

## Grant Aid Policy

**Date** 7 December 2023

**Edition No. and date** 2 / 4.12.2024

**Replaces** Grant Aid Criteria

**Policy Maker** Juliet Harris, Assistant Town Clerk

**Responsibility** Community Resources Committee

**Resolution Number** 7.12.2023

**Review Cycle** Annually

### This information pack contains:

Grant Aid Policy and Procedure
Main Objectives
General Conditions
Reporting and Acknowledgement
Process (including timeline)
Tiers
Appendix A - Criteria
Appendix B – Registration Form
Appendix C – Application Form
Appendix D – Grant Aid Panel Terms and Reference

For reviews with no changes or minor changes only – agreed by Town Clerk and Deputy Town Clerk.
CRC 04.12.2024 - Minor changes to text in the policy and registration form.

*Please ensure that as well as page numbers, adopted date and reviewed / amended dates are included in the policy footer.*



## Littlehampton Town Council

### Grant Aid Policy

**Littlehampton Town Council is committed to improving, strengthening and empowering the community.**

The Local Government's Act 1972, Section 137 states:

*"A local authority may incur expenditure which in their opinion is in the interests of, and will bring direct benefit to, their area or any part of it or all or some of its inhabitants..."*

One way of facilitating this is through grant funding local groups that make a positive difference in Littlehampton.

This document outlines the vision and intent of the Town Council's Grant Aid scheme, with clear criteria and requirements for those making an application.

#### **Main Objectives**

The annual Grant Aid scheme aspires to support those groups and non-commercial organisations that closely align with the Council's vision for developing and providing long-term benefits for the residents of Littlehampton.

To help in achieving their goals the Council in its Business Plan has identified **5 key areas** as strategic priorities:

#### **Place**

A multi-centred sustainable town with **safe vibrant places** for people to come together

#### **People**

An **engaged community** that supports and helps everyone

#### **Provision**

**Accessible environmentally friendly services** reaching the broadest spectrum of people

#### **Partners**

Working with public, professional, community and voluntary organisations to ensure **better outcomes** for all

#### **Progress**

Clear evidence of aspirational **transformative actions** being taken to **improve the town and the quality of life**

Littlehampton Town Council gives grants to voluntary, cultural, charitable and sporting activities for the benefit of the local community. The Council will take into account the objectives of an association and the wider community benefit for Littlehampton arising from the grant when assessing its priorities.

## Littlehampton Town Council

### Grant Aid Policy

As well as acknowledging the **5 keys areas** above, applications must demonstrate one or more of the following:

- A project that looks to change and adapt the applicant's current service; becoming more resilient to respond to new and future challenges.
- A project that supports an identified need in the community, providing clear parameters on how the project looks to address that need.
- A defined benefit directly to Littlehampton residents with clear aims and objectives.
- Evidence for how deliverables will be reported and evidence to show how core aims and objectives have been met.
- Support for equality, diversity and inclusion; specifically disadvantaged and under-represented groups.

There is a limited budget each year for grants and the amounts requested often exceed the fund available. It is therefore important that applicants demonstrate how they align with the Council's aspirations and goals for the local area and its residents as set out in the Business Plan. **The main criteria can be found in Appendix A** and all potential applicants should ensure they have read this before making an application.

#### **General Conditions**

1. Clubs, societies or organisations must demonstrate the level of benefit that their service will bring to Littlehampton and its residents.
2. The applicant must declare the intended use of the grant and clearly define the wider community benefits derived from the funding.
3. Clubs, societies and organisations must submit constitutions, rules or other governing documents, names of officers and annual accounts where available.
4. Only one grant application will be considered for any resident, club, society or organisation in any one year. Organisations in receipt of a Service Funding Agreement from the Council will not be considered for additional grants.
5. Grants will only be made to non-profit making organisations supported by unpaid volunteers or not-for-profit schemes.
6. Any grant award that has been carried over from the previous year's Grant Aid programme will not be eligible to apply in this Grant Aid scheme.
7. All other sources of funding must be declared at the time of the application.
8. No grant shall exceed 20% of the total grants budget allocated annually by the Town Council.
9. Where funding is given for an event, the organiser must indemnify the Town Council against any claim from any party as a result of any incident or accident associated with the event. Where funding is awarded for any other purpose the Town Council cannot be held responsible or liable in any capacity.

