



# NEWHAVEN TOWN COUNCIL

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To: Regeneration & Strategic Development Committee **Agenda Item 6**

Date: 28<sup>th</sup> April 2026

Report Contact: Executive Officer

Subject: **Policies & Procedures**

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1. The purpose of this report is to request the committee's consideration of the following draft documents and recommendation that they adopt the same:
  - Discretionary Grant Policy & Procedure
  - Event Grant Policy & Application
2. The items have been reviewed and updated to make them more transparent and understandable.
3. The Executive Officer has utilised the resources of the National Association of Local Councils, the Society of Local Council Clerks and Worknest to prepare these drafts (with tracked changes) for the committee's approval.
4. There are no known budgetary or financial implications should the Members decide to approve these documents.

## **Recommendation**

That the Committee recommends the adoption of the Policies, Procedures & Application forms noted herein and the documents in Appendix A for ratification by Full Council.



# Newhaven Town Council

## DISCRETIONARY GRANT POLICY AND PROCEDURE

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### Purpose of this policy and procedure

Newhaven Town Council (NTC) is funded only by its residents and therefore has finite funds available to assist community organisations located and working in Newhaven.

Through this policy, NTC remains fully committed to ensuring that it assists in developing those groups, projects, services and activities that support the Town-Newhaven in remaining an active and sustainable community.

The grants are awarded in three tiers, though the budget then currently available to the council may well dictate the actual grant awarded to a successful application:

Small Grants	up to and including £500
Large Grants	£501 up to and including £3,000
Community Partnership Grants	£3001 up to and including £10,000

### Policy

#### 1. Who can apply?

1.1 The following organisations may apply to NTC for a Grant (applications from Commercial entities, businesses, political groups/parties, or individuals will not be considered).

- Charitable and non-profit making organisations **based in Newhaven**. Established for charitable, benevolent, social, cultural, recreational or philanthropic purposes with a clearly stated social ambition for the community of Newhaven.
- National Charitable organisations, but only to local branches where the grant can be seen to directly benefit Newhaven residents.
- A Newhaven based 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.
- A social enterprise which can demonstrate that their initiative(s) will have a positive and sustainable impact on Newhaven.
- Able 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.

1.2 There will be certain conditions attached to the award of each grant:

- Support from NTC through the award of a grant must be acknowledged where appropriate on any publicity and promotional material including posters, advertisements, press releases and leaflets.
- Funding cannot be used for any activity that may be party-political in intention, use or presentation, or to propagate a religion or belief.
- Grant funding received cannot be 'gifted' to or used to subsidise or aid the activities of any other community group(s). Where this is subsequently found to be the case the council will require return of all grant monies awarded and reserves the right to take appropriate legal action to secure the same.
- ~~Grants can only be used for the purpose stated on the application.~~
- Grant funds must relate wholly to the delivery of the purpose stated on the application  
Grants-and will not be made to directly or indirectly cover an organisations operating costs such as, but not limited to, salaries (whether permanent or temporary), premises rental, utilities expenditure or building maintenance etc. In exceptional circumstances, the council may consider applications for such costs which are required as 'set-up' costs as a 'one-off' year 1 requirement by that organisation
- Grants must be fully utilised within 12 months of the date of the grant payment and documentation of the spend may be required.

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## Procedure

### 2 **Application Requirements.**

The decision to award any grant rests as follows and their decision is final.

- **Small Grants and Large Grants**

Will be determined by the *Promotion, Partnership and Finance Committee* twice in each Financial Year (circa October and March)

- **Community Partnership Grants**

CPG grant applications from £3001 - £7499 will be determined and awarded by the *Promotion, Partnership and Finance Committee*. Those for amounts of £7500 to £10,000 will be determined and awarded by *Full Council* (following recommendation by the *Promotion, Partnership and Finance Committee*) once in each Financial Year (normally January for payment in April of the following Financial Year).

