transform lives while reducing future demand on costly public services such as healthcare, social services, and housing interventions.

We have a very lean structure at FSW with Director of Services overseeing the work of the practitioner. Phillipa is based at home and travels to families' homes so we have very little overheads after salary costs. This ensures that funding directly contributes to frontline services. Phillipa works closely with local agencies in Newhaven and this collaborative approach avoids duplication of efforts, ensuring every pound invested has a multiplier effect.

The service's location-specific focus ensures the grant directly addresses the most urgent and unmet needs of the Newhaven community. With a shortage of affordable housing and limited access to mental health and domestic abuse services, this funding targets gaps that larger systems often overlook.

By investing in early intervention and family support, our project will directly reduce pressure on local services such as social care, schools, and healthcare providers. Our services have shown to prevent costly statutory interventions, resulting in savings ranging from £5,000 to over £55,000 per troubled family. By comparing the costs of prevention through Newhaven support services to the high costs of reactive measures, the value for money becomes undeniable.

Without this grant, our ability to provide timely, effective support would be severely restricted. The current waiting time for families to receive help is 14 weeks, and without funding, this would increase, leaving families to face escalating issues without intervention. This delay would likely result in more families falling into crisis, increasing demand on social services, healthcare, and housing support.

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 in the following ways:

Representing /Promoting the Interests of Newhaven and Its People
The grant-funds services that advocate for vulnerable families, ensuring their voices are heard in housing, mental health, and community support forums. By addressing critical local challenges like low-income instability, these actions enhance the well-being and representation of all Newhaven residents.

Focusing on the Needs of Children and Young People
The grant prioritises support for families, including children and young people, by providing stability through family support that promote safe and nurturing environments.

Actively Involving Local People in Decisions
The support service fosters community participation by engaging families directly in shaping the solutions to their challenges. By creating peer networks and support groups it empowers residents to have a say in the activities and decisions that impact their lives.

Promoting Sustainability and Equality
The grant tackles inequality by providing targeted support to those most at risk, such as low-income families or those facing mental health challenges. By addressing issues like domestic abuse and housing insecurity, the service contributes to sustainable social and economic development, aligning with the Council's broader goals of equity and long-term community health.

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

By funding essential services like ours, the grant enhances the overall quality of life for families and residents of Newhaven. A healthier, more supported population reflects positively on Newhaven, showcasing it as a town that cares deeply for its people and invests in their well-being.
The grant prioritises marginalised groups, including families facing poverty and mental health challenges. This aligns with Newhaven's identity as an inclusive town, setting it apart as a community that values all its residents. With support the families we support will have a more positive contribution to the town and be encouraged to get involved with local issues.

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)

- Grant towards trips and outings – November 2024 - £1,481 – Discretionary grant award
- Grant towards Positive activities for children in Newhaven - £1,000 grant in March 2023 – Discretionary Grant Award
- Connective parenting Programme for isolated lone parents - £800 – March 2022

Newhaven Town Council have been wonderful supporters of our work in Newhaven since 2022 and delivered grant funding that have greatly improved the outcomes of our families. A community partnership grant will build on the success of your previous grants.

Section 3. Financial Information & Fundraising Activities

Specific amount of Grant Aid sought with this application?	**£5,000**
If the grant forms part of a larger project, what is its total estimated cost?	**£25000**
If the value of this grant application does not meet the full cost of the project, how do you propose to meet the shortfall?	**We anticipate securing funds from other trusts and foundations**
What are your main sources of income?	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
What other bodies have you applied to for grants?	**For this project/activity?** We have few funders in the Newhaven area that we can go to for support. There are several funders that are interested in supporting the East Sussex area e.g Folkington, Chalk Cliff, Ernest Kleinwort etc so when we are eligible to do so we will be putting forward an application to these funders. Enjoolata Foundation have recently approached us as a partner and invited us to make an application for which we have applied for our Newhaven project. To date we have secured £2,700 from trusts, £1,060 from Individual income and £6,302 from the Deanery fundraising committee. **For general support with other projects/activities?** Towards other work and projects across Sussex we have secured funding from Reaching Communities National Lottery, Trust House Charitable Trust, CSE/SGN funding, Goodnews Evangelical Mission, Joseph Rank Trust

How much money have these bodies awarded you?	£120,000 We need to secure £1 million pounds to run our service and do not receive any government funding.
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)	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 last year, we trialled a Sky dive challenge which went extremely well and raised in excess of £9,000. 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. All funds raised are unrestricted and can be used if we experience a shortfall in funding projects.
How much money have you raised from these fundraising activities in the same period?	To date we have secured £11,479

Section 4. Application Checklist	
Supporting Documents Required **Please make sure these are sent with your completed application form**	**Attached** *Please tick to show that the document is attached*
A current written set of rules, constitution or other governing document duly authorised and adopted.	Attached
A current business or service plan ideally with a yearly timeline of objectives.	It is currently in process and needs to be signed off by board before we can distribute. We will be able to disseminate by April 2025.
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.	n/a
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

In addition to the following documentation requirements, applicants for Community Partnership Grants of £7500 and over will be required to attend a Full Council meeting and present their application showing how it will support its stated objectives and short to medium term strategy.

Section 5. Banking Details	
Account Name	**Chichester Diocesan Association for Family Support Work**
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.**	Our income in 2024 was £1,109,618 – this was due to two exceptional and unexpected pieces of income but with those removed, our income was £32,672 lower than 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 2025. It is far more likely that some of the restricted funds will be depleted next year. Without this grant we would need to draw from our financial reserves, which are intended for emergency use. This would allow us to maintain the service in the short term, but relying on reserves is not a sustainable solution and could limit our ability to respond to future crises. Our financial position is likely to face a combination of challenges in the coming year. As economic pressures continue to affect families, the need for our support services is likely to grow, stretching available resources. Operational costs - utilities/transportation/delivery, are expected to rise due to inflation, potentially putting additional strain on budgets. The increase in Employer NI from April 2025 will directly impact the charity's payroll costs. The higher tax obligations could strain budgets, leaving less flexibility for programmes. There is of course, funding uncertainty to add to this as we are less certain of the grants and individual giving.

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	[redacted]
Name	[redacted]
Position in organisation	**CEO**
Contact address	**Garton House, 22 Stanford Avenue Brighton**
Contact email	[redacted]
Contact phone number	[redacted]
Date	**14/1/2025**

Signature Two	[redacted]
Name	
Position in organisation	**Director of Fundraising and Marketing**
Contact address	**Garton House, Brighton**
Contact email	[redacted]
Contact phone number	[redacted]
Date	**14/1/2025**

NEWHAVEN TOWN COUNCIL

Application for a COMMUNITY PARTNERSHIP Grant (£3,001 to £10,000)

This form is to be used for Community Partnership 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 office on 01273 516100.

CLOSING DATE SUNDAY 9th FEBRUARY 2025 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 or post to: Newhaven Town Council, 18 Fort Road, Newhaven, East Sussex BN9 9QE.

Please specify Grant Amount Applied For:	£4,332.00

Section 1. Your Organisation			
Name of your organisation	**Develop Outdoors CIC**		
Address	[redacted]		
Telephone no:	[redacted]	**Email address:**	developoutdoorscic@gmail.com

Please can you give us a description of your organisation.

Develop Outdoors is a Community Interest Company.

Community: We offer a range of community-based services to combat loneliness and isolation, helping individuals discover and learn new skills. We work with young people, encouraging them to explore the green spaces around them and engage with the outdoors.
Throughout the year, we provide holiday and after-school clubs for children aged 5-14 years. These include Forest School, Crafty Creators (Art Club), and Dice (Games) Club, Sports activities e.g. football camps

We are also excited to be expanding our Community Provision by reaching out to the elderly and adult community to offer health and well-being activities.

Education: We deliver and support nurturing education and personal development opportunities for children, young people, and families.

