



Lewes  
Town  
Council

# Small Grants Policy

**Adoption Date:** 08 June 2023  
**Policy Maker:** Francesca Pridding, Interim Clerk & RFO  
**Responsibility:** Finance Committee  
**Review Period:** Annual

Date	Policy Version	Key Changes	Minute reference
08 June 23	1	New policy adopted	Finance Committee 08 June 2023 – Item 7

Lewes Town Council recognises the immense value of voluntary and community activity and its contribution to local residents' well-being. The council is committed to supporting and strengthening the many networks and community groups that help to make a positive difference. The aim of the town council's grants scheme is to promote a vibrant and active community in Lewes.

The scheme is designed to help maintain a vibrant community sector in the town, with particular emphasis on groups and non-commercial organisations who support the council's vision, which include:

- Sustainable transport, related infrastructure & signage, cycling routes, bus transport
- Openness: engagement; consultation; partnership
- Trees and biodiversity; wildlife and the environment; open spaces
- Support for equality, diversity and inclusion, and specifically disadvantaged and under-represented groups and foodbanks

There is a limited budget each year for grants and the amounts requested often exceed the fund available. It is, therefore, important that all the questions on the application form are answered as fully as possible to provide a detailed picture of your proposed project or of the activities of your organisation within the town.

## **1. Introduction**

1.1 Lewes Town Council will set a budget each year for grants to organisations that undertake work or provide services of benefit to the town and its residents. The grants awarded through this scheme will be sums up to £2000. The council also awards a limited number of major funding grants; for information regarding these awards you should contact the Town Clerk at [townclerk@lewes-tc.gov.uk](mailto:townclerk@lewes-tc.gov.uk).

- 1.2 Grants are defined as contributions towards the cost of specific projects or other one-off costs.
- 1.3 All requests for grants will be considered and assessed against the criteria outlined in this policy.
- 1.4 There will be a formal application process and it is imperative that all questions on the application form are answered as fully as possible and that the application includes the information and documents requested on the form.

There will be two deadline dates for applications in the 2023-24 financial year, being the end of July and end of January, and applications will be considered at the next Finance Committee meeting following each deadline.

If funding is required more urgently and this need can be demonstrated, organisations may approach the council at any time during the year with a request in writing. A completed application form and supporting documentation will still be required.

## **2. Criteria for Eligibility**

- 2.1 Grants will only be made to charitable, voluntary and other non-profit-making organisations.
- 2.2 Individual applications will not be eligible.
- 2.3 Commercial enterprises will not be eligible for grants in any circumstances.
- 2.4 Requests for grants in association with national appeals will in general be rejected unless a specific connection with the town (or area) can be demonstrated.
- 2.5 Applicants should be able to demonstrate that their work is of benefit to the town and its residents.

### **3. General Conditions**

- 3.1 Applicants for assistance will be required to produce a statement of their financial affairs, and details of any fund-raising activities already undertaken by them, prior to their application being approved.
- 3.2 Newly formed organisations/groups are requested to provide a budget and business plan.
- 3.3 Financial assistance given to a value of £2,000 in any one financial year will be given on condition that the recipient must provide a short summary of how the money has been used. That report must be provided to the council within twelve months of the date of the grant, but it may take the form of an annual report or set of accounts which clearly identify the manner of spending.
- 3.4 Where the town council deems it appropriate, organisations will be required to allocate a place on the management committee for a town council representative.
- 3.5 The above condition is excluded where the council (either alone or jointly with any other person or body) gives financial assistance to:
  - (a) encourage persons, by advertisement or otherwise, to visit the area for recreation, for health purposes, or to hold conferences, trade fairs and exhibitions in the town; and
  - (b) provide, or encourage any other person or body to provide facilities for recreation, conferences, trade fairs and exhibitions or improve, or encourage any other person or body to improve, any existing facilities for those purposes
  - (c) without prejudice to subsection (a) above, the council may contribute to any organisation approved by the Secretary of State for the purposes of this subsection and established for the purpose of encouraging persons to visit the United Kingdom or any other part thereof.

- 3.6 Subject to the above, assistance will be given on condition that proof will be presented to demonstrate that it has been used for the intended purpose (e.g. presentation of invoices).
- 3.7 The council may require appropriate recognition for any grant awarded.
- 3.8 The council will not consider more than one request for a donation from an organisation in any one financial year.
- 3.9 The award of a donation in one year will not set a precedent for the council's response to any further requests for grants in future years.

#### **4. Policy Review**

- 4.1 The council will agree a budget for grants as part of the general budget-setting process each year.
- 4.2 This grants policy will be subject to a formal annual review by the council.