- 2.1 Applications must be made on the correct application form for the level of grant sought and be in the name of the organisation to which the grant is to be awarded with all relevant details completed.
- 2.2 All eligible applications will be assessed on their individual merits against clear and consistent criteria. Any award made may not necessarily be for the full amount applied for.
- 2.3 Applications will only be considered and assessed if received before the published deadline and are accompanied by all supporting documentation.
- 2.4 Even if any grant application has been deemed successful, NTC is not obliged to make any award where there is insufficient or nil Grant Budget expenditure available to it. In such cases the applicant will be encouraged to resubmit their application in the following financial year.
- 2.5 Only one application can be made in any twelve-month period.
- 2.6 NTC reserves the right to reclaim any grant monies not being used for the purposes specified on the application form.
- 2.7 Applications from groups who have an outstanding loan with or who are financially indebted to NTC will not be considered. Applications for projects that are the statutory responsibility of other authorities will also not be considered.
- 2.8 Applications for projects or activities already delivered (entirely or otherwise) will not be considered.
- 2.9 Projects or activities where there is a large shortfall between the grant value and total project/activity cost, are unlikely to be successful. Those projects which simply replace existing facilities without significant improvement will also not be considered.
- 2.10 Where a grant has been awarded and the money not spent either in part or in total, all remaining monies must be returned to NTC.
- 2.11 Should the organisation disband or merge with another during the period of the grant, the council may ask for the return of all or part of the monies.

### 3 **Small Grants.**

3.1 Small Grants may be awarded up to a value of £500.

3.2 The following documents are to be submitted in support of a Small Grant application:

- i) Either a set of ~~annual~~ the latest published accounts or a set of draft accounts (whichever is the latter falling in a period of one calendar year prior to the date of the application) -accounts and/or the organisation's bank statements for ~~the previous 12 months~~ covering a period of one calendar year prior to the date of the application.
- ii) 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

- iii) A current written set of rules, constitution or another governing document duly authorised (signed) and ~~adopted~~adopted.
- iv) In the case of a grant for infrastructure/equipment maintenance and/or improvement purposes, a minimum of two estimates for the work/equipment specified
- v) In the case of a public event, a copy of current Public Liability Insurance.

v) 3.3 Should any of the required documents not match the stated prerequisites or be missing from an application, said application will be voided and not eligible for assessment.

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#### 4 **Large Grants.**

4.1 Large Grants may be awarded from £501 up to and including £3000.

4.2 The following documents are to be submitted in support of a Large Grant application:

- i) A current written set of rules, constitution or another governing document duly authorised (signed) and adopted
- ii) 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,
- iii) ~~The accounts of the organisation for a period of one financial year prior to the date of the application, Either a set of the latest published accounts or a set of draft accounts (whichever is the latter falling in a period of one calendar 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
- iv) An Equalities and/or Equal Opportunities Policy either as separate documents or encompassed by their constitution or other governing document
- v) In the case of a grant for infrastructure/equipment maintenance and/or improvement purposes, a minimum of three estimates for the work/equipment specified
- vi) A copy of the organisation's current Public Liability Insurance to a minimum of £5 million in cover
- vii) Details of how the organisation will assess the effectiveness of the activity/project and where 'value for money' has been achieved.

vii) 4.3 Should any of the required documents not match the stated prerequisites or be missing from an application, said application will be voided and not eligible for assessment.

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#### 5 **Community Partnership Grants**

5.1 Community Partnership Grants may be awarded from £3001 up to and including £10,000.

5.2 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.

5.3 The following documents are to be submitted in support of a Community Partnership Grant application:

- i) A current written set of rules, constitution or another governing document duly authorised (signed) and adopted
- ii) A current business or service plan ideally with a yearly timeline of objectives,
- iii) 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
- iv) ~~The accounts of the organisation for a period of one financial year prior to the date of the application, Either a set of the latest published accounts or a set of~~

draft accounts (whichever is the latter falling in a period of one calendar 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

- v) 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
- vi) In the case of a grant for infrastructure/equipment maintenance and/or improvement purposes, a minimum of three estimates for the work/equipment specified
- vii) A copy of the organisation's current Public Liability Insurance to a minimum of £5 million in cover

viii) Details of how the organisation will assess the effectiveness of the activity/project and where 'value for money' has been achieved.

viii)

5.4 Should any of the required documents not match the stated prerequisites or be missing from an application, said application will be voided and not eligible for assessment.

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## 6 **Scoring Criteria.**

6.1 Following the published deadline, each eligible application will be scored by the Town Clerk, Responsible Finance Officer and Executive Officer using the following weighted criteria.