Our accredited training courses form the foundation of our Alternative Education Provision in East Sussex and Brighton & Hove. Our programmes support small groups of primary (Forest School Provision) and secondary students throughout the academic year. Additionally, we create bespoke 1:1 personalised learning programmes for young people, including post-16 individuals, to help them progress towards further education or employment.

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

Activities and Events (Last 12 Months)

- School Holiday Clubs: Successfully delivered a range of school holiday clubs for children and young people in the local area, including:
  - *Forest School* sessions, encouraging outdoor learning and connection with nature.
  - *Crafty Creators* – art workshops for children.
  - *Physical Activity Sessions*, such as spin classes in partnership with a local fitness and wellbeing centre.
  - *Football Camps* with the Lioness Coaching Academy, promoting access and participation for girls in football.
- After-School Clubs:
  - Currently developing new after-school clubs, including a *Games Club* hosted in partnership with a local café.
  - *After-School Forest School Sessions* and a *Parent and Toddler Community Forest School Group*, aimed at encouraging outdoor family activities.
- Community Events: Participated in several local community events, including:
  - *Community Christmas Fayre*: In collaboration with a local café, young people from our programme developed and sold handmade products as part of an enterprise project, learning about costings, budgets, profit margins, and consumer interest.
  - *Telscombe Town Council Summer Fayre*: Hosted free Forest School taster sessions for families, promoting the use of green spaces in Chatsworth Park.
  - *Internal Celebration Event*: End-of-term event for families, schools, and local authorities to celebrate student achievements and distribute award records.
  - *Hair & Beauty Programme Open Event*: Invited the local community to view student work and learn about the programme.

Is your organisation a voluntary group?	**CIC**	**Is your organisation a registered charity?**	**No**
What is your Registered Charity Number?	Registered company number: 10997882		
Are you a national charitable organisation with a local branch that benefits residents?	No		
Can anyone join your organisation?	No		
If not, why not?	No. We have a safer recruitment process that all applicants must complete successfully. Staff are required to hold the appropriate level of qualification(including Enhanced DBS) and align with our Develop Outdoors ethos. Our CIC currently works with children and young people aged 5–16, and we are planning to extend this Alternative Provision offer to post-16s. Our community provision currently supports children, young people, and families in the local area. We are also exploring opportunities to expand this offer to older adults through a physical exercise programme.		

Where is your organisation based and who owns the building?	We are based in Newhaven and Peacehaven Our buildings are leased using a letting agent (owned by private landlords)
How many Newhaven residents are likely to benefit from this grant?	Estimated 2,000 (this considers students accessing the education programmes and residents as customers accessing the Hair & Beauty offer)
What age group(s) are likely to benefit?	Young people aged 11-21 years (Secondary and Post 16 aged young people) accessing our education programme Residents of all ages would also benefit as customers to the Hair & Beauty Salon e.g. children, young people, adults, elderly
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)

As part of our Develop Outdoors Alternative Education project, this grant will support the expansion of our Hair & Beauty Education Programme, enabling us to extend opportunities to Post-16 learners.
Currently, our programme serves young people aged 11 and above who are unable to access mainstream education due to SEMH, SEND, or behavioural needs. Through this initiative, students gain practical skills in the hair & beauty trade while also developing essential Maths and English skills relevant to the industry. Our curriculum includes practical skills relevant to working in a salon environment, Customer Service Skills, Nail Care & Nail Art, budgeting, health & safety standards, employment skills, CV writing, job applications, and business skills for those considering self-employment.
Beyond skills training, we provide a safe, nurturing environment that fosters confidence, communication, and future aspirations. This grant would enable us to establish a Hair and Beauty Training Centre, expanding our provision to Post-16 students and offering pathways to employment and further training in the sector.
The Hair and Beauty Training Centre would function as both a classroom space and a fully operational training salon, where students, under the supervision of qualified professionals, can gain hands-on experience by providing treatments to the local community. These treatments would be offered at discounted rates, ensuring accessibility while also allowing students to build real-world experience.
Specifically, the grant would be used to:

- Improve the building by enhancing both interior and exterior spaces.
- Refit key salon equipment, such as installing a new sink to improve functionality.
- Upgrade signage to increase visibility and accessibility.
- Develop the upstairs classroom by converting an existing storage area into a dedicated nail salon training space, further expanding learning and employment opportunities.

This funding will allow us to create a sustainable, long-term training and employment hub, supporting young people in gaining industry-recognized skills while also benefiting the local community with affordable services.

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

Our project will primarily support the following sections of the Newhaven community:

1. **Young people (11+) and disadvantaged young adults (16+)** – Our programme will provide education and training opportunities for young people referred from local schools who are unable to access mainstream education due to SEMH, SEND, or behavioural needs. Additionally,

disadvantaged young adults (16+) who are struggling to access college or further education could be referred by the Local Authority or Secondary School Transition Teams to participate in our programme.

2. **Aspiring professionals in the hair and beauty industry** – If the project is successful, we aim to create **apprenticeship opportunities** at the Hair and Beauty Training Centre. This would provide a clear pathway for young people into employment, offering hands-on experience and industry-recognized qualifications.
3. **The wider local community** – Residents across all age groups would benefit from **affordable hair and beauty treatments** provided at discounted rates. These services would be delivered by young people and adult learners training in the academy, under the supervision of experienced and qualified **Hair & Beauty professionals**.

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

Our organisation, a CIC that provides educational and community opportunities, will benefit significantly from this grant. It will allow us to enhance the quality of learning and accreditation within our educational programmes, ensuring we offer a higher standard of education.

Additionally, the grant will help us raise our profile in Newhaven, strengthening community connections and enabling us to better respond to local needs—not just within our educational programmes but also through our broader community projects.

Our users, including young people, local authorities, and schools, will benefit from improved learning opportunities that support them on their journey from education to employment. This funding will allow us to expand our Hair & Beauty programme, offering more student spaces and a wider range of high-quality courses with industry-recognised qualifications. These opportunities will open clearer pathways to apprenticeships, further training, and employment.

As a CIC, we are passionate about extending our provision to offer more Post-16 opportunities, particularly given the challenges young people face in accessing employment and training. The grant will also benefit local businesses by providing them with a skilled pool of potential recruits from the community, further contributing to the area's economic development.

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

We will deliver 'Value for Money' by contributing to the regeneration of Newhaven's high street and strengthening the town's local infrastructure. Through this grant, we will create employment and training opportunities for post-16 young people, helping to boost local employment rates and reduce the percentage of young people not in education, employment, or training (NEET). Our tailored, accessible, and achievable learning programmes are designed to meet individual needs and lead to meaningful outcomes.

We will also use our services to promote local engagement and encourage residents to access what Newhaven high street has to offer, increasing footfall and supporting the wider community.

Our Hair & Beauty programme offers an affordable and competitive Alternative Provision (AP) for schools, ensuring that they receive excellent value while placing young people in a safe, nurturing, and supportive educational environment. We already work closely with the local authority to support Looked After Children (LAC) and vulnerable young people, providing them with a stable, positive learning experience.

The grant will enable us to deliver significant, lasting outcomes for young people, including clear pathways to further education, employment, and apprenticeships. Additionally, we will strengthen our partnerships with local colleges and employers to ensure that young people can transition successfully into their chosen career paths.

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

Our project aligns closely with Newhaven Town Council's priorities by enhancing the town's visual appeal, supporting local prosperity, and addressing community needs. By improving our shopfront, we contribute to the revitalisation of the high street, creating an inviting space for residents and visitors, which supports the council's commitment to sustainable development.

We aim to boost local prosperity by offering employment and training opportunities to post-16 young people, fostering future business leaders through our trainee programmes. This initiative aligns with the council's goal to promote the interests of Newhaven and its people.