## Littlehampton Town Council

### Grant Aid Policy

10. Littlehampton Town Council reserves the right to purchase items requested within the application for Grant Aid on behalf of any club, society or organisation.
11. There shall be no change to the intended use of the grant without express written authority of the Town Council.
12. Grants will not be awarded retrospectively. All grants must be spent within 12 months of being awarded.
13. Failure to achieve the specified purpose of the grant within 12 months or undertaking an unauthorised variation, shall require the recipient to return all the grant funding to the Town Council.
14. On completion of the project, invoices and receipts may be requested as evidence of all expenditure of the grant for the intended use for which it was awarded.

#### **Reporting and Acknowledgement**

15. In March the following year, or before this time if the grant has been spent, the recipient will provide feedback demonstrating the clear benefits or the achievements accomplished because of the award.
16. The Council may request confirmation that the funding has been spent on the intended purpose, for example by presentation of invoices or receipts.
17. If the group or organisation should dissolve or cease to exist any assets obtained from the Grant should either be returned to the Council or, in agreement with the Council passed onto a group with similar objectives.
18. The recipient shall acknowledge Littlehampton Town Council as funders on all correspondence and publicity material or display the Town Council's logo, where practical, on any items purchased in recognition of the grant funding from the Town Council.

#### **Process**

**The Town Council employs a tiered system for apportioning grant funding. This encourages long-term engagement between local service providers and the Town Council, whilst streamlining the process for administration and decision making.**

**This system allows organisations to move between tiers over time based on evidential achievements and benefits for the community.**

19. Littlehampton Town Council will set a budget each year for grants to fund organisations that undertake work or provide services of benefit to the town and its residents. The Grant Budget is agreed by Full Council in January.

## Littlehampton Town Council

### Grant Aid Policy

#### **Registration**

20. Organisations will be invited to register their interest in receiving a grant. The registration process will be opened in mid-January and be closed by mid-February, and promoted on the Town Council website, social media and local press.
21. At this stage there is no need to state your project or intentions for the grant. Registration is simply to confirm interest and provide supporting documentation for your organisation. **See Appendix B, Registration Form.**
22. Once the budget has been set and the registration process is complete, a Panel of Councillors from the Community Resources Committee will allocate each organisation a tier and assign the amount of funding available for each tier, which will be shared equally by each successful individual organisation in that tier. The allocation of funding is based on the number of registered organisations in each tier and the available budget.

#### **Application**

23. Organisations that have met the criteria and been registered will receive confirmation and be allocated a tier based on the description in section 34, and invited to make an application up to the amount assigned to that tier. **See Appendix C, Application Form.**
24. To give groups time to decide on their projects, the application process will be opened four weeks after registration has closed until the end of April.
25. A registered organisation is not beholden to make an application.

#### **Assessment**

26. When the period for receiving applications has closed, each one will be reviewed by Officers and any further information will be sought at this stage, for clarity and completeness.
27. Officers will produce recommendations for a Panel, made up of Councillors from the Community Resources Committee, to confirm organisations' tier placement and whether any could be eligible for Service Funding Agreements.
28. The Grant Aid Panel's recommendations will be put to the Community Resources Committee meeting in June and decisions on the final awards made at that meeting. **See Appendix D, Terms of Reference for the Grant Aid Panel.**
29. Applicants will then be informed of the outcome of their application. If successful this communication will include expectations for acknowledging and reporting on their project's funding, and access to the Town Council's logo artwork.

## Littlehampton Town Council

### Grant Aid Policy

30. Payments will be made once relevant bank details have been provided by the successful applicants.
31. In March the following year recipients will be contacted to provide feedback and impact reports for their projects.
32. This information will contribute towards decisions regarding tier placement for returning applicants.
33. These reports will be collated into a final report for inclusion in the Community Resources Committee meeting in June of that year.

