APPENDIX C

GRANTS AND DONATIONS POLICY

1. PURPOSE AND GENERAL PRINCIPLES

Bexhill-on-Sea Town Council ("the Council") sets aside an annual budget to provide grants and donations to voluntary organisations, registered charities and community groups that provide a benefit to residents within the Bexhill-on-Sea Town Council area.

The Council exercises its grant-making powers in accordance with the relevant provisions of the Local Government Act 1972, including Section 137 where applicable.

The purpose of the grants scheme is to support projects, activities and initiatives that provide a clear benefit to the local community.

The Council will consider applications fairly and transparently, having regard to the criteria and procedures set out in this policy.

The annual grants budget, any ring-fenced allocations and the maximum grant available may vary from year to year. These matters will be set out in an **Annual Grants Funding Schedule**, approved by the Council and published alongside this policy.

2. ELIGIBILITY

2.1 Eligible organisations

Applications will be considered from:

- constituted voluntary organisations.
- registered charities; and
- established community groups.

Applicants must:

- have a bank account in the name of the organisation or group.
- have a constitution, set of rules or another governing document.
- be able to demonstrate how the organisation is governed and managed; and
- have arrangements governing the use and disposal of funds should the organisation cease to operate.

2.2 Local connection

Applicants must either:

- be based within the Bexhill-on-Sea Town Council area; or
- demonstrate that the project or activity for which funding is requested will provide a direct benefit to residents of the Bexhill-on-Sea Town Council area.

3. PURPOSE FOR WHICH GRANTS MAY BE AWARDED

Grants should normally be requested for a **specific project, activity, event or initiative**, rather than for an organisation's general day-to-day running costs.

All applicants must provide a clear breakdown of:

- the total cost of the project or activity.
- the amount being requested from the Council; and
- how the requested grant will be spent.

The Council may request additional information, quotations or other evidence where it considers this necessary to assess the application.

4. APPLICATION PROCESS

Applications must be submitted to the Town Clerk using the Council's approved application form by the published closing date.

Applicants must provide:

- a completed application form.
- an up-to-date set of accounts.
- a constitution or set of rules; and
- any additional evidence that the organisation considers relevant to the application, such as safeguarding policies, photographs, quotations or supporting information.

The Town Clerk will check applications for compliance with this policy and will highlight to the relevant committee any application that does not meet the stated criteria.

Applications that do not meet the policy requirements will not normally proceed to committee for consideration.

5. ANNUAL FUNDING ARRANGEMENTS

The Council will determine its grants and donations budget as part of its annual budget-setting process.

The following matters will be determined for each financial year and published in an **Annual Grants Funding Schedule**:

- the total grants and donations budget.
- any ring-fenced or specifically allocated funding.
- the maximum grant available under the general grants scheme.
- any specific funding streams or schemes.
- the application period and closing date; and
- any additional conditions applicable for that financial year.

The Annual Grants Funding Schedule forms part of the Council's grants framework but does not alter the general principles and eligibility requirements contained within this policy unless expressly stated.

Where an annual funding schedule provides for a maximum grant, applications above that amount may only be considered where the relevant annual funding arrangements expressly permit this and the applicant provides clear justification for the additional funding requested.

6. ASSESSMENT OF APPLICATIONS

The Council will assess each eligible application having regard to the information provided by the applicant.

The following factors may be taken into consideration:

a) how effectively the group will use the grant.

b) how well the grant will meet identified community needs.

c) whether the proposed costs are appropriate and realistic.

d) the level of financial or other contributions raised locally.

e) whether the applicant could reasonably be expected to obtain sufficient funding from another, more appropriate source.

f) how the organisation is managed.

g) the extent to which the project or activity will benefit residents of Bexhill-on-Sea; and

h) the extent to which the project or activity supports equality, social inclusion and community inclusion.

No individual criterion will necessarily determine the outcome of an application. The Council will consider the overall information provided and the availability of funds.

The Council may also take account of an organisation's previous applications and grants, including whether previous grants were used for their approved purpose and whether the required monitoring information was provided.

7. CONSIDERATION OF APPLICATIONS

The name of the organisation, the amount applied for and the reason for the funding will be included on the public agenda for the relevant Council or committee meeting.

Personal data will not be published unnecessarily. Application forms and supporting information containing confidential or personal information will be shared with committee members on a confidential basis where appropriate.

Applicants will be advised of the decision as soon as practicable after the meeting at which the application is determined.