Our focus on young people addresses community needs by providing accessible learning and employment options. Additionally, by offering affordable Hair & Beauty treatments, we serve the local community, reflecting the council's dedication to social sustainability.

We also strengthen partnerships with local authorities, including Telscombe Town Council, Peacehaven Town Council, and East Sussex Local Authority, enhancing regional collaboration. The grant will enable us to establish a training centre, offering employment opportunities and contributing to the town's economic stability, in line with the council's objectives.

In summary, our project supports Newhaven Town Council's priorities by revitalising the high street, promoting local prosperity, addressing community needs, and fostering regional collaboration.

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

This grant will help promote Newhaven by showcasing the town as a growing hub for innovation, learning, and community well-being.

By enhancing our shopfront and creating an engaging, professional training and service space, we will attract more visitors to the high street and contribute to its revitalisation. Our improved facilities will encourage greater footfall and participation in local activities, positioning Newhaven as a place with diverse educational and business opportunities.

The project will also highlight Newhaven as a supportive environment for young people's career development. Our training centre will provide local young people with clear pathways to employment, apprenticeships, and entrepreneurship, demonstrating that Newhaven is a town that invests in its future generations.

Through our partnerships with local authorities, schools, and businesses across East Sussex, we will promote Newhaven as a collaborative and forward-thinking community. The accessible, affordable Hair & Beauty treatments we offer will further strengthen the town's identity as a place where well-being and economic growth go hand in hand.

This grant application must be for an activity/project not previously 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

Specific amount of Grant Aid sought with this application?	**£5,000**
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?	If we are not awarded the full grant amount, we will address the shortfall by seeking additional funding from local organisations, exploring cost-saving measures within the project, and prioritising key equipment and resources. We would also consider implementing a phased approach to the development of the Hair and Beauty Training Centre.
What are your main sources of income?	Contracts from Local Authorities and Schools
What other bodies have you applied to for grants?	**For this project/activity?** **None** **For general support with other projects/activities?** ● LDC Community Grants (Older People's Activity Programme) ● Alpkit Foundation (resources for rewilding an area of our Forest School Space) ● The House Project (grant for a compostable toilet to use on an outdoor site as part of our education provision)
How much money have these bodies awarded you?	LDC funding: £2,500 per year for 3 years Alpkit (awaiting confirmation is funding application has been successful – if so £500) The House Project - £2,000
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)	We have not conducted specific fundraising activities for this educational project in the past year. However, we have focused on building strong community partnerships and raising awareness of our work through participation in local events, such as the Community Christmas Fayre and Telscombe Town Council Summer Fayre. These activities help us connect with local families and stakeholders, promoting our work and the need for further support. Moving forward, we plan to develop targeted fundraising activities to support the growth of this project, including exploring sponsorship opportunities and community-led fundraising events.
How much money have you raised from these fundraising activities in the same period?	**N/A**

Section 4. Application Checklist	
Supporting Documents Required **Please make sure these are sent with your completed application form**	**Attached** *Please tick to show that the document is attached*
A current written set of rules, constitution or other governing documents duly authorised and adopted.	Certification of Incorporation attached ✔
A current business or service plan ideally with a yearly timeline of objectives.	
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.	Metro Bank Develop Outdoors CIC
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.	✔
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: ✔ Equalities and Diversity Policy Safeguarding Policy
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 costings and estimates. ✔
A copy of the organisation's 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.	See attached response ✔

In addition to the following documentation requirements, applicants for Community Partnership Grants of £7500 and over will be required to attend a Full Council meeting and present their application showing how it will support its stated objectives and short to medium term strategy.

Section 5. Banking Details	
Account Name	**DevelopOutdoors CIC**
Name of Bank/Building Society	[redacted]
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? **The Council needs to fully understand your financial position.**	**Our account will have excess funds in as all the work we deliver is paid for in three payments across the academic year. This money is then sat in the account and allocated to each project cost monthly. The majority of the funds in the account are to cover projects,core costs and staffing costs. This is evidenced in our yearly accounts.**

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's 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	[redacted]
Name	
Position in organisation	**Director**
Contact address	[redacted]
Contact email	[redacted]
Contact phone number	[redacted]
Date	**6th February 2025**
Signature Two	[redacted]
Name	
Position in organisation	**Director**
Contact address	[redacted]
Contact email	**developoutdoorscic@gmail.com**
Contact phone number	[redacted]
Date	**6th February 2025**

NEWHAVEN TOWN COUNCIL

Application for a COMMUNITY PARTNERSHIP Grant (£3,001 to £10,000)

This form is to be used for Community Partnership 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 office on 01273 516100.

CLOSING DATE SUNDAY 9th FEBRUARY 2025 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 or post to: Newhaven Town Council, 18 Fort Road, Newhaven, East Sussex BN9 9QE.

Please specify Grant Amount Applied For:	5,000.00

Section 1. Your Organisation			
Name of your organisation	Newhaven, Lewes & District Mencap		
Address	**Riverside Hall, Riverside, Newhaven. BN9 9BP**		
Telephone no:	[redacted]	**Email address:**	newhaven.lewesmencap@hotmail.com

Please can you give us a description of your organisation.

Newhaven, Lewes & District Mencap are a local charity, established in 1945, supporting local Children and Adults with learning difficulties.
We are not supported by National Mencap just affiliated and pay an annual membership.
We are fully self-funded, relying on our volunteers running local fund-raising events and hall hire for private functions (not many unfortunately).

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

We hold weekly Friday clubs for all our Members, where they take part in activities, one Friday a month we have some form of entertainment, time donated for the benefit of our Members.

We managed to organise a day trip this year for our Members to Huxley's Bird of Prey Centre and our annual Panto trip to Eastbourne, transport, costs and ice creams covered by The Seaford Lions (who give us great support locally). We hold events throughout the year, our Volunteers organise games nights, quiz nights and many craft sessions.

Is your organisation a voluntary group?	Yes	Is your organisation a registered charity?	Yes
What is your Registered Charity Number?	270064		
Are you a national charitable organisation with a local branch that benefits residents?	Yes		
Can anyone join your organisation?	Any residents with learning difficulties.		
If not, why not?			
Where is your organisation based and who owns the building?	Newhaven and we own the building.		
How many Newhaven residents are likely to benefit from this grant?	At least 10, but we have Members from as far as Brighton and Seaford, and all villages in between.		
What age group(s) are likely to benefit?	15-75		
Do your members pay subscription fees? (weekly/monthly/annually)	Yes, annually.		
If so, how much?	£20		

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 flooring has collapsed at both entrances to the hall and are very dangerous hazards. We currently have metal temporary plates over the areas but require urgent repairs.

Our toilets require upgrading and decorating, including the large disabled one.

Our main entrance double doors are made of wood, and the bottom edges are peeling away, this is going to cause a security issue if they are not replaced this year.

The main hall requires redecoration as it has not been done in over 10 years and looking very shabby. We would like to provide an uplifting and comfortable experience for all our Members.

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

Several of our Members live in Newhaven.
Our hall is used regularly by:
1st Newhaven Brownies, 2nd Newhaven Brownies, Newhaven Rangers, Denton & Newhaven Guides and we are now offering our hall for private hire.

We open annually for Remembrance Sunday, offering hot drinks and snacks/cakes.

We also open when the annual Fish Festival (not in 2024 as it was cancelled) for toilets, drinks and snacks.

YCA us our hall regularly for meetings.

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

Our organisation will benefit significantly from this grant, as works required would mean our hall is safe, comfortable and a great asset to the local area and our Members.

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

As a self-funding charity, this grant will enable us to offer our hall for hire to be used by residents. Once all work is carried out, our hall will appear much more presentable and safer.

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

As a local charity supporting residents with learning difficulties, a warm space for residents and a hall to facilitate space for up to 80 people, we can offer a lot for the local area, during this year we plan to promote our facilities and ensure that people are aware of where we are located and what we offer.