#### **Definition of the Tiers**

34. Registered organisations are allocated a tier based on the following descriptions:

- Tier 1** Previously unregistered groups or groups that have not received any funding from the Town Council.
- Tier 2** For groups that have received funding on at least one occasion in the past five years for projects which have directly benefitted the community and that, on average, are under £500.
- Tier 3** For groups that have received funding on at least one occasion in the past five years that, on average, is £500 or over.
- Tier 4** This tier is only available every three years, the next opportunity being 2026.
- This is a Service Funding Agreement for groups that have demonstrated consistent involvement in the community and whose objectives closely align with the Town Council's aims and objectives.
- This service provider will have been identified by the Panel as a group with which they would seek to develop closer ties. Part of this would be realised through provision of a guaranteed amount of annual funding for an agreed length of time, commonly three years, with a review process at the end of this period as well as annual updates.

# Littlehampton Town Council

## Grant Aid Policy

Timeline			Process	
Month	Week			
January	1		Registration Opens	
	2	CRC		
	3		Council sets budget	
	4			
February	1		Update for CRC*	
	2	CRC*		
	3		Registration Closes	
	4		Panel reviews registrations, assigns tiers and allocates funding for each tier	
March	1		Organisations informed which tier they are in and the amount they can apply for	
	2	CRC		
	3		Update for CRC	
	4			
April	1		Applications Open	
	2			
	3	CRC*	Update for CRC*	
	4			
May	1		Applications Close	
	2			
	3		Applications reviewed	
	4			
June	1	CRC	Recommendations made	
	2			
			Panel reviews recommendations and make proposals	
			Final approval at CRC	
			Applicants informed of decisions and payments made	

	Councillors
	Officers
	Community Resources Committee
	Open
	Close

\* Provisional CRC

## Littlehampton Town Council

### Grant Aid Criteria - Appendix A

**Applications must meet the following criteria to be considered for a grant:**

1. Grant applications will only be considered from clubs, societies and organisations that are Littlehampton based OR who operate a service in Littlehampton that brings significant benefit to the Town.
2. Grants will only be made to charitable, voluntary and other non-profitmaking organisations.
3. No grant will be considered for private, commercial or closed clubs, societies or organisations.
4. Applications for individuals are not eligible.
5. The grant should support a need in the community and be able to clearly demonstrate how the grant will address that need.
6. Grants will not be made towards salaries or payment of staff.
7. Grants will not be provided to cover general building running costs.
8. Grants will not be provided to cover general maintenance costs.
9. Grants will not be provided for projects that are solely focused on marketing. We accept marketing is an integral part of new/existing activities however this must be supplementary and not the sole focus.



## Appendix B

### Grant Aid 2025

### Registration

Please refer to the guidance notes before completing this form

#### Section A – your organisation

##### Section A – Guidance notes

- If your organisation registered in 2024 you do not need to fill in the whole form. Only answer the highlighted boxes and any sections that have changed in the last year or need updating, e.g. 'Total number of members or people supported'. You **do not** need to send your Constitution again (unless it has changed since 2024), but you **do** need to send your most recent accounts, current bank balance and proof of any relevant insurances.
- The name of your organisation should be the same as the name on your constitution.
- The contact person must be someone from your organisation who can talk about this application in detail. They should have official permission from your organisation to be the main contact.
- Describe the type of organisation, if you are unable to find an appropriate box, please describe the status of your organisation, for example, a friendship group.
- Please tell us about your membership charges. Organisations often charge an annual subscription or ask members for a small amount each week to cover hire of halls etc. Please tell us how much your organisation charges and how often.
- Please tell us if and when you have received a grant from the Town Council before.