- i) The application clearly specifies how the Grant will be used  
**(2 points)**
- ii) The application identifies what sections of, or communities, in Newhaven will benefit from the Grant  
**(3 points)**
- iii) The application identifies the benefits to the applicant organisation, its members or service users  
**(3 points)**
- iv) The application identifies how the Grant will deliver 'Value for Money'  
**(5 points)**
- v) The application outlines how the activities and actions resultant of the grant are aligned with the current priorities of NTC  
**(4 points)**
- vi) The application identifies how the Grant would assist in promoting Newhaven  
**(3 points)**
- vii) The application is for a grant facilitating an activity/project not previously funded by NTC  
**(3 points)**
- viii) 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)**

For all Community Partnership Grant Applications (£3001-£10,000) they will be additionally scored resultant of a financial assessment using recognised 'Current Ratio' and 'Debt to Equity Ratio'— **(4 points)**.

The total points that can be awarded to each Small or Large Grant application will therefore range between 1 and 27 points whilst Community Partnership Grant applications will range between 1 and 31 points.

6.2 The scores for each application together with a copy of the application will then be submitted to either the Promotion, Partnership & Finance Committee (Small Grants and

Large Grants) or Full Council (Community Partnership Grant) for their further consideration and final decision.

6.3 Small Grant Applications must achieve a minimum of 15 points to be considered successful.

6.4 For Large Grant Applications, the following grading of scoring applies:

- Applications scoring less than 15 points will be deemed to have been unsuccessful
- Those applications attaining 15 to 22 points will be deemed to have been partially successful though may not be awarded the full funding applied for, and subject to the available grant budget
- Those applications scoring 23 points and above will be deemed to have been successful and receive the full funding applied for and subject to the available grant budget.

6.5 For Community Partnership Grant Applications, the following grading of scoring applies:

- Applications scoring less than 20 points will be deemed to have been unsuccessful
- Those applications attaining 20 to 26 points will be deemed to have been partially successful and will not be awarded the full amount of monies applied for, subject to the available grant budget
- Those applications scoring 27 points and above will be deemed to have been successful and receive the full funding applied for, subject to the available grant budget.

6.6 Both the Promotion, Partnership and Finance Committee and Full Council must not make any awards more than the amount stated in the grant aid application.

## **7 The Grants Process.**

7.1 NTC will publicise the timescale for grant applications and awards via the council's website <https://www.newhaventowncouncil.gov.uk/> and/or other social media channels.

7.2 Grant applications can be submitted electronically to:

[admin@newhaventowncouncil.gov.uk](mailto:admin@newhaventowncouncil.gov.uk) or by hard copy to the NTC offices at 18 Fort Road, Newhaven, East Sussex. BN9 9QE.

7.3 Electronic/email applications (including all supporting documentation) must be received in the aforementioned email inbox before the published deadline for applications.

7.4 Hard copy (paper) applications (including all supporting documentation) must be physically received at the NTC office before the published deadline for applications. The Council will not be held responsible for this type of application being delayed by those postal or courier services engaged by the applicant.

7.5 Payment of grants will be ~~either by Cheque or by~~ BACs to the organisation specified on the application form.

## **8. Awarding Grants and Publicity.**

8.1 Where a Large Grant or a Community Partnership Grants is awarded, NTC may wish to have the Mayor and/or the ~~Chairman~~Chair of the Promotion, Partnership and Finance Committee present each 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 utilised the grant.

8.2 All successful applicants (Small, Large and Community Partnership Grants) will be invited to ~~hold a stall/display stand at~~ make a presentation at the next annual Town Meeting to demonstrate their services, their success in attaining a grant and the benefits it facilitated.

8.3 NTC will regularly publicise the availability of discretionary grant aid throughout the community and will report annually on the award beneficiaries, the grants made and how

they have been used.

Date of policy: **29/11/2024**

Approving committee: **Promotion, Partnership & Finance  
Regeneration & Strategic Development**

Date of committee meeting: **10/12/2024 28<sup>th</sup> April 2026**

Supersedes (name of old policy and reference): **Grant Policy & Guidelines v11  
Discretionary Grant Policy & Procedure (PPGPG12)**

Policy version reference: **PPGPG123**

Policy adopted by Full Council on: **14/01/2025**

Date for next review: **January 2026 Annually**

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## 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**

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

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

Please specify Grant Amount Applied For:	
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Section 1. Your Organisation			
Name of your organisation			
Address			
Telephone no:		Email address:	
Please can you give us a description of your organisation.			