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

This grant will help enormously in promoting Newhaven Town, we are proud to be the local charity for supporting people with learning difficulties and will be ensuring everyone is aware of our location, how we are supported by our local town and council.

We hold jumble sales, tombola stalls and open our doors to the public when we have events, they are welcome to.

We would like to become a much-loved hub of the town.

This grant application must be for an activity/project not previously 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	
Specific amount of Grant Aid sought with this application?	£5000.00
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?	N/A
What are your main sources of income?	Hire of hall to local Guides/Brownies/Rangers and YCA.
What other bodies have you applied to for grants?	For this project/activity? None. For general support with other projects/activities? Peacehaven – grant for cost of our Members to have a well-deserved Christmas disco, food and drink with guests.
How much money have these bodies awarded you?	£500 from Peacehaven. Costs from Christmas event being reported soon.

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)	**The only fund-raising activity we had in 2024, was our Christmas Fayre, which we managed a profit of £430.54, this is being allocated to updating our kitchen and larder storage decor.**
How much money have you raised from these fundraising activities in the same period?	**Christmas Fayre 2023 we managed a profit of under £300.**

Section 4. Application Checklist	
Supporting Documents Required **Please make sure these are sent with your completed application form**	**Attached** *Please tick to show that the document is attached*
A current written set of rules, constitution or other governing documents duly authorised and adopted.	✓
A current business or service plan ideally with a yearly timeline of objectives.	N/A
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.	✓
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.	✓
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.	
In the case of a grant for infrastructure/equipment maintenance and/or improvement purposes, a minimum of three estimates for the work/equipment specified.	
A copy of the organisation's current Public Liability Insurance to a minimum of £5 million in cover.	To come.
Details of how the organisation will assess the effectiveness of the activity/project and where 'value for money' has been achieved.	✓

In addition to the following documentation requirements, applicants for Community Partnership Grants of £7500 and over will be required to attend a Full Council meeting and present their application showing how it will support its stated objectives and short to medium term strategy.

Section 5. Banking Details	
Account Name	Newhaven Lewes and District Mencap
Name of Bank/Building Society	[redacted]
Sort Code	
Account No	
Bank mandate rules (How many 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.	We currently have enough in the bank regularly to cover all outgoing costs, not over the requested grant amount.

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	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's 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	[redacted]
Name	
Position in organisation	**Treasurer and Trustee**
Contact address	[redacted]
Contact email	
Contact phone number	
Date	**9.1.2025**
Signature Two	[redacted]
Name	
Position in organisation	**Vice-Chairperson and Trustee**
Contact address	[redacted]
Contact email	
Contact phone number	
Date	**9.1.2025**

6. Report – Appendix 2 – Scored Assessments.

Community Partnership				Criteria 1	Criteria 2	Criteria 3	Criteria 4	Criteria 5	Criteria 6	Criteria 7	Criteria 8	Criteria 9		
Applicant	Purpose of Funding Requested	Total funding sought £	Eligibility	The application clearly specifies how the Grant will be used (2 points)	The application identifies what sections of, or communities in Newhaven will benefit from the Grant (3 points)	The application identifies the benefits to the applicant organisation, its members or service users (3 points)	The application identifies how the Grant will deliver 'Value for Money', (5 points)	The application outlines how the activities and actions resultant of the grant are aligned with the current priorities of Newhaven Town Council (4 points)	The application identifies how the Grant would assist in promoting Newhaven (3 points)	The application is for a grant facilitating an activity/project not previously funded by the council (3 points)	The application clearly evidences its own fund raising activities over the preceding twelve months and how these contribute to the grant being applied for (4 points)	Financial Assessment. 'Current Ratio' & 'Debt to Equity Ratio' where applicable.	Total	Successful Score Threshold
Homelink	To provide secondary grants of white goods and furniture to referrals of predominantly Newhaven families	**£ 10,000.00**	**N**	2	3	3	4	4	1	0	3	3	21	**27**
Family Support Work	Staffing & Counselling Costs (Family Support Practitioner Costs)	**£ 5,000.00**	**N**	2	2	3	3	4	1	0	3	4	21	**27**
Develop Outdoors CIC	Augmentation of Hair & Beauty Training to 16yrs+ young people with SEMH, SEND or behavioural needs.	**£ 4,332.00**	**Y**	2	3	3	2	2	2	3	1	4	20	**27**
Mencap	Building Maintenance	**£ 5,000.00**	**N**	2	2	1	1	1	2	2	1	0	10	**27**

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

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

Date: 25th February 2025

Report Contact: Town Clerk

Subject: **Event Funding Application**

1. The purpose of this report is to request that councillors consider an Event Funding Application and instruct the RFO accordingly.

2. The application can be seen at **Appendix A.**

The Application

3. **Denton Community Challenge**
   Members will be aware that this is a regular annual event in aid of the James Daniels Memorial Fund and is normally very well organised and attended by the local communities.

   The application for this event seeks **£500** towards its overall cost of £4845 which in turn is funded by a range of other grant sources.

Finance

4. At this point in the current FY (2024/25), there exists a balance of **£17,060** in the *360.4218 Partnership Cont/Event Support* budget line.

5. Members should be aware that where they consider an application to be successful, they are not obliged to award the full funding sought.

6. **Recommendation:**
   That the committee resolves whether or not they wish to make this Event award and instruct the RFO accordingly.

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:	Denton Community Challenge
Date(s) of Event:	7th June 2025
Amount of funding sought:	£500

Description of Event:

Denton Community Challenge is a community event held in June with a unique sporting theme. The event is a family fun day/fete, with all the usual stalls from businesses and charities, but in addition to this it features sporting challenges set up by local sporting groups and clubs, which children can participate in and enjoy throughout the day.

The event is organised by a committee of local volunteers from the James Daniels Memorial Fund, the Denton Community Primary School, Denton Church, Denton Scouts and Local Residents and is run for the community by the community.

What are you hoping to achieve from this event?

We hope to host an enjoyable event for all the community- with something to do for all the family and we aim to encourage children and young people to take up local sporting opportunities and join in with local clubs and groups.

We also hope that the event brings awareness and funds to Newhaven Community, as we host stalls for local businesses and charities and they can showcase their local services or fundraise at this event.

We hope to make 2025 bigger and better than ever, we're looking at new ways to do this and last year we added new activities like a dog show. This year we are looking to have another dog show as it had really good feedback, and we're also looking to feature a handful of vintage and unique cars- further expanding on the event and including more attractions for people to enjoy.

Who will benefit from this event?

The Newhaven Community

Children and Families in Newhaven

Local Charities, Groups, Clubs and Businesses.

Financial information:

What is the total cost of the event?	£4845

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.

Estimated Expenditure 2025

Band Hire	£25
Bungee Trampoline	£800
Norcross, Dancers Fee	£400
Community BBQ costs	£350
Zorb balls Hire	£700
Equipment (tables, loo roll, bin bags etc)	£65
Rosettes	£190
Hall Hire	£120.00
Insurance	£180.00
DJ	£75
Licenses (Bar, Music)	£50
Marquee/ Gazebos, tables chairs hire	£440
Climbing Wall	£800
Raffle and Logo Competition prizes	£150
Scorecards, certificates, flyer and other printing	£320
St Johns ambulance Fee	£130.00
Volunteer refreshments	£50
TOTAL	£4,845

How much money do you already have in place for this event?

Funding Body	Amount Applied For
LDC	£900 approved
David Hunt Trust	£1000 approved

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

Date(s) of Event:	**8th June 2024**

How successful was this event? Please include approx. number of attendees and how it impacted the local community.

Over 280 children took part in the sporting challenges at the 2024 event and we estimate that we had approximately 1000 visitors across the day. The event hosted over 60 local stall holders- businesses, charities, community groups/projects and sporting groups and clubs and more than 20 of these groups provided sporting challenges for the children to take part in throughout the day.

