

## Littlehampton Town Council Service Funding Agreement Policy

### Service Funding Agreement Policy

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<b>Policy Maker</b>	Community Resources Officer
<b>Responsibility</b>	Community Resources Committee
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<b>Review Cycle</b>	Every three years

**This information pack contains:**

<b>Main Objectives</b>
General Conditions
Process
Application
Assessment
Reporting and Acknowledgement
Definition of the Tiers
Timeline
Appendix A – Criteria
Appendix B – Application Form



## Littlehampton Town Council Service Funding Agreement 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 scheme for Service Funding Agreements, with clear criteria and requirements for those making an application.

### **Main Objectives**

Service Funding Agreements are typically three-year arrangements that aspire 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; as well as actively exploring opportunities for working in partnership with these groups.

This scheme is intended for those services that are imperative and vital for residents, and whose absence would be significantly detrimental to the town.

Providers are generally derived from those who participate in the Town Council's Grant Aid Scheme which uses a four-tiered system for apportioning grant funding. The Town Council's Service Funding Agreements are classed as Tier 4. These are groups that have demonstrated consistent involvement in the community and whose objectives closely align with those of the Town Council, encouraging long-term engagement. As such, the Council will consider the objectives of an organisation and the wider community benefit for Littlehampton arising from the funding when assessing its priorities.

To help in achieving their goals the Council, in its Business Plan, has identified **five 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**

## Littlehampton Town Council

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*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***

As well as acknowledging the **5 keys areas** above, applications must also demonstrate the following:

- A service that supports an identified need in the community, providing clear parameters on how the project addresses 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.
- Identify opportunities for Community Capacity, drawing on residents' skills, knowledge and experience to encourage greater engagement and investment from the community itself for creating positive change.
- Support for equality, diversity and inclusion; specifically disadvantaged and under-represented groups.

It is 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. Organisations must demonstrate the level of benefit that their service brings to Littlehampton and its residents.
2. The applicant must declare the intended use of the funding 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. Organisations in receipt of a Service Funding Agreement from the Council will not be considered for new and additional grants within the period of their agreement.
5. Grants will only be made to non-profit making organisations supported by unpaid volunteers or not-for-profit schemes.
6. All other sources of funding must be declared at the time of the application.
7. No application shall exceed an annual amount of £5,000.

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8. Where funding is given for a service that includes events, 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.
9. There shall be no change to the intended use of the funding without express written authority of the Town Council.
10. Failure to achieve the specified purpose of the funding or undertaking an unauthorised variation, shall require the recipient to return all the funding to the Town Council.

#### **Process**

11. The Community Resources Committee will appoint a Task and Finish Group to review applications and make final recommendations.
12. Through the application process the Grant Aid Panel and Task and Finish Group will identify service providers with whom the Town Council would seek to develop closer ties. The Service Funding Agreements will shape this partnership with a guaranteed amount of annual funding for an agreed length of time, and a review process at the end of this period alongside annual updates.
13. The Task and Finish Group will present recommendations on proposed partners, funding amounts, and terms to the Committee in October. These decisions will feed into draft budget proposals in December, reviewed by the Policy and Finance Committee and confirmed by full Council in January. Providers will then be notified, with new agreements formalised to commence on 1 April of the following financial year.

#### **Application**

14. Applications for a Service Funding Agreement will be open in September the year before current Service Funding Agreements are due to expire and close in October.  
**See Appendix B, Application Form.**
15. Organisations will be invited to make an application clearly describing how their service aligns with the Town Council's Business Plan and stating the annual amount they require over the length of the agreement. This should be the same amount each year.
16. This opportunity will be promoted on the Town Council website, social media, and local press.

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17. Current holders of a Service Funding Agreement will also need to submit an application if further funding is required.
18. If a service provider is not in the Grant Aid four-tiered system or a current holder of a Service Funding Agreement, they can still apply if they can demonstrate that they have been providing a continual service for Littlehampton residents for the last five years.
19. Whilst Grant Aid Tier 3 groups would naturally be considered for a Tier 4 Service Funding Agreement, this will not discount service providers from lower tiers or those that are not currently in a tier from making an application.

#### **Assessment**

20. When the period for receiving applications has closed, each one will be reviewed by Officers to ensure they have met the criteria, and any further information will be sought at this stage, for clarity and completeness.
21. Officers will produce recommendations for the Grant Aid Panel to select which applicants will be shortlisted to be considered further by the Task and Finish Group.
22. The Task and Finish Group will invite shortlisted applicants to present their proposals to Councillors to allow greater dialogue and understanding of their organisation, their service, and to consider further opportunities for working in partnership.
23. The Task and Finish Group will then decide which applicants should be recommended for a Service Funding Agreement, the length of the agreement and the annual amount to be awarded.
24. The Task and Finish Group's recommendations will be presented to the Community Resources Committee meeting in October of that year and decisions for future SFAs will then be incorporated into the draft budget proposals considered in December.
25. Final recommendations on the SFA agreements will be included in the draft Council budget, reviewed by the Policy and Finance Committee in **December**, and confirmed by **Full Council in January**.
26. Providers will be notified of the Council's decision, and new agreements will be formalised to commence on **1 April** of the following financial year.