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

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<b>Is your organisation a voluntary group?</b>		<b>Is your organisation a registered charity?</b>	
<b>What is your Registered Charity Number?</b>			
<b>Are you a national charitable organisation with a local branch that benefits residents?</b>			
<b>Can anyone join your organisation?</b>			
<b>If not, why not?</b>			
<b>Where is your organisation based and who owns the building?</b>			
<b>How many Newhaven residents are likely to benefit from this grant?</b>			
<b>What age group(s) are likely to benefit?</b>			
<b>Do your members pay subscription fees? (weekly/monthly/annually)</b>			
<b>If so, how much?</b>			

**Section 2. Justification for Grant Funding**

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

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

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

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

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

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

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

**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)**

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

**Specific amount of Grant Aid sought with this application?**

**If the grant forms part of a larger project, what is its total estimated cost?**

**If the value of this grant application does not meet the full cost of the project, how do you propose to meet the shortfall?**

<b>What are your main sources of income?</b>	
<b>What other bodies have you applied to for grants?</b>	<b>For this project/activity?</b>  <b>For general support with other projects/activities?</b>
<b>How much money have these bodies awarded you?</b>	
<b>Please provide information of any fundraising activities you have carried out in the last year and how do these contribute to the grant being applied for.</b> (4 points)	

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

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**Section 4. Application Checklist**

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

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

**Signatures authorising this application from your grouporganisation  
(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**

**Name**

**Position in organisation**

**Contact address**

**Contact email**

**Contact phone number**

**Date**

**Signature Two**

**Name**

**Position in organisation**

**Contact address**

**Contact email**

**Contact phone number**

**Date**



**NEWHAVEN TOWN COUNCIL**

**Application for a 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 AT MIDNIGHT**

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

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

Please specify Grant Amount Applied For:	
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Section 1. Your Organisation			
Name of your organisation			
Address			
Telephone no:		Email address:	
Please can you give us a description of your organisation.			

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

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<b>Is your organisation a voluntary group?</b>		<b>Is your organisation a registered charity?</b>	
<b>What is your Registered Charity Number?</b>			
<b>Are you a national charitable organisation with a local branch that benefits residents?</b>			
<b>Can anyone join your organisation?</b>			
<b>If not, why not?</b>			
<b>Where is your organisation based and who owns the building?</b>			
<b>How many Newhaven residents are likely to benefit from this grant?</b>			
<b>What age group(s) are likely to benefit?</b>			
<b>Do your members pay subscription fees? (weekly/monthly/annually)</b>			
<b>If so, how much?</b>			

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

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

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

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

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

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

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

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

**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)**

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

**Specific amount of Grant Aid sought with this application?**

**If the grant forms part of a larger project, what is its total estimated cost?**

**If the value of this grant application does not meet the full cost of the project, how do you propose to meet the shortfall?**

<p><b>What are your main sources of income?</b></p>	
<p><b>What other bodies have you applied to for grants?</b></p>	<p><b>For this project/activity?</b></p>       <p><b>For general support with other projects/activities?</b></p>
<p><b>How much money have these bodies awarded you?</b></p>	
<p><b>Please provide information of any fundraising activities you have carried out in the last year and how do these contribute to the grant being applied for?</b> (4 points)</p>	

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

## Section 4. Application Checklist

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

## Section 5. Banking Details

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

## Section 6. Declarations

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

## Data Protection Statement

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

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

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

**Signatures authorising this application from your group organisation  
(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.

<b>Signature One</b>	
<b>Name</b>	
<b>Position in organisation</b>	
<b>Contact address</b>	
<b>Contact email</b>	
<b>Contact phone number</b>	
<b>Date</b>	

<b>Signature Two</b>	
<b>Name</b>	
<b>Position in organisation</b>	
<b>Contact address</b>	
<b>Contact email</b>	
<b>Contact phone number</b>	
<b>Date</b>	



## 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** **AT MIDNIGHT**

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

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

Please specify Grant Amount Applied For:	
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#### Section 1. Your Organisation

Name of your organisation	
Address	
Telephone no:	Email address:
Please can you give us a description of your organisation.	