The event was a great success, allowing local businesses, charities, groups and clubs to showcase themselves and gain followers, customers, supporters, members and donations.

We saw record numbers of children participating in 2024, making it our busiest year yet and through the showcasing of local sporting groups and opportunities we hope to have encouraged more children to take up new sports and activities, supporting our local clubs and promote healthier lifestyles in the community.

Financial information:

Total cost of the event	£5226.51

Breakdown of expenditure:
i.e. Equipment hire £x, Staff Time £x.
Where possible please provide receipts/proof of purchase

Item	Amount
Banner Logo Printing	120.00
Bungee Trampoline	750.00
Entertainment- Norcross, DJ, Band	475.00
Gazebos	275.48
Community BBQ Costs	310.00
Zorb Balls	650.00
Equipment	450.97
Rosettes	189.00
Hall Hire	116.10
Insurance	178.22
Licenses	41.00
Marquee/tables/chairs hire	160.00
Climbing wall	750.00
Raffe prizes and stamps	114.19
Scorecards, certificates, flyers, printing	320.00
St johns ambulance	126.72
Volunteer refreshments	48.77
Other-Tractor and Top soil	151.06
Total	5,226.51

Funding sources:	**Funding body**	**Amount Awarded**
	Lewes District Council	£750
	Co-op In Store Donation Fund	£150
	Newhaven Town Council Events Fund	£500
	Sussex Community Foundation (Newhaven EZ Fund)	£1500
	Newhaven Chamber of Commerce	£500
	Rampion Wind Farm	£500
	Newhaven Port and Properties	£200
	Co-op Local Community Fund	£1021.32
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]

On behalf of: Denton Community Challenge (The James Daniels Memorial Fund)
(organisation)

Address: [redacted]

Telephone: [redacted] email: dentonchallenge@gmail.com

Position in organisation: Volunteer committee member (Fundraiser) Date: 15/01/2025

Alternative contact for organisation:

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

If successful, Cheque payable to: James Daniels Memorial Fund

Please return your form, together with any additional information you would like to submit to: admin@newhaventowncouncil.gov.uk
or 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

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

Date: 25th February 2025

Report Contact: Town Clerk

Subject: **Draft Event Funding Application Policy**

1. The purpose of this report is to request committee consideration and recommendation of an Event Funding Application Policy and attendant Application Form for subsequent ratification at Full Council.

2. The draft Event Grant Application Policy and application form can be seen at **Appendix A.**

3. The council currently has a ratified policy for Discretionary Grant Applications (DGAP) which proscribes the eligibility of applicant organisations with a subsequent scored assessment of each individual application based on its own merits and in consideration of available council budgets.

4. Events Grant Applications to date however, have not been held to a similar assessment, and resultant of this, officers have developed an Event Grant Application Policy (EGAP) utilising the same fundamental approach as the DGAP with the key difference that an Event Grant Application can be submitted at any time in the Financial or Calendar Year.

5. Event applications can still continue to be made by groups both within and outside of the Newhaven Town Boundary, but on the basis that the Event actually takes place within Newhaven and has a benefit to Newhaven residents.

6. The process following receipt of an application is detailed with the draft policy, but once the application and all required supporting documentation has been received it will then be reported to the next available Promotion, Partnership & Finance Committee meeting, and if over £7500 is applied for, it would then be referred to the next available Full Council for authorisation as is required by current Financial Regulations.

7. Whilst the EGAP will use a simpler scored assessment of each application, it too will also require supporting documentation similar to that required under the current DGAP.

8. **Recommendation:**
   That following its consideration of the draft Event Funding Application Policy and Application Form, the committee resolves to recommend the same for adoption and ratification at the next available Full Council meeting.

Newhaven Town Council

Event Grant Application Policy

DRAFT

1. How does this Policy operate?

1.1 Newhaven Town council is funded only by its residents and therefore has finite funds available to assist organisations providing events for Newhaven residents and potential outside visitors.

1.2 Through this policy, the Council remains fully committed to ensuring that any Event Grant can tangibly support the Town in remaining an active, vibrant and sustainable community.

1.3 In general terms, the council defines an 'Event' as a planned and organised occasion, such as a social activity, sports event or specific activity such as a dog show, theatrical play or music concert, which can be open to the general public free of charge or on a pay to attend basis.

1.4 The Event can be on a single day or over multiple days and/or a combination single or multiple days over a given period.

1.5 An Event Grant can be awarded for any amount up to a maximum of £10,000, however available council budgets will dictate the amount of any grant awarded to a successful applicant.

1.6 The Event Grant applied for must be for an event which takes place within the boundaries of Newhaven Town for the benefit of the Towns residents, or a specific community therein. It must also be on a specific date(s) and/or for a specific period of time.

2 **Who can apply?**

2.1 Applications from Commercial entities, businesses, political groups/parties, or individuals will not be considered.

2.2 Applications may be made by the following types of organisations.

i. Charitable and non-profit making organisations established for charitable, benevolent, social, cultural, recreational or philanthropic purposes and for the benefit of Newhaven residents and surrounding communities.

ii. Any club/association/charity/sports club serving a specific section of the community or the community as a whole. A more socially inclusive group will likely be more successful in their application.

2.3 There will be certain conditions attached to the award of each Event Grant.

i. Support from Newhaven Town Council through the award of an Event Grant must be acknowledged appropriately on any publicity and promotional material including posters, advertisements, press releases and leaflets.

ii. Funding cannot be used for any activity that may be party-political by way of intention, use or presentation, or to propagate a religion or belief.

iii. An Event Grant received cannot be 'gifted' to or used to subsidise or aid the activities of another group or organisation in any way. 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.

iv. An Event Grant can only be used for the purpose stated on the application.

v. An Event Grant must be fully used within 12 months of the date of the grant payment and documentation of the spend may be required.

vi. Where appropriate, to demonstrate that Child and Vulnerable Adult Safeguarding measures are in place, usually in the form of an appropriate policy that requires those working directly with children and vulnerable adults to be DBS checked and approved.

vii. It remains the sole responsibility of the applicant for the grant or their agent or parent organisation to secure all relevant licenses and documentary permissions pertaining to the actual event and its intended location. E.g. Landowner Permissions, Alcohol and Performance Licences and any legislative requirements e.g. Martyn's Law.

viii. Where any such event is to be held on land owned or leased to Newhaven Town Council, then all aforementioned documentation together with all Risk Assessments and Public Liability Insurance of at least £5Million must be included in the application.

3 Application Requirements.

3.1 The decision to award any grant rests with the Promotion, Partnership & Finance Committee, with those Event Applications in excess of £7500 requiring further consideration and authorisation by the Full Town Council. The decision by either the PP&F Committee and/or the Full Council is final and there is no 'appeal process'.

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3.2 An Event Grant Application must be made on the correct (and latest version) application form and be in the name of the organisation to which the grant is to be awarded with all relevant details completed.

3.3 All eligible applications will be assessed on their individual merits against clear and consistent criteria, though any award made may not necessarily be for the full amount applied for.

3.4 Applications must be accompanied by any and all supporting documentation, and can be submitted at any time, though will only be considered at the next scheduled meeting of the Promotion, Partnership & Finance Committee, and subsequent Full Council meeting (where applicable).

3.5 Irrespective of an Event Grant application being deemed successful by the Promotion, Partnership & Finance Committee (or Full Council), or the existence of sufficient council budgets, the Committee or Council are not obliged to make an award to the monetary value stated on the application form.

3.6 Where an Event Grant application has been deemed successful, but the Council has insufficient budget to make an award either in full or part, the applicant will be encouraged to resubmit their application in the following financial year.

3.7 Only one application can be made in each Financial Year.

3.8 Applications from any group or organisation who have an outstanding loan with or who are financially indebted to the Council will not be considered.

