

## Small Grants Application Guidance

### Introduction

Newport Town Council is committed to supporting local initiatives that enhance the quality of life within our community. Through our Small Grants Scheme, we offer financial assistance to voluntary groups, charities, and not-for-profit organisations delivering projects or activities that benefit residents.

### Who Can Apply?

- Voluntary and community groups based within the town boundary.
- Charities and not-for-profit organisations whose work directly benefits town residents.
- Newly formed groups or established organisations seeking funding for specific projects.

### What Can Be Funded?

Grants may be awarded for a variety of purposes, including but not limited to:

- Community events and activities
- Purchase of equipment or materials
- Improvements to local facilities
- Training or capacity-building for volunteers

Applications for ongoing running costs or items already purchased will not normally be considered.

### How Much Can Be Applied For?

Individual grants are typically up to £500, though larger amounts may be considered in exceptional circumstances. Please note that funds are limited and grants are awarded at the council's discretion.

## How to Apply

1. Complete the application form, available from the Town Council website or the Clerk.
2. Provide supporting documents, including your group's constitution and latest accounts (if available).
3. Submit the completed application by the published deadline. Late applications may not be considered.

## Assessment Criteria

Applications will be evaluated on the following criteria:

- Benefit to the local community
- Evidence of need and demand
- Value for money

## Decision Process

All applications will be considered at the next scheduled Council meeting following the application deadline. Applicants may be invited to attend and speak about their proposal. Decisions are final and will be communicated in writing within two weeks of the meeting.

## Terms and Conditions

- Successful applicants must acknowledge Newport Town Council support in publicity material.
- Funds must be spent within 12 months of receipt and used for the purposes stated in the application.
- A brief report on the use of the grant and its impact may be requested by the Council upon completion of the project.

## Further Information

For queries or to discuss your proposal before applying, please contact the Clerk to the Council at [npclerk@newport-pembs.co.uk](mailto:npclerk@newport-pembs.co.uk) or visit our website at <https://newport-pembs.co.uk>.