



NEWENT TOWN COUNCIL and BURIAL AUTHORITY

GRANTS POLICY

Policy Adopted on 24th March 2025
Reviewed January 2026
To be reviewed annually

Newent Town Council is funded by the residents of the parish of Newent and therefore has only limited funds available to assist community organisations located and operating within the Parish that will benefit the community.

Subject to funding being available, Newent Town Council will consider grant applications twice a year April & September Newent Town Council is committed to providing assistance and support to local community groups where possible that are set up to benefit and promote community life for residents of the Parish. The Council's financial support is provided by way of Grants which are decided against criteria set by, and which can be amended at any time by, Newent Town Council. The Parish Council may also choose to provide other non-financial and in-kind support as part of its grants process.

In order for Newent Town Council to be able to assess applications rationally and objectively, many of which will inevitably be dissimilar in content, it is both necessary and helpful to assess all applications received against a range of criteria. These are designed to be a general indication of need but are not exclusive and can be flexibly applied. The Parish Council's policy on community grants is based on the principle of promoting the development of partnerships which encourage and enable local community organisations to deliver local projects to the residents of Newent. In general, the following principles apply:

- Assistance will be given on the basis of need, merit and contribution to the local community.
- Applicants must clearly show how any assistance given will benefit the people living within the Parish or will benefit the environment of the Parish.
- Any assistance given will be subject to ongoing monitoring and subsequent evaluation of the outcome of the grant.
- Organisations should not make a presumption that funding will continue on a year-to-year basis.

The Aims of the Council's Grant Making Policy

Newent Town Council provides grant funding to support the following aims:

- To enable local people to participate in voluntary groups and activities.
- To help the Parish's voluntary groups to improve their effectiveness.
- To ensure the provision of services, needed by the Parish's residents, via the voluntary sector.
- To support organisations which meet the needs of people experiencing social and economic difficulties.
- To ensure that there is equality of access and opportunity for all Newent Parish residents to the services it provides and funds.
- To improve or enhance the local environment within the Parish
- To achieve value for money.

The Parish Council defines a voluntary group as a non-profit making organisation, set up and run by a voluntary, unpaid management committee CIC companies will be considered on their own merit.

The Grants Process

To apply for a Newent Town Council grant you must be a charity, community group or local voluntary organisation with a constitution and dedicated bank account, operating or providing a service to the community within the Parish. All funding requests must use our application form and applicants should provide all information requested.

The amount of money available for small grants varies each year, depending on the overall council budget. These grants can be used for the running costs of organisations who provide significant community service to the Parish of Newent or for a range of smaller grants and to support urgent grant requests that may come in throughout the year.

Newent Town Council supports a wide variety of grants which can be used to fund both revenue and capital projects, core costs and specific project work. Newent Town Council particularly welcomes applications from small or newly formed groups and those that have not applied to us before provided they fit the criteria set within this policy.

Newent Town Council uses the following criteria to decide on grant applications:

- Whether the group/project has followed our grants process and meets our requirements and grant giving policy.
- Level of benefit to the Parish and the impact the grant will make.
- Evidence of a well-managed group including previous experience and record of accomplishment.
- Financial sustainability and viability of Organisation or group and/or project.
- Evidence of partnership working.
- Evidence that funding has been sought from other sources and the level of match funding is available.
- Evidence of compliance with previous grant award conditions.

Newent Town Council will not fund the following:

- Organisations that do not provide a service to the community Within the Parish.
- Individuals or appeals supporting an individual.
- Political groups or activities promoting political beliefs.
- Religious groups where funding is to be used to promote religious beliefs.
- Arts & sports projects with no wider community or charitable element.
- Projects that may take place before an application can be decided.
- Equipment or other costs that have already been purchased or incurred prior to the application being considered.

Grant Types

Newent Town Council provides 4 types of grant funding, so that it can provide the most sustainable support to a broad range of local voluntary and community groups.

Small Grants

These grants are usually for less than £500 and are normally offered on a one-off basis to support a particular project, event, activity or the purchase of equipment. They are also open to new groups wishing to start up and receive a small contribution towards their running costs provided they fit the policy criteria

Revenue Grants (£500 or more)

These grants are available to community organisations which provide a significant service to the community. They are given to support the groups' or organisations normal running costs and can also be used to fund salaries or for match funding to other funding bodies.

Groups/ Organisations wishing to receive a revenue grant need to complete an application form and provide additional supporting information (including External Examination). Draft or unaudited accounts will be evaluated on their own merits. A council representative may hold a meeting with the Organisation/Group to discuss its needs and the level of Town Council support requested. Organisations/ Groups in receipt of a revenue grant will need to complete an evaluation form.

Regular Revenue Grants

In principle a regular revenue grant fund, could be awarded for up to 3 years, (a regular revenue grant) in some cases a service level agreement may be required. These regular grants are dependent on an annual review when the continuation of the grant will be considered in respect of any change in the circumstances, of either the applicant or the Town Council.