3.9 Applications concerning an Event already delivered (in its entirety or otherwise) will not be considered.

3.10 Where there is a large shortfall between the value of funding applied for and the total event cost, then that application is unlikely to be successful.

3.11 Where an Event Grant has been awarded and the money has not been spent in total, then any remaining monies must be returned to the council. The applicant should retain all bona fide receipts as proof of funding spent.

3.12 Should the applicant organisation disband or merge with another prior to the Event, the council may ask for return of all or part of the monies.

4 Required Supporting Documentation.

4.1 The following documents are to be submitted in support of all Event Applications

i) Either a set of annual accounts and/or the organisations bank statements for the previous 12 months,

ii) A current written set of rules, constitution or other governing document duly authorised and adopted,

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iii) Details of a Bank Account held in the name of the applicant organisation. In the case of a public event, a copy of the organisations current Public Liability Insurance to a minimum of £5 million in cover,

iv) An Equalities and/or Equal Opportunities Policy either as separate documents or encompassed by their constitution or other governing document.

5 Scoring Criteria.

5.1 Following the receipt of an Event Application and all required supporting documentation, it will be scored and assessed by the Town Clerk, Responsible Finance Officer and Administration & Finance Officer using the following criteria (scoring anything from zero to five points per criterion)

i) What do you hope to achieve from this event, what are the outcomes that demonstrate 'success'?
(5 points)

ii) What sections of, or communities in Newhaven will benefit from this Event and how?
(5 points)

iii) The application identifies a detailed breakdown of costs for the Event and the amount of funding applied for is ideally less than 60% of the total cost,
(5 points)

iv) The application identifies a range of successful fund-raising activities over the 12 months prior to application.
(5 points)

v) The application illustrates an active consideration and contribution towards sustainability and the environment through its delivery.
(5 points)

The total number of points that can be scored is 25. Applications scoring less than 20 points will be judged as 'unsuccessful'.

5.2 The scores for each application together with a copy of the application will then be reported to the next scheduled Promotion, Partnership & Finance Committee for their consideration and final decision.

6 The Grants Process.

6.1 Event Grant applications (and all supporting documents) can be submitted electronically to admin@newhaventowncouncil.gov.uk or by hard copy (paper) to the council offices at 18 Fort Road, Newhaven, East Sussex. BN9 9QE.

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6.2 All applications together with their supporting documentation must be received in their entirety (e.g. one email or one envelope) before they are placed before the next scheduled meeting of the Promotion, Partnership & Finance Committee.

6.3 The Town Council does not accept any responsibilities for any loses or delays in delivery of any application and its supporting documentation.

6.4 Payment of grants will be by BACs to the organisation specified on the application form.

7 **Awarding Grants and Publicity.**

7.1 Where an Event Grant is awarded, the Council may wish to have the Mayor and the Chairman of the P, P&F Committee present the applicant organisation their award and have photographs taken for subsequent press release. Representatives of these organisations may be required to provide a presentation to the next annual Town Meeting on how they have used the grant.

Date of policy & procedure:
Approving committee:
Date of committee meeting:
Supersedes (name of old policy and reference): N/A
Policy version reference:
Policy adopted by Full Council on:
Date for next review:

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Newhaven Town Council

Event Grant Application Form.

Some of the following questions may not be relevant to your organisation, but please supply as much information as possible, using additional sheets of paper for additional information.

If you need any help or advice on completing this form, please call us on 01273 516100.

Name of Event -	
Date(s) of Event -	
Amount of Funding Sought -	
Description of the Event -	
What do you hope to achieve from this event, what are the outcomes that demonstrate 'success'? **(5 Points Available)**	
What sections of, or communities in Newhaven will benefit from this Event and how? **(5 Points Available)**	
How will delivery of this event contribute towards sustainability and the environment? **(5 Points Available)**	

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FINANCIAL INFORMATION

What is the Total Cost of the Event?		
Provide a detailed breakdown of costs for the Event. (5 Points Available)	**Funding Body**	**ŁŁ**
What Fund Raising activities over the preceding 12 months have taken place? (5 Points Available)		
Bank Account details of Organisation -	**Bank: -** **Account Number: -** **Sort Code: -**	

Declaration.

I confirm that I have read the Town Councils 'Event Grant Application Policy', agree to its requirements and certify that the details provided in this application form are correct. I hereby make this application for an Event Grant.

Signed - Print Name - Date -

Address -

Telephone - E-Mail -

Position in Organisation –

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N E W H A V E N T O W N C O U N C I L

Stephen Honey
Executive Officer

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

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

To: Promotion, Partnership & Finance Committee **Agenda Item 9.**

Date: 25th February 2025

Report Contact: Executive Officer

Subject: **Replacement of 9 x NTC Noticeboards**

1. The purpose of this report is to seek the council's approval to replace the 9 NTC noticeboards that are located throughout Newhaven.

2. Several of them are becoming weathered and the Newhaven Square noticeboard has been slightly damaged. Replacing the existing noticeboards will also allow us to purchase larger boards (with the exception of Denton corner due to space constraints) and utilise half of the space with paid-for advertising and half for Council notices.

3. The companies we looked at were:

Cost Cutters UK	£4883.87
Kingfisher Direct	£5459.64
Office Boffins	£5804.55

Recommendation.

Whilst there is a cheaper option, Officers believe that the Kingfisher Direct boards are appreciably better in terms of aesthetics (please see attached Appendix A) as well as quality and so recommend that the council resolves to authorise the purchase of 9 noticeboards from Kingfisher Direct at a cost of £5,459.64

9. Report - Appendix A NBoard Replacement Costs

		Existing		Replace as is		Proposed		Kingfisher Direct	Cost Cutters UK	Office Boffins
Location	**Position**	**Width (mm)**	**Height (mm)**			**Width (mm)**	**Height (mm)**			
Denton Corner	Affixed					752	1050			£352.95
Denton Corner	Affixed					750	1050	£234.60		
Denton Corner	Affixed	794	902	1050 x 750	£234.60	780	1031		£333.59	
Denton	Affixed	1219	609	1200 x 750	£463.45	1400	1050	£576.12	£438.85	£497.95
East Side Social	Affixed	1219	609	1200 x 750	£463.45	1400	1050	£576.12	£438.85	£497.95
NTC Office	Affixed	1219	914	1200 x 750	£463.45	1400	1050	£576.12	£438.85	£497.95
Newhaven Square	Affixed	1219	914	1200 x 750	£463.45	1400	1050	£576.12	£438.85	£497.95
Valley Road	Freestanding	1219	914	1200 x 750	£617.47	1400	1050	£730.14	£698.72	£864.95
August Fields	Freestanding	1219	914	1200 x 750	£617.47	1400	1050	£730.14	£698.72	£864.95
Court Farm Road	Freestanding	1219	914	1200 x 750	£617.47	1400	1050	£730.14	£698.72	£864.95
Gibbon/Southdown Road	Freestanding	1219	914	1200 x 750	£617.47	1400	1050	£730.14	£698.72	£864.95
					£4,558.28			**£5,459.64**	**£4,883.87**	**£5,804.55**

