

NEWPORT PARISH COUNCIL

TERMS AND CONDITIONS FOR GRANT FUNDING APPLICATIONS:

General criteria – these apply to all applications:

1. Each application will be considered on its merit; the amount of grant will be at the discretion of the Parish Council but may only be a percentage of the amount requested.
2. The Parish Council has the discretion to decide on the amount of grant to be awarded.
3. The purpose for which the grant is made must be in the interest of the Parish of Newport or any part of it, or all or some of the inhabitants of the Parish as defined by the boundaries of the Parish Council. The benefit to the area or inhabitants must be commensurate with the expenditure. Organisations/groups within the Parish Council's area may apply; those outside the Parish who can demonstrate direct benefit will be eligible to apply for consideration by the Parish Council.
4. Organisations/groups will be expected to contribute some of their own funds to the project although a set percentage has not been agreed.
5. The Parish Council will endeavour to treat similar projects equitably.
6. The Parish Council will take into account any previous grant made to an organisation/group when considering a new application.
7. To be eligible for a grant an organisation/group must not discriminate on grounds of racial origin, gender, disability, age, (except for obvious reasons, such as becoming a member of a Youth club), and political or religious persuasion.
8. Organisations/groups are responsible for ensuring that they are in compliance with all legal and statutory requirements.
9. Should for any reason the organisation/group disband during the period of the grant the Council may require all or part of the monies to be repaid.
10. Prior approval of the Council is required if any change of purpose of the grant is required.
11. Organisations/groups must contact the Council before disposing of any equipment or resources purchased or part purchased with a grant from the Council.

Applications for support for a Commemorative Event, Community Event or Festival

Conditions:

- (1) The application must relate to a community event, a festival or special event in commemoration and be held within the Parish.
- (2) The application should be for support for specific, identifiable elements of the event or festival, rather than towards general running costs.
- (3) Recipients of grants from the Parish Council may be required to attend a meeting of the Parish Council to inform Members how the grant has been expended.
- (4) All grant recipients are required to provide the Parish Council with a brief report, including photographs, of how the grant has been utilised, how it has assisted the organisation/group and what it has achieved. The report may be published in the Parish Council's newsletter and on the Newport Village website and must be submitted within two months of completion of the event/festival for which the funding was awarded.
- (5) If the grant is put to purposes other than those for which it was awarded without the prior approval of the Parish Council, the recipient organisation/group will be required to repay the grant to the Parish Council.
- (6) Recognition of the grant from the Parish Council must be made in any publicity.

Applications for support for Capital Expenditure or Project Costs

Conditions:

- (1) The application must relate to some specific item of capital expenditure or project and not to any regular item, maintenance or other revenue item, such as utility charges or staffing costs.
- (2) All grants will be conditional upon submission of Audited Accounts and/or supporting documentation (including quotations) detailing costs of capital expenditure, or project costs for which funding is being sought.

- (3) Recipients of grants from the Parish Council may be required to attend a meeting of the Parish Council to inform Members how the grant has been expended.
- (4) All grant recipients are required to provide the Parish Council with a brief report, including photographs, of how the grant has been utilised, how it has assisted the organisation/group and what it has achieved. The report may be published in the Parish Council's newsletter and on the Newport Village website and must be submitted within two months of purchase of the capital equipment, or completion of the project for which the funding was awarded.
- (5) If the grant is put to purposes other than those for which it was awarded without the prior approval of the Parish Council, the recipient organisation/group will be required to repay the grant to the Parish Council.
- (6) Recognition of the grant from Parish Council must be made in any publicity.

How will the application be assessed?

- (1) How well the grant will meet the needs of the community, providing positive benefit to some or all the inhabitants
- (2) How effectively the group will use the grant
- (3) Whether the costs are appropriate and realistic
- (4) What level of contributions has been, or will be, raised by the applicant
- (5) Whether the organisation or group could reasonably have been expected to obtain some, or part of the funding from other sources
- (6) How the organisation/group is managed – as indicated in the Constitution, Terms of Reference or Rules.

What will not normally be funded.

- Any commercial venture for private gain
- The activities of individuals
- The activities of political organisations.
- The activities of religious organisations, unless they can show they operate clear and open community activities which do not require membership or connection to the organisation and that the application will be of benefit to the community.
- General operational and maintenance costs.
- Events that have already occurred, equipment already purchased, works already started or completed.
- Repayment of loans or cost of services, equipment or provisions in anticipation of a grant.
- Organisations that have a closed or restricted membership.
- Organisations that are the responsibility of another public body/agency, although some form of matched/joint funding might be considered.

Should any of these conditions not be met it could result in the award being withdrawn, the grant having to be repaid and future grant applications being refused.

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