Organisations/ Groups wishing to receive a regular revenue grant need to complete an application form and provide additional supporting information (including audited accounts). A council representative may hold a meeting with the group to discuss its needs and the level of Parish Council support requested. Organisations/Groups in receipt of a regular revenue grant will need to complete an annual monitoring form and may be asked to attend regular review meetings to ensure that funding continues to meet the Newent Town-Council's criteria.-Organisations/Groups receiving a regular revenue grant will be given 3 months' notice of any change to their grant funding arrangements.

Newent town Council will only consider any revenue grant if audited accounts are available for view. Draft or unaudited accounts will be evaluated on their own merits

Urgent Grants

In exceptional circumstances Newent Town Council may consider applications for urgent funding. Organisations/ Groups wishing to apply must complete an application form which may be considered at the next available full council meeting. A covering letter should explain the reason for urgency.

The Application Process

Organisations/Groups must apply for funding using the appropriate application form, the deadline for applications is **15th April & 15th September** Grant application forms can be downloaded from the Council's website or are available from the office. The office can also provide assistance to any group having difficulties completing the application form.

Grant applications will only be considered if all sections of the form are completed, and appropriate supporting information/evidence is supplied where requested.

All valid grant applications will be assessed and presented to the next Full Council meeting. The Council will not consider incomplete applications

All applicants will be notified of Councils decision as soon as possible.

Payment Timetable

Successful applicants for small grants will receive their award within two months of the Grant approval and receipt of a valid invoice.

Applicants for revenue grants will receive funding in the financial year following their application, with payment being made in April/May. (Applicants for revenue grants received between 6th April and 15th April 2025 will receive funding within the same financial year)

Successful applicants for urgent grants will normally receive payment within 1 month of the grant decision.

In some circumstances the payment date(s) may differ, and this will be set out in the grant award confirmation email.

Grants will only be paid by Bac's into the bank account of the named organisation, not private individuals names.

Monitoring and reporting requirements

It is a condition of the grant to fill in the evaluation form provided. Failure to do so will affect any future grant funding applications.

Organisations/Groups are expected to provide Newent Town Council with written evidence of how the funding has been spent and the benefit it has brought to the Parish & its people. Evidence-should include copies of invoices and receipts, plus attendance numbers, photos, press clippings, etc. where applicable. This information must be submitted within 1 month of the event/project end or by the end of February each year whichever is sooner, so that it can be reported at the Annual Parish Meeting.

Grant Conditions

Organisations are responsible for ensuring that they are in compliance with all applicable legal and statutory requirements (including those relating to health and safety, food hygiene, equalities and safeguarding see statement below). Newent Town Council reserve the right to request proof of compliance before a grant application may be considered.

SAFEGUARDING GRANT REQUIREMENT STATEMENT - In line with best practices outlined by the Local Safeguarding Children Board (LSCB) and the Charity Commission's safeguarding guidelines, any organization receiving a grant for youth services must ensure that all staff and volunteers involved in delivering those services have received appropriate safeguarding training. The organization must appoint a designated safeguarding lead who is trained and responsible for safeguarding matters. This requirement ensures that funded activities adhere to these recognized standards and maintain a safe environment for all participants.

General Conditions

Small grants are awarded on an annual basis and an award made this year is not an indication that funding will be continued in other years.

The grant can only be used for the purpose stated in the application and the Council reserves the right to reclaim any grant that is not being used for the specified purpose of the application. However, if an organisation/group wishes to change the purpose of the grant they must seek approval by writing to the Council who will consider whether or not to approve the change.

Applications for projects where the work has already been completed will not be considered.

Newent Town Council will not support grants for the repayment of loans or cost of services, equipment or provisions in anticipation of a grant.

Small grants must be spent within 1 year of award. Any unspent monies must be returned to Newent Town Council

Revenue Grants will only be considered if applications are accompanied with audited accounts. Draft or unaudited accounts will be evaluated on their own merits.

Should for any reason the organisation fold or the project is not completed the Council may ask for all or part of the monies to be paid back.

Acknowledgement of the financial support received from the Council is required on documentation and any promotional material, including websites.

In order to receive payment organisations/groups must have a bank account into which grants can be paid; payments will not be made to private individuals.

Only one application per year will be accepted from any organisation/group.

All successful applicants must complete an evaluation form within the stated time periods.

Additional grant conditions may also be attached to any funding from Newent Town Council, and these will be set out in the award confirmation letter.

Failure to comply with any conditions attached to a grant may result in the grant being repaid or affect future grant assistance.

Newent town council reserve the right to withdraw one or more grants, subject to available funds. Please see website for more details.

Further information about Newent Town Council can be found on the website

Related policies

Financial regulations

https://newenttowncouncil.gov.uk/wp-admin/admin-ajax.php?juwppfisadmin=false&action=wpfd&task=file.download&wpfd_category_id=217&wpfd_file_id=4187&token=&preview=1