Newhaven Town Council

Detailed Income & Expenditure by Budget Heading 19/02/2025

Month No: 11

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100	Regeneration & Strategic Dev								
1013	Bar @ Bandstand Ticket Sales	0	0	2,700	2,700			0.0%	
	Regeneration & Strategic Dev :- Income	**0**	**0**	**2,700**	**2,700**				**0**
4015	Repairs and Maintenance	0	176	0	(176)		(176)	0.0%	
4218	Partnership Cont/Event Support	13,272	5,499	12,000	6,501	67	6,434	46.4%	
4228	Bandstand	1,420	0	2,000	2,000		2,000	0.0%	
4500	Professional Fees	2,223	514	2,500	1,986		1,986	20.6%	
	Regeneration & Strategic Dev :- Indirect Expenditure	**16,915**	**6,189**	**16,500**	**10,311**	**67**	**10,244**	**37.9%**	**0**
	Net Income over Expenditure	**(16,915)**	**(6,189)**	**(13,800)**	**(7,611)**				
101	Administration & Office Costs								
1050	Miscellanous Income	0	331	0	(331)			0.0%	
1176	Precept Received	595,380	672,430	672,430	0			100.0%	
1190	Interest Received	14,740	14,361	15,400	1,039			93.3%	
	Administration & Office Costs :- Income	**610,120**	**687,122**	**687,830**	**708**			**99.9%**	**0**
4012	Business Rates	0	3,842	4,368	526		526	88.0%	
4014	Utilities, Elec/Water/Sew/Fire	13,220	7,531	12,000	4,469		4,469	62.8%	
4015	Repairs and Maintenance	10,796	15,417	3,492	(11,925)		(11,925)	441.5%	3,586
4017	IT Support	14,651	17,288	19,894	2,606		2,606	86.9%	
4021	Communications	2,841	1,711	2,000	289		289	85.6%	
4022	General Office Costs	7,725	9,283	6,349	(2,934)		(2,934)	146.2%	
4023	Printing & Stationery	4,222	4,031	4,350	319		319	92.7%	
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	679	800	121		121	84.9%	
4060	Loan Repayments	11,002	11,002	11,002	(0)		(0)	100.0%	
4081	Membership Subscriptions	2,837	3,505	3,545	40		40	98.9%	
4150	Consumables	222	236	265	30		30	88.9%	
	Administration & Office Costs :- Indirect Expenditure	**98,649**	**95,225**	**88,765**	**(6,460)**	**0**	**(6,460)**	**107.3%**	**3,586**
	Net Income over Expenditure	**511,470**	**591,897**	**599,065**	**7,168**				
6000	plus Transfer from EMR	10,411	3,586	0	(3,586)				
	Movement to/(from) Gen Reserve	**521,881**	**595,483**	**599,065**	**3,582**				

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		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
102	Staff Costs								
4000	Salaries	136,105	158,129	180,767	22,638		22,638	87.5%	
4001	National Insurance & Pension	94,104	46,999	56,670	9,671		9,671	82.9%	
4002	Staff Overtime	0	72	10,000	9,928		9,928	0.7%	
4006	NTC Van	0	9,953	4,800	(5,153)		(5,153)	207.3%	
4007	Subsistence	0	0	200	200		200	0.0%	
4008	Travel	3,133	1,353	2,000	647		647	67.6%	
4009	Payroll Costs	723	733	876	143		143	83.7%	
4010	Training Staff & Councillors	2,204	1,894	3,000	1,106		1,106	63.1%	
4013	Employment Law/Health & Safety	7,890	5,881	7,300	1,419		1,419	80.6%	
4153	PPE	0	688	0	(688)		(688)	0.0%	
	Staff Costs :- Indirect Expenditure	**244,159**	**225,702**	**265,613**	**39,911**	**0**	**39,911**	**85.0%**	**0**
	Net Expenditure	**(244,159)**	**(225,702)**	**(265,613)**	**(39,911)**				
150	Cemetery-Building & Grounds								
1152	Excl Right of Burial Full Grav	16,395	25,139	15,000	(10,139)			167.6%	
1153	Excl Right of Burial Ashes Plo	1,415	566	4,000	3,434			14.2%	
1154	Burial Single Depth	18,810	5,940	18,000	12,060			33.0%	
1155	Burial Double Depth	3,852	14,124	13,400	(724)			105.4%	
1156	Burial Triple Depth	3,450	0	1,674	1,674			0.0%	
1157	Burial/Scattering of Ashes	5,130	4,055	7,880	3,825			51.5%	
1158	Memorial Permits	8,511	6,644	8,695	2,051			76.4%	
	Cemetery-Building & Grounds :- Income	**57,563**	**56,468**	**68,649**	**12,181**			**82.3%**	**0**
4012	Business Rates	0	4,034	4,000	(34)		(34)	100.9%	
4014	Utilities, Elec/Water/Sew/Fire	60	54	1,058	1,004		1,004	5.1%	
4015	Repairs and Maintenance	5,865	5,960	5,000	(960)		(960)	119.2%	2,305
4016	Grounds Maintenance	92,131	91,456	123,809	32,353	2,400	29,953	75.8%	
4150	Consumables	1	101	0	(101)		(101)	0.0%	
	Cemetery-Building & Grounds :- Indirect Expenditure	**98,058**	**101,605**	**133,867**	**32,262**	**2,400**	**29,862**	**77.7%**	**2,305**
	Net Income over Expenditure	**(40,495)**	**(45,137)**	**(65,218)**	**(20,081)**				
6000	plus Transfer from EMR	0	2,305	0	(2,305)				
	Movement to/(from) Gen Reserve	**(40,495)**	**(42,832)**	**(65,218)**	**(22,386)**				
201	Denton Social Centre								
1010	Hall Hire Charges	15,737	14,748	11,640	(3,108)			126.7%	
	Denton Social Centre :- Income	**15,737**	**14,748**	**11,640**	**(3,108)**			**126.7%**	**0**

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		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4012	Business Rates	0	2,470	3,227	757		757	76.5%	
4014	Utilities, Elec/Water/Sew/Fire	2,573	4,163	2,877	(1,286)		(1,286)	144.7%	
4015	Repairs and Maintenance	7,893	4,099	3,174	(925)		(925)	129.1%	
4150	Consumables	125	223	260	37		37	85.8%	
	Denton Social Centre :- Indirect Expenditure	**10,590**	**10,956**	**9,538**	**(1,418)**	**0**	**(1,418)**	**114.9%**	**0**
	Net Income over Expenditure	**5,147**	**3,792**	**2,102**	**(1,690)**				
6000	plus Transfer from EMR	3,369	0	0	0				
	Movement to/(from) Gen Reserve	**8,515**	**3,792**	**2,102**	**(1,690)**				
202	East Side Social Centre								
1010	Hall Hire Charges	9,759	8,189	9,442	1,253			86.7%	
	East Side Social Centre :- Income	**9,759**	**8,189**	**9,442**	**1,253**			**86.7%**	**0**
4012	Business Rates	0	1,248	1,407	160		160	88.7%	
4014	Utilities, Elec/Water/Sew/Fire	4,177	4,813	2,893	(1,920)		(1,920)	166.4%	
4015	Repairs and Maintenance	3,085	4,667	1,900	(2,767)		(2,767)	245.6%	
4150	Consumables	0	99	0	(99)		(99)	0.0%	
	East Side Social Centre :- Indirect Expenditure	**7,262**	**10,826**	**6,200**	**(4,626)**	**0**	**(4,626)**	**174.6%**	**0**
	Net Income over Expenditure	**2,497**	**(2,638)**	**3,242**	**5,880**				
203	Lewes Road Social Centre								
1010	Hall Hire Charges	3,851	6,590	2,600	(3,990)			253.5%	
	Lewes Road Social Centre :- Income	**3,851**	**6,590**	**2,600**	**(3,990)**			**253.5%**	**0**
4012	Business Rates	0	873	1,089	216		216	80.2%	
4014	Utilities, Elec/Water/Sew/Fire	2,570	2,924	4,160	1,236		1,236	70.3%	
4015	Repairs and Maintenance	4,956	5,525	1,850	(3,675)		(3,675)	298.6%	
4150	Consumables	0	228	260	32		32	87.6%	
	Lewes Road Social Centre :- Indirect Expenditure	**7,526**	**9,550**	**7,359**	**(2,191)**	**0**	**(2,191)**	**129.8%**	**0**
	Net Income over Expenditure	**(3,675)**	**(2,960)**	**(4,759)**	**(1,799)**				
204	Meeching Hall								
1010	Hall Hire Charges	11,661	13,369	9,418	(3,951)			142.0%	
	Meeching Hall :- Income	**11,661**	**13,369**	**9,418**	**(3,951)**			**142.0%**	**0**
4012	Business Rates	0	2,046	2,433	387		387	84.1%	
4014	Utilities, Elec/Water/Sew/Fire	13,403	8,058	8,751	693		693	92.1%	
4015	Repairs and Maintenance	8,583	3,964	4,000	36	786	(750)	118.8%	
4021	Communications	204	0	750	750		750	0.0%	