Name of your organisation	
Name of main contact	
Position within your organisation	
Address for correspondence	
Postcode	
Organisation Website/Facebook address	
Telephone number	
When are the best times to reach you on this number?	
Email address	

## Appendix B

### Grant Aid 2025

### Registration

Please tick the description that best describes your organisation.	
Charitable Incorporated Organisation (CIO)	
Charitable Trust	
Charitable Company (limited by guarantee)	
Community Interest Company	
Community Benefit Society	
Cooperative Society	
Unincorporated Association	
Other please specify	
Describe your organisation's main purpose and regular activities.	
Total number of members OR people supported	
Please give a breakdown of the age range.	
Children under 12	
12–18 years old	
18–60 years old	
Over 60s	
What percentage of your total membership lives in Littlehampton?	%
What membership charges does your organisation make (if any)?	

Have you received grant funding from the Town Council	<b>Yes</b>	<b>No</b>
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## Appendix B

### Grant Aid 2025

### Registration

in the past?			
If yes, in what year(s)?			
If yes, how much do you anticipate needing this year? (Tick an option below)			
<input type="checkbox"/>	Under £500	<input type="checkbox"/>	Between £500 - £1,000
<input type="checkbox"/>		<input type="checkbox"/>	Over £1,000

#### Section B – Supporting Documents

##### Section B – Guidance notes

- If this information is not available, please include a note to explain why. Your application will not be considered without evidence of your financial situation.

Please enclose with your application the following supporting documents – please tick

Income and expenditure account	<input type="checkbox"/>
Balance sheet	<input type="checkbox"/>
Club/organisation Constitution or Articles of Association	<input type="checkbox"/>
Diary of events or programmes	<input type="checkbox"/>
Coach Certification	<input type="checkbox"/>
Confirmation from the organisation that DBS checks for those running sessions have been undertaken	<input type="checkbox"/>
Public Liability Insurance to cover the sessions	<input type="checkbox"/>
Risk Assessment for the sessions	<input type="checkbox"/>

#### Section C – Declaration

##### Equal opportunities

The Town Council wishes to secure genuine equality of opportunity, whether required by legislation or not, in all aspects of its activities.

##### Declaration

I confirm that I am authorised to sign this declaration on behalf of **the organisation named in section A** and that, to the best of my knowledge and belief, all replies are true and accurate.

I further confirm that this registration is made on the basis that if it is successful, the group will be bound to use the grant only for the purposes it specifies and will have to comply with the terms and conditions attached to the grant by the Town Council. I understand that the Littlehampton Town Council reserve the right to conduct a post-project assessment to check that we have complied with the terms and conditions of the scheme.



## Appendix B

### Grant Aid 2025

### Registration

#### Data Protection

The details you provide will be used by Littlehampton Town Council to update you with information about your grant aid registration. Information contained within your grant aid registration will be retained for a period of 4 years if unsuccessful or 7 years after the grant payment if successful.

If you would like us to retain your details to inform you of other Town Council matters, please tick the relevant box(es) below.

I consent to my details being added to a database to receive information about

	Yes	No
Grant funding from the Town Council		
Grant Funding opportunities from other funders		
Other Town Council events and information		

How do you wish to receive all correspondence from the Town Council? Please tick.

Email	Post
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The information you provide will be kept secure and will not be passed onto any third party without your consent.

Should you wish to stop receiving information about grants and other Town Council information or amend the contact for your organisation please contact the Community Resources Officer on 01903 732063 or [grants@littlehampton-tc.gov.uk](mailto:grants@littlehampton-tc.gov.uk)

Signature	
Name Printed	
Organisation	
Date	

Please return by **4.00pm, Monday 24 February 2025** to: Felix Gillett, Community Resources Officer, Littlehampton Town Council, The Manor House, Littlehampton, West Sussex BN17 5EW or email it to [grants@littlehampton-tc.gov.uk](mailto:grants@littlehampton-tc.gov.uk)

## Appendix C

### Grant Aid 2025

### Application

Please refer to the guidance notes before completing this form

#### Section A – Your organisation

##### Section A – Guidance notes

- The name of your organisation should be the same as the name on your constitution.
- It is helpful if you can give your project a title which reflects what it is about, i.e. 'Training for Volunteers'.
- The contact person must be someone from your organisation who can talk about this application in detail. They should have official permission from your organisation to be the main contact.