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

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<b>Is your organisation a voluntary group?</b>		<b>Is your organisation a registered charity?</b>	
<b>What is your Registered Charity Number?</b>			
<b>Are you a national charitable organisation with a local branch that benefits residents?</b>			
<b>Can anyone join your organisation?</b>			
<b>If not, why not?</b>			
<b>Where is your organisation based and who owns the building?</b>			
<b>How many Newhaven residents are likely to benefit from this grant?</b>			
<b>What age group(s) are likely to benefit?</b>			
<b>Do your members pay subscription fees? (weekly/monthly/annually)</b>			
<b>If so, how much?</b>			

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

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

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

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

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

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

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

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

**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)**

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

<b>Specific amount of Grant Aid sought with this application?</b>	
<b>If the grant forms part of a larger project, what is its total estimated cost?</b>	
<b>If the value of this grant application does not meet the full cost of the project, how do you propose to meet the shortfall?</b>	
<b>What are your main sources of income?</b>	

<p><b>What other bodies have you applied to for grants?</b></p>	<p><b>For this project/activity?</b></p>          <p><b>For general support with other projects/activities?</b></p>
<p><b>How much money have these bodies awarded you?</b></p>	
<p><b>Please provide information of any fundraising activities you have carried out in the last year and how do these contribute to the grant being applied for.</b> (4 points)</p>	

<p><b>How much money have you raised from these fundraising activities in the same period?</b></p>	
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**Section 4. Application Checklist**

<p><b>Supporting Documents Required</b>  <b>Please make sure these are sent with your completed application form</b></p>	<p><b>Attached</b>  <i>Please tick to show that the document is attached</i></p>
<p>A current written set of rules, constitution or other governing documents duly authorised <del>and adopted</del> <u>(signed by an authorised official with an adoption date)</u>.-</p>	
<p>A current business or service plan ideally with a yearly timeline of objectives.</p>	
<p>Details of a Bank Account held in the name of the applicant organisation <u>(e.g. a copy of the latest bank statement (signed by an authorised official))</u> requiring at least two signatures for cheque transactions and/or cash withdrawals.</p>	
<p>The accounts of the organisation for <del>a period of one</del> <u>the latest</u> 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. <u>These accounts must be signed and dated by an authorised official.</u></p> <p>In the case of newly established organisations, an income and expenditure plan for their first year of operation.</p>	
<p>An Equalities and/or Equal Opportunities Policy and a (where relevant) Safeguarding Policy, either as separate documents or encompassed by their constitution or other governing documentation.</p>	
<p>In the case of a grant for infrastructure/equipment maintenance and/or improvement purposes, a minimum of three estimates for the work/equipment specified.</p>	
<p>A copy of the organisation’s current Public Liability Insurance to a minimum of £5 million in cover.</p>	

Details of how the organisation will assess the effectiveness of the activity/project and where 'value for money' has been achieved.	
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***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

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

## Section 6. Declarations

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

## Data Protection Statement

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

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

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

**Signatures authorising this application from your grouporganisation  
(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**

**Name**

**Position in organisation**

**Contact address**

**Contact email**

**Contact phone number**

**Date**

**Signature Two**

**Name**

**Position in organisation**

**Contact address**

**Contact email**

**Contact phone number**

**Date**



# Newhaven Town Council

## EVENT GRANT APPLICATION POLICY

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### **Purpose of this policy**

Newhaven Town Council (NTC) is funded only by its residents and therefore has finite funds available to assist community organisations providing events for Newhaven residents and potential outside visitors. Through this policy, NTC remains fully committed to ensuring that any Event Grant can tangibly support the Town in remaining an active, vibrant and sustainable community.

### **Policy**

#### **1. How does this Policy operate?**

- 1.1 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.
- 1.2 The Event can be on a single day or over multiple days and/or a combination single or multiple days over a given period.
- 1.3 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.
- 1.4 The Event Grant applied for must be for an event which takes place within a 2-mile radius of Newhaven Town<sup>1</sup> and be of a demonstrable benefit to the Town's 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.
  - Support from Newhaven Town Council through the award of an Event Grant must be acknowledged appropriately in any publicity and promotional material including posters, advertisements, press releases and leaflets.
  - 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.
  - 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

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<sup>1</sup> 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

the council will require return of all grant monies awarded and reserves the right to take appropriate legal action to secure the same.

- An Event Grant can only be used for the purpose stated in the application.
- 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.
- 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.
- 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.
- 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.

#### Procedure

### 3 Application Requirements.

- 2.1 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 Promotion, Partnership & Finance Committee and/or the Full Council is final and there is no 'appeal process'.
- 2.2 An Event Grant Application must be made on the correct (and latest version) application form (see below) and be in the name of the organisation to which the grant is to be awarded with all relevant details completed.
- 2.3 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.
- 2.4 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).~~
- 2.5 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.
- 2.6 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.
- 2.7 Only one application per organisation can be made in each Financial Year.