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		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4150	Consumables	4	269	260	(9)		(9)	103.7%	
4218	Partnership Cont/Event Support	0	89	0	(89)		(89)	0.0%	
	Meeching Hall :- Indirect Expenditure	**22,194**	**14,427**	**16,194**	**1,767**	**786**	**981**	**93.9%**	**0**
	Net Income over Expenditure	**(10,533)**	**(1,057)**	**(6,776)**	**(5,719)**				
300	Community Engagement & Promoti								
1169	Mayoral Event/Promotion	0	356	0	(356)			0.0%	
1170	Newsletter - Advert Income	1,392	775	1,000	225			77.5%	
	Community Engagement & Promoti :- Income	**1,392**	**1,131**	**1,000**	**(131)**			**113.1%**	**0**
4024	Publications	31,986	23,788	27,000	3,212		3,212	88.1%	
4030	Advertising - Recruitment	0	2,687	500	(2,187)		(2,187)	537.4%	
4031	Advertising & Publicity	253	16	500	484		484	3.2%	
4079	Young Mayors Allowance	0	0	500	500		500	0.0%	
4080	Mayoral Expenses	634	1,854	1,600	(254)		(254)	115.9%	
4082	Hospitality	94	497	600	103		103	82.8%	
4221	Dieppe Raid/Remembrance	4,513	3,993	5,000	1,007		1,007	79.9%	
4224	Town Crier	20	0	150	150		150	0.0%	
	Community Engagement & Promoti :- Indirect Expenditure	**37,500**	**32,835**	**35,850**	**3,015**	**0**	**3,015**	**91.6%**	**0**
	Net Income over Expenditure	**(36,109)**	**(31,704)**	**(34,850)**	**(3,146)**				
301	Community Services								
1151	Memorial Slat on Bench	1,041	254	2,300	2,046			11.1%	
1160	Allotment Income Cemetery	1,547	1,925	1,638	(287)			117.5%	
1175	Grass Verge Income	2,454	0	3,200	3,200			0.0%	
1178	Misc Income	915	1,000	0	(1,000)			0.0%	
	Community Services :- Income	**5,957**	**3,179**	**7,138**	**3,959**			**44.5%**	**0**
4014	Utilities, Elec/Water/Sew/Fire	267	2,085	0	(2,085)		(2,085)	0.0%	
4015	Repairs and Maintenance	0	48	0	(48)		(48)	0.0%	
4200	CCTV Maintenance/Operating	15,441	1,696	5,500	3,804		3,804	30.8%	
4201	Dog Bins/Emptying	0	0	1,000	1,000		1,000	0.0%	
4202	Defibrillator Elec/Pads	0	490	2,100	1,610		1,610	23.3%	
4210	Christmas Lights	19,562	18,187	25,000	6,813		6,813	72.7%	
4213	Grass Verge Expenditure	16,668	14,854	16,931	2,077		2,077	87.7%	
4230	Play Areas	4,913	124,229	7,000	(117,229)	6,308	(123,537)	1864.8%	113,750
4234	Environmental Enhancements	11,125	12,809	10,000	(2,809)		(2,809)	128.1%	1,090
4235	Amenity Areas	21,844	18,260	19,000	740		740	96.1%	
4236	Allotments	1,456	15,083	7,000	(8,083)		(8,083)	215.5%	

Continued over page

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4241	Town Centre Planters	1,807	0	6,900	6,900		6,900	0.0%	
4248	Business Asset Management	24,629	44,486	0	(44,486)		(44,486)	0.0%	44,486
4500	Professional Fees	920	4,130	2,000	(2,130)		(2,130)	206.5%	3,230
4510	Tree Work	6,832	12,716	9,000	(3,716)	1,500	(5,216)	158.0%	
4511	Tree Wardens	3,078	2,470	3,600	1,130		1,130	68.6%	
4512	Banners on Riverside	2,770	2,695	5,500	2,805		2,805	49.0%	
	Community Services :- Indirect Expenditure	**131,312**	**274,237**	**120,531**	**(153,706)**	**7,808**	**(161,513)**	**234.0%**	**162,556**
	Net Income over Expenditure	**(125,355)**	**(271,057)**	**(113,393)**	**157,664**				
6000	plus Transfer from EMR	39,724	162,556	0	(162,556)				
	Movement to/(from) Gen Reserve	**(85,631)**	**(108,502)**	**(113,393)**	**(4,891)**				
360	Support and Services								
4215	Grant Aid	6,473	9,056	35,000	25,944		25,944	25.9%	
4218	Partnership Cont/Event Support	36,950	17,940	35,000	17,060		17,060	51.3%	
4226	Community Partnership Grants	41,796	6,207	30,000	23,793		23,793	20.7%	
	Support and Services :- Indirect Expenditure	**85,219**	**33,203**	**100,000**	**66,797**	**0**	**66,797**	**33.2%**	**0**
	Net Expenditure	**(85,219)**	**(33,203)**	**(100,000)**	**(66,797)**				
6000	plus Transfer from EMR	5,000	0	0	0				
	Movement to/(from) Gen Reserve	**(80,219)**	**(33,203)**	**(100,000)**	**(66,797)**				
800	Full Council								
1172	CIL Income	0	90,936	0	(90,936)			0.0%	
1181	Town Deal Fund	0	231,520	0	(231,520)			0.0%	
	Full Council :- Income	**0**	**322,457**	**0**	**(322,457)**				**0**
4096	CIL Expenditure	0	663	0	(663)		(663)	0.0%	
4097	EastSide Rec - Town Deal	0	301,436	0	(301,436)		(301,436)	0.0%	137,511
	Full Council :- Indirect Expenditure	**0**	**302,098**	**0**	**(302,098)**	**0**	**(302,098)**		**137,511**
	Net Income over Expenditure	**0**	**20,358**	**0**	**(20,358)**				
6000	plus Transfer from EMR	0	137,511	0	(137,511)				
	Movement to/(from) Gen Reserve	**0**	**157,870**	**0**	**(157,870)**				
901	Earmarked Reserves								
1172	CIL Income	35,300	0	0	0			0.0%	
	Earmarked Reserves :- Income	**35,300**	**0**	**0**	**0**				**0**
9034	Towns Deal - East Side Project	28,526	13,189	0	(13,189)		(13,189)	0.0%	

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		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
9035	Towns Deal - 1st Floor Library	82,001	0	0	0		0	0.0%	
	Earmarked Reserves :- Indirect Expenditure	**110,527**	**13,189**	**0**	**(13,189)**	**0**	**(13,189)**		**0**
	Net Income over Expenditure	**(75,227)**	**(13,189)**	**0**	**13,189**				
6000	plus Transfer from EMR	91,683	0	0	0				
	Movement to/(from) Gen Reserve	**16,456**	**(13,189)**	**0**	**13,189**				
	Grand Totals:- Income	**751,339**	**1,113,253**	**800,417**	**(312,836)**			**139.1%**	
	Expenditure	**869,912**	**1,130,041**	**800,417**	**(329,624)**	**11,061**	**(340,685)**	**142.6%**	
	Net Income over Expenditure	**(118,573)**	**(16,788)**	**0**	**16,788**				
	plus Transfer from EMR	**150,187**	**305,958**	0	(305,958)				
	Movement to/(from) Gen Reserve	**31,614**	**289,170**	**0**	**(289,170)**				