



## **Peacehaven Town Council Grant Application Policy and Guidelines**

### **1. INTRODUCTION**

The Council is committed through this policy to promote Peacehaven Town as a vibrant, active and sustainable community and to contribute to the development of various projects and services that benefit the community. In so doing, the Council is aware of its responsibility for public funds and for the distribution of these funds to be managed in accordance with proper standards. A grant payment is made by the Council for the specific purpose it is claimed for.

Due to the high volume of applications we receive, grants will only be awarded where the full amount requested can be provided. We are unable to offer partial funding for projects due to the volume of applications received.

This does not apply to Room Hire applications.

There are two types of grant available:

- a) **Community Grants** for grants up to £750 in any one financial year, these grants may also be used to cover the cost of hiring facilities from Peacehaven Town Council – **Please note that Peacehaven Town Council will not award grants for room hire which is not on Peacehaven Town Council premises.**
- b) **Service Level Grants** for larger amounts intended for organisations providing a significant agreed service to Peacehaven.

### **2. ORGANISATIONS THAT CAN APPLY**

Grants will only be awarded to organisations that directly benefit the Residents of Peacehaven.

The following organisations may apply to the Town Council for a Grant.

- Registered Charitable organisations based in Peacehaven
- Regional / National Registered Charitable Organisations but only local branches
- Not for profit Organisations; Community interest organisations and community interest companies
- Voluntary / Community groups

Applications from Commercial organisations and individuals will not be considered for Community Grants.

### **3. WHAT WILL BE CONSIDERED**

- a) Need – There should be clear evidence of the need for the project. Aims and Objectives must be clear.
- b) Environment – to be in line with the Town Council Environmental Policies.
- c) Financial Management – Be able to demonstrate sound financial management. Ideally last year's set of accounts should be provided. Applications from groups who are financially indebted to the Council may not be considered.
- d) Co-Funding – Where other funding is required, the grant is conditional on the other funding also being available.
- e) Self-help measures – Projects where self-help measures have been put in place are more attractive.
- f) 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.
- g) Applications for projects that are the statutory responsibility of other authorities will also not be considered.
- h) Applications for projects or activities already delivered (entirely or otherwise) will not be considered
- i) Funding cannot be used for any activity that may be partisan or propagate a religious belief.
- j) Retrospective applications will not be considered
- k) Those projects which simply replace existing facilities without significant improvement will also not be considered.

### **4. HOW TO APPLY**

- Community Grants are considered by the Grants Sub-Committee which is held twice a year in April and November.
- Service Level Grants are considered by the Grants Sub-Committee at a Service Level Grants meeting in September.
- To apply for a Grant, you must use the current application form available from the Town Council.
- Applications must be submitted by the published deadline and accompanied by all supporting documentation.
- Grant applications can be submitted electronically to [grants@peacehaventowncouncil.gov.uk](mailto:grants@peacehaventowncouncil.gov.uk) or by hard copy to the council offices at Community House, Greenwich Way, Peacehaven, East Sussex, BN10 8BB.
- Incomplete or incorrect forms will be returned so that full information is provided to the Grants Sub Committee. If you need help completing the application form, please contact the Town Clerk.

## 5. IF YOU ARE SUCCESSFUL

- If you are successful, you will be notified by the Council in writing.
- Will be paid by Cheque or BACS to the organisation specified on the application form. The Council will not make payments to individuals.
- The Council will publicise the availability of grants through its newsletter and website and will detail in its Annual Report, website and through social media the grant payments it has made and to whom.
- Community Grants may only be used for the purposes set out in the grant application.
- If it transpires that funding cannot be utilised for the agreed purpose, you must notify the Council at the earliest opportunity.
- Support from Peacehaven Town Council through the award of a grant must be acknowledged where appropriate on any publicity and promotional material including posters, advertisements, press releases and leaflets.
- Room hire grants will be credited to your account each time you use a room.

## 6. ON COMPLETION OF THE PROJECT

- Confirmation that the project has been completed is to be given by the “Project End Date” using the **Grants return form** provided on approval.
- Community Grants are made subject to the money being spent on the specific reason claimed for in the application form. We therefore request a report from the recipient at the end of the project.
- On completion of the financial year any money not spent must be returned to the Council.
- The Council reserves the right to reclaim any grant monies not being used for the purposes specified on the application form.
- Organisations receiving a Service Level Grant should submit a report detailing the impact of the awarded monies to Peacehaven and it's residents before applying for another Grant, failure to do so may result in the organisation being ineligible for a Grant the following year.
- Should the organisation disband during the period of the grant, the council may ask for return of all or part of the monies.