



Newhaven Town Council

EVENT GRANT APPLICATION POLICY

Purpose of this policy	2
Policy	
Who can apply	2
Procedure	
Application Requirements	3
Required supporting documentation	4
Scoring criteria	4
The grants process	4
Awarding grants and publicity	5
Application form	6

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, NTC 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 NTC 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 Town¹ 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 NTC 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 NTC will require return of all grant monies awarded and reserves the right to take appropriate legal action to secure the same.

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

- 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 NTC, 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.**

- 3.1 The decision to award any grant rests with the Promotion, Partnership & Finance Committee or the Full Council. The decision by the Promotion, Partnership & Finance Committee 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 (see below) 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.
- 3.5 Irrespective of an Event Grant application being deemed successful by the Promotion, Partnership & Finance Committee (or the Full Council), or the existence of sufficient NTC budgets, the Committee or Full 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 NTC 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 per organisation 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 NTC will not be considered.
- 3.9 Applications must be received by NTC at least 45 calendar days before the start of the relevant event.
- 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 NTC. 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, NTC 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 for the latest financial year prior to the date of the application and/or the organisations bank statements for the 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 (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.

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 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'.

- 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 NTC 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 or Full Council meeting.
- 6.3 NTC 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, NTC may wish to have the Mayor and the Chair of the 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.

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		
I confirm that I have read NTC's '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 – 		

Date of policy:	1st July 2026
Approving committee:	Promotion, Partnership & Finance
Date of committee meeting:	30th June 2026
Supersedes (name of old policy and reference):	Event Grant Policy & Application PPEGP03
Policy version reference:	PPEGP04
Policy adopted by Full Council on:	N/A (minor formatting)
Date for next review:	June 2027