Name of your organisation	
Name of your project/event/activity	
Name of main contact	
Position within your organisation	
Address for correspondence	
Postcode	
Telephone number	
When are the best times to reach you on this number?	
Email address	

#### Section B – About the project

##### Section B – Guidance notes

- Please include as much information possible in your answer describing the proposed project. For instance:
  - **Who** will be leading the project? e.g. team of youth workers.
  - **What** are you going to do? e.g. provide First Aid training for babysitters.
  - **Why** are you doing it? e.g. to equip young people with essential first aid training, specifically dealing with small children and babies.

## Appendix C

### Grant Aid 2025

### Application

- **When** are you doing it? e.g. Monday evenings for 8 weeks.
- **Where** are you going to do it? e.g. a local health centre.
- **How** are you going to do it? e.g. hire a qualified paediatric First Aid trainer to deliver workshops and issue certificates to those young people who have passed.
- Whilst considering the amount allocated to your organisation within your tier, please tell us how much money you would like from the Town Council and what you will spend it on. If this grant will only pay for part of your project, please tell us how much money you still need to find.

Please briefly describe your proposed project/event/activity  
(as detailed in the guidance notes above).

## Appendix C

### Grant Aid 2025

### Application

Please describe the wider benefits your project will bring to the Littlehampton community. What priorities/issues will you address? E.g. health & wellbeing, reduced social isolation etc.

How many people will the funded project benefit in Littlehampton?	
How much grant funding would you like from the Town Council?	

## Appendix C

### Grant Aid 2025

### Application

What will this grant funding pay for? Please give a clear financial breakdown of the items and services you wish to be funded.

Do you still need to find additional funding?	<b>Yes</b>	<b>No</b>
If yes, how much?		
What is the total cost of the project?		
If your application for funding from the Town Council is unsuccessful can your project still progress?	<b>Yes</b>	<b>No</b>

#### Section C – Other sources of funding

##### Section C – Guidance notes

- Please tell us other money you are expecting to raise.
- Please tell us about other grants you have applied for to fund this project and if you have received funding confirmation from any grant giving sources.
- Please tell us about any time or resources given free of charge.

Do you expect to raise money from any other sources for this piece of work? Please estimate if exact figures not known.

	£
Ticket sales	
Other sales	
Sponsorship	
Fundraising	



## Appendix C

### Grant Aid 2025

### Application

Have you applied for grants from other sources to help with this project/event/activity?

	Applied for	Confirmed	When is it expected?
Arun District Council			
West Sussex County Council			
Trusts/Grant Giving Bodies			
Other (please give details)			

Do you expect to receive any help or support other than money? Please give details of what will be contributed. *Don't forget volunteer hours count as well. Daily costs: unskilled £50, skilled £150 and professional £350.*

## Appendix C

### Grant Aid 2025

### Application

#### Section D – Declaration

##### Declaration

I confirm that I am authorised to sign this declaration on behalf of **the organisation named in section A** and that, to the best of my knowledge and belief, all replies are true and accurate.

I further confirm that this application is made on the basis that if it is successful, the group will be bound to use the grant only for the purposes it specifies and will have to comply with the terms and conditions attached to the grant by the Town Council. I understand that the Littlehampton Town Council reserve the right to conduct a post-project assessment to check that we have complied with the terms and conditions of the scheme.

##### Data Protection

The details you provide will be used by Littlehampton Town Council to update you with information about your grant aid registration. Information contained within your grant aid registration will be retained for a period of 4 years if unsuccessful or 7 years after the grant payment if successful.

The information you provide will be kept secure and will not be passed onto any third party without your consent.