#### **Reporting and Acknowledgement**

27. An annual report of the service will be provided by the recipient for each year of the agreement, and a review held involving both parties to evaluate the operation of the service and the Agreement to consider if variations are required.

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28. The recipient shall acknowledge Littlehampton Town Council as funders on all correspondence and publicity material or display the Town Council's logo, where practical.
29. The Town Council will be entitled to nominate one Elected Member representative onto the Management Committee of the successful applicant and that representative will have no voting rights.

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

30. The annual Grant Aid scheme comprises Tiers 1, 2 and 3. The Service Funding Agreements are Tier 4.

- 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 available every three years, the next opportunity being 2026.

This is a Service Funding Agreement for groups that have demonstrated continual 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 Grant Aid Panel and Task and Finish Group, through an application process, 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.

See the details of this document for a comprehensive description.

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## Littlehampton Town Council

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#### Timeline

Timeline		
Month	Week	
September	1	CRC
	2	
	3	
	4	
October	1	
	2	
	3	CRC
	4	
November	1	
	2	
	3	
	4	
December	1	CRC
	2	
	3	P&F
	4	
January	1	
	2	
	3	FC
	4	




 Councillors





Process
Task and Finish Group appointed and terms of reference
Applications Open
Applications Close
Applications reviewed for Grant Aid Panel
Grant Aid Panel shortlists applicants for interview
Task and Finish Group interviews shortlisted applicants
Task and Finish Group makes recommendations to CRC
Recommendations considered
Community Resources budget considered for the following financial year
Town Council full budget considered for the following financial year
Town Council full budget confirmed for the following financial year
Applicants informed of decisions, to come into effect on 1 April in the following financial year




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 Officers

 Community Resources  
Committee  
 Policy and Finance  
Committee  
 Full Council Meeting

 Open  
 Close  
 Councillors  
 Officers

 Community Resources Committee  
 Policy and Finance Committee  
 Full Council Meeting

 Open  
 Close

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## Littlehampton Town Council

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#### **Appendix A - Service Funding Agreement Criteria**

Applications must meet the following criteria to be considered for a Service Funding Agreement.

- Applications will only be considered from service providers that are Littlehampton based or who operate a service in Littlehampton that brings significant benefit to the Town.
  - Service Funding Agreements will only be made with charitable, voluntary and other non-profitmaking organisations.
  - Private, commercial or closed clubs, societies or organisations will not be considered.
  - Applications for individuals are not eligible.
  - The applicant should support the aspirations of the Town Council's Business Plan and be able to clearly demonstrate how the provision of their service will align with the Town Council's strategic priorities.
  - Whilst the Service Funding Agreement can be used for salaries, payment of staff, general building running costs or general maintenance costs, an application that emphasises the funding will be used for developing or extending the provider's service will be viewed as a stronger application.
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#### **Appendix B – Application Form**

**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.
- 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 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	

**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	

## Littlehampton Town Council Service Funding Agreement Policy

Cooperative Society	
Unincorporated Association	
Other please specify	

Describe your organisation's main purpose and the service it provides.

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What membership charges does your organisation make (if any)?	
Total number of Littlehampton residents supported	
Please give a breakdown of the age range.	
Children under 12	
12–18yr olds	
18–60 years	

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Over 60s	
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#### Section B – Supporting Documents & Declaration

##### 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	
Balance sheet	
Organisation's constitution or rules	
Diary of events or programmes	
Coach Certification	
Confirmation that relevant DBS checks have been undertaken	
Public Liability Insurance to cover sessions	
Risk Assessment for sessions	
Business Plan or similar	

#### Section C – About your service

##### Section C – Guidance notes

- Include as much information as possible when describing how your service aligns with the Town Council's aspirations.
- Please refer to the Main Objectives as detailed in the Service Funding Agreement Policy to ensure your answers match the requirements of this funding.
- Please tell us how much money you would like from the Town Council and what you will spend it on.

Please describe how your service will align with the Town Council's aspirations as set out below.

## Littlehampton Town Council Service Funding Agreement Policy

### 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.

## Littlehampton Town Council

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#### 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 Service Funding Agreement Policy

How much annual funding would you like from the Town Council?	
How many people will the funded project benefit in Littlehampton?	
Please describe your purpose for this funding and whether it will be used to develop or extend your service.	
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## Littlehampton Town Council

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Please describe any wider benefits your project will bring to the Littlehampton community which you have not included in the sections above.

#### Section D – Other sources of funding

##### Section D – Guidance notes

- Please tell us about other funding agreements or long-term funding you have in place for your service, or any for which you have applied and are awaiting confirmation.

Have you applied for or receive long term funding or grants from other sources?

	Funding already in place	If not confirmed, when is it expected?	Length of Agreement
Arun District Council			
West Sussex County Council			



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Trusts/Grant Giving Bodies			
Other (please give details)			

#### Section E – 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 funding only for the purposes it specifies and will have to comply with the terms and conditions attached to the funding by the Town Council. I understand that the Littlehampton Town Council reserve the right to conduct annual assessments to check that we have complied with the terms and conditions of the scheme.

**Signature**

**Name Printed**

**Organisation**

**Date**

Please return by **4.30pm, Monday 29th September 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)

##### Data Protection

The details you provide will be used by Littlehampton Town Council to communicate with you about your application.

Information contained within your grant aid application will be retained for a period of seven years.

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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 withdraw your details 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)