



Newhaven Town Council

DISCRETIONARY GRANT POLICY AND PROCEDURE

Purpose of this policy and procedure	2
Policy	2
Who can apply	2
Procedure	3
Application requirements	3
Small Grants	3
Large Grants	4
Community Partnership grants	4
Scoring criteria	5
The grants process	6
Awarding grants and publicity	6

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 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 **that can clearly demonstrate that the grant would directly benefit the residents of 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.
- Grant funds must relate **wholly** to the delivery of the purpose stated on the application 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.

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 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 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) and/or the organisation's bank statements for 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.
 - 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.
- 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.

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) 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.

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.

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) 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
- 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.

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, subject to the approval of the committee and 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 approval of the committee and 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 www.newhaventowncouncil.gov.uk/ and/or other social media channels.
- 7.2 Grant applications can be submitted electronically to: 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 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 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 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:	20th April 2026
Approving committee:	Regeneration & Strategic Development
Date of committee meeting:	28th April 2026
Supersedes (name of old policy and reference):	Discretionary Grant Policy & Procedure (PPGPG12)
Policy version reference:	PPGPG13
Policy adopted by Full Council on:	19th May 2026
Date for next review:	April 2027