Should you wish to stop receiving information about grants and other Town Council information or amend the contact for your organisation please contact the Community Resources Officer on 01903 732063 or [grants@littlehampton-tc.gov.uk](mailto:grants@littlehampton-tc.gov.uk)

<b>Signature</b>	
<b>Name Printed</b>	
<b>Organisation</b>	
<b>Date</b>	

Please return by **4.00pm, Monday 28 April 2025** to: Felix Gillett, Community Resources Officer, Littlehampton Town Council, The Manor House, Littlehampton, West Sussex BN17 5EW or email it to [grants@littlehampton-tc.gov.uk](mailto:grants@littlehampton-tc.gov.uk)

## Grant Aid Panel: Terms of Reference

<b>Name of Panel/Group</b>	Grant Aid Panel
<b>Decision making body to whom it will report</b>	Community Resources Committee (CRC)
<b>Remit/Purpose</b>	<p>The Grant Aid budget will be approved by Full Council in January each year. Subsequently the Grant Aid Panel will be appointed by the Community Resources Committee to undertake the following remit:</p> <p>Once the registration process is complete, the Panel will assign the amount of funding available for each tier, which will be shared equally by each successful individual organisation in that tier.</p> <p>Following closure of the application process, the Panel will consider the recommendations produced by officers and confirm organisations' tier placement and whether any could be eligible for Service Funding Agreements. Prepare recommendations for the Community Resources Committee.</p>
<b>Structure</b>	The Standing Orders of Council will generally apply but at the discretion of the Chair, greater latitude will be permitted to allow members to fully discuss issues in a less formal or prescriptive manner.
<b>Objectives</b> (and how panel will work to achieve them)	<p><b>The Panel will ensure that the aims, objectives and criteria of the grant aid policy are delivered.</b></p> <p><b>Attendance:</b></p> <p>Attend and participate in all scheduled panel meetings. Send apologies or provide a substitution on occasions where this is not possible.</p> <p>Prepare for each panel meeting by reading and considering the registration and application assessments provided by the applicant and the recommendations of the Community Resources Officer.</p> <p><b>Remain impartial:</b></p> <p>Ensure that comments, opinions and decisions are made on the basis of objective assessment and respect for all groups and individuals and in accordance with Town Council policies and regulations.</p> <p>Provide constructive feedback on applications that are not successful.</p> <p>Declare any potential conflicts of interest in accordance with the provisions of the Town Council's Code of Members' Conduct. The Chair will ask panel members to declare interests before any discussions take place. This information will be recorded and kept with</p>

	<p>the notes of the meeting.</p> <p><b>Maintain confidentiality:</b></p> <p>Treat all information received as a panel member as confidential. Panel members must not disclose any sensitive information relating to panel discussions, grant recipients, to anyone outside the panel.</p> <p>Not disclose the outcomes of panel meetings prior to applicants being informed of the funding decision.</p>
<b>Reporting to</b>	The Panel will report and make recommendations to the Community Resources Committee.
<b>Key timescales and duration</b>	This Panel is in place for the duration of the annual Grant Aid Policy and will conclude its work in June each year with recommendations to the CRC
<b>Panel Membership</b>	The Panel will be comprised of the Chair and Vice Chair of the Community Resources Committee and the Community Resources Officer.
<b>Meeting dates</b>	The timing and number of meetings will be dictated by the volume of business for the Panel.
<b>Scope of work</b> (detail work areas in and out of scope)	<p>Scope is in line with the remit of the Community Resources Committee when considering Grant Aid registrations and applications.</p> <p>Scope is in accordance with the Grant Aid Policy and Procedure.</p> <p>Scope of work includes considering the link to Service Funding Agreements but excludes reviewing the SFAs as this will come towards the end of the current SFA three-year agreements.</p> <p>Out of scope:</p> <p>The panel will not hear appeals.</p> <p>Complaints will be managed via the Town Council's Feedback Procedure.</p>
<b>Resources</b>	Time and commitment from Councillors Research and policy checking by Officers.
<b>Lead officer(s)</b>	The Community Resources Officer
<b>Key stakeholders / interested parties and engagement process</b>	N/A