



Newhaven Town Council

Event Grant Application Policy

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 £6,000**, 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 a 2 mile radius¹ of Newhaven Town and be of a demonstrable benefit to 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.

¹ Measured from the Control Tower Mast western side of the mouth of the river Ouse at Google Co-ordinates 50°46'54.4"N 0°03'25.6"E

- 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'.

- 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,
- 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 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.
- 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 losses 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: October 21st 2025

Approving committee: Promotion Partnership & Finance

Date of committee meeting: October 21st 2025

Supersedes (name of old policy and reference): N/A

Policy version reference: 54 NTC

Policy adopted by Full Council on: April 8th 2025

Date for next review: October 21st 2026



Newhaven Town Council

Event Grant Application Form.

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 -	
Name of Organisation Applying -	
Amount of Funding Sought -	
Dates and 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)	

FINANCIAL INFORMATION

What is the Total Cost of the Event?		
Provide a detailed breakdown of costs for the Event. Funding applied for is less than 60% of the total cost. (5 Points Available)	Funding Body	££
What Fund Raising activities over the preceding 12 months have taken place? (5 Points Available)		
Bank Account details of Organisation -	Organisation Name:- Bank: - Account Number: - Sort Code: -	
Declaration.		
<p>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.</p> <p>Signed - Print Name - Date -</p> <p>Address -</p> <p>Telephone - E-Mail -</p> <p>Position in Organisation –</p>		