The Council's decision on an application is made in accordance with its constitutional arrangements and available budget.

8. CONDITIONS OF GRANT

Successful applicants must:

8.1 Use of funds

Use the grant solely for the project, activity or purpose for which it was approved.

8.2 Timescale

Spend the grant within twelve calendar months of receipt, unless an alternative timescale has been agreed by the Council.

8.3 Monitoring

Submit a report within twelve months of the award demonstrating how the grant was used.

The Council may request copies of invoices, receipts or other documentation as evidence that expenditure has been incurred in accordance with the approved purpose.

8.4 Changes to the approved project

The Council should be informed of any material change to the project, activity or proposed expenditure.

The Council reserves the right to require repayment of some or all of a grant where the approved project does not proceed or the grant is not used for the approved purpose.

8.5 Dissolution

If the organisation dissolves, the Council may seek reimbursement of any unspent or improperly applied grant funding.

8.6 Acknowledgement

Successful organisations must acknowledge the support provided by Bexhill-on-Sea Town Council in relevant publicity, promotional material and, where appropriate, correspondence and other documents relating to the funded project.

9. REPEAT APPLICATIONS

There is no restriction on the number of times an organisation may apply for grant funding.

However, previous applications and grants may be considered when assessing a new application, including the organisation's compliance with the conditions of any previous award.

Subject to the availability of funding and the assessment criteria, appropriate consideration will be given to first-time applicants.

The award of a grant in one financial year does not create an entitlement or precedent for funding in a subsequent year.

10. RETROSPECTIVE APPLICATIONS

Applications cannot normally be made retrospectively for projects or activities that have already been completed before the application is determined.

11. NEW AND DEVELOPING COMMUNITY ORGANISATIONS

The Council recognises that new community organisations may experience difficulties in obtaining funding from other sources.

The Council will therefore consider applications from new or developing community organisations that otherwise do not meet the requirements of this policy.

12. PUBLICITY AND PROMOTION OF THE SCHEME

The Council will publicise the availability of grant funding throughout the town through appropriate channels, which may include:

- the Council's website.
- social media.
- local media.
- Council publications.
- posters; and
- other appropriate community networks.

13. BUDGET AND ANNUAL REVIEW

The Council will review its grants and donations budget annually as part of the overall budget-setting process.

The Council will periodically review this policy and may amend the eligibility criteria, application process and other provisions where appropriate.

Annual funding arrangements will be published separately through the **Annual Grants Funding Schedule**.

ANNEX A – ANNUAL GRANT FUNDING SCHEDULE

Annual Grant Funding Schedule
Financial Year 2027–2028

This Annual Grants Funding Schedule sets out the grant funding arrangements approved by Bexhill-on-Sea Town Council for the 2027–2028 financial year. It should be read in conjunction with the Council's Grants and Donations Policy.

1. Established Events—2027–2028

For the 2027–2028 financial year, the Council has approved an allocation of £5,000 for each of the following established events:

Established event	Allocation
Carnival	£5,000
White Label	£5,000
Total allocation	**£10,000**

These allocations are subject to the Council's standard grant conditions, and any additional conditions specified in the relevant funding agreement.

2. General Grants Scheme

In addition to the established event allocations set out above, £40,000 is available during the 2027–2028 financial year for other eligible events, projects and activities under the Council's general grant scheme.

The maximum grant available under the general grant scheme is £2,000 per application. Where an applicant considers that additional funding is required, the Council may, at its discretion, consider an application exceeding £2,000 on a case-by-case basis. Any such application must provide clear justification for the additional amount requested, and approval will remain subject to the availability of funds.

3. Note Regarding Future Financial Years

Note: *The £5,000 allocation for each established event is approved under this Schedule for the 2027–2028 financial year only. The Council has committed to providing funding of up to £5,000 in each of the 2027–2028, 2028–2029 and 2029–2030 financial years. Funding for the 2028–2029 and 2029–2030 financial years will not be released automatically. It will be subject to the receipt and approval of an application in respect of an eligible event taking place during the relevant financial year, the availability of funds, and compliance with the Council's applicable grant conditions. If no eligible event or activity takes place, or no application is approved, no funding will be payable for that year.*

4. Relationship with the Grants and Donations Policy

This Annual Grants Funding Schedule sets out the specific funding arrangements approved for the 2027–2028 financial year and should be read alongside the Council's Grant and Donations Policy.

This Schedule does not replace or amend the general eligibility, application, assessment, monitoring or repayment provisions contained within that policy.