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- 2.8 Applications from any group or organisation who have an outstanding loan with or who are financially indebted to the Council will not be considered.
- 2.9 Applications concerning an Event already delivered (in its entirety or otherwise) will not be considered.
- 2.10 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.
- 2.11 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.
- 2.12 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.

### 3 Required Supporting Documentation.

- 3.1 The following documents are to be submitted in support of all Event Applications:
- i Either a set of annual accounts for the latest financial year prior to the date of the application and/or the organisations bank statements for the ~~previous~~ 12 months prior to the application, both of which must be signed and dated by an authorised official.
  - ii A current written set of rules, constitution or other governing document duly authorised ~~and adopted,~~(signed by an authorised official with an adoption date)
  - 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.

### 4 Scoring Criteria.

- 4.1 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 Executive~~ 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)**
  - vi 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'.

- 4.2 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.

## 5 The Grants Process.

- 5.1 Event Grant applications (and all supporting documents) can be submitted electronically to [admin@newhaventowncouncil.gov.uk](mailto:admin@newhaventowncouncil.gov.uk) or by hard copy (paper) to the council offices at 18 Fort Road, Newhaven, East Sussex. BN9 9QE.
- 5.2 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.
- 5.3 The Town Council does not accept any responsibilities for any losses or delays in delivery of any application and its supporting documentation.
- 5.4 Payment of grants will be by BACs to the organisation specified on the application form.

## 6 Awarding Grants and Publicity.

- 6.1 Where an Event Grant is awarded, the Council may wish to have the Mayor and the Chairman of the ~~P,~~ P&F – Promotion, Partnership & Finance 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.



## 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.

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

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## FINANCIAL INFORMATION

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

Date of policy: **7<sup>th</sup> April 2026**

Approving committee: **Regeneration & Strategic Development**

Date of committee meeting: **28<sup>th</sup> April 2026**

Supersedes (name of old policy and reference): **Event Grant Policy & Application 54 NTC**

Policy version reference: **PPEGP03**

Policy adopted by Full Council on:

Date for next review: **Annually**

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## Detailed Income &amp; Expenditure by Budget Heading 22/04/2026

Month No: 1

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b><u>Regeneration &amp; Strategic Dev</u></b>								
100 Regeneration & Strategic Dev								
1013 Bar @ Bandstand Ticket Sales	(3)	0	0	0			0.0%	
1173 NTC Events Income	0	0	2,000	2,000			0.0%	
Regeneration & Strategic Dev :- Income	<u>(3)</u>	<u>0</u>	<u>2,000</u>	<u>2,000</u>			<u>0.0%</u>	<u>0</u>
4218 Partnership Cont/Event Support	9,523	0	0	0		0	0.0%	
4249 NTC Events Expenditure	748	999	52,500	51,501		51,501	1.9%	
Regeneration & Strategic Dev :- Indirect Expenditure	<u>10,270</u>	<u>999</u>	<u>52,500</u>	<u>51,501</u>	<u>0</u>	<u>51,501</u>	<u>1.9%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<b><u>(10,274)</u></b>	<b><u>(999)</u></b>	<b><u>(50,500)</u></b>	<b><u>(49,501)</u></b>				
Regeneration & Strategic Dev :- Income	(3)	0	2,000	2,000			0.0%	
Expenditure	10,270	999	52,500	51,501	0	51,501	1.9%	
<b>Movement to/(from) Gen Reserve</b>	<b><u>(10,274)</u></b>	<b><u>(999)</u></b>	<b><u>(50,500)</u></b>	<b><u>(49,501)</u></b>				
Grand Totals:- Income	(3)	0	2,000	2,000			0.0%	
Expenditure	10,270	999	52,500	51,501	0	51,501	1.9%	
<b>Net Income over Expenditure</b>	<b><u>(10,274)</u></b>	<b><u>(999)</u></b>	<b><u>(50,500)</u></b>	<b><u>(49,501)</u></b>				
<b>Movement to/(from) Gen Reserve</b>	<b><u>(10,274)</u></b>	<b><u>(999)</u></b>	<b><u>(50,500)</u></b>	<b><u>(49,501)</u></b>				