



ST HELENS
BOROUGH COUNCIL

Newton-le-Willows Neighbourhood Board: Community Pot Grant Scheme Guidelines 2026-2027

What is the Newton-le-Willows Neighbourhood Board Community Pot?

The Community Pot provides a fund for the Newton-le-Willows Neighbourhood Board to support grant applications of eligible community and not for profit organisations. Grants may act a contribution towards, or entirely fund, activities or projects that deliver outputs and benefits in accordance with the Neighbourhood Board's Regeneration Plan.

The Newton-le-Willows Neighbourhood Board have allocated £250,000 to enable a grant fund for community projects, with the allocations being split yearly as below:

- £25,000 available in Year 1 (from April 2026 – March 2027)
- £75,000 available in Year 2 (from April 2027 – March 2028)
- £75,000 available in Year 3 (from April 2028 – March 2029)
- £75,000 available in Year 4 (from April 2029 – March 2030)

Within the Year 1 funding allocation, £15,225 is available to support capital projects and £9,775 is available to support revenue projects. Guidance on what projects and activities can be funded within these parameters is provided below.

There will be two sizes of grant pots available:

- **Micro grants from £500 up to £1,000 per project** - specifically aimed at those projects that support or extend the daily running of a project, for example training, group activities, events and running costs.
- **Grow grants from £1,000 up to £5,000 per project** - specifically aimed at projects such as purchasing, renovating, or improving physical assets that serve a local area, rather than day-to-day running costs. Within the £5,000 Grow grant limit, a maximum allocation of £1,000 of Micro grant funding can be included.

The funding must be used to directly benefit and be delivered within Newton-le-Willows, with projects being accessible, safe and inclusive for the town's diverse community, demonstrating they benefit local residents.

Eligibility

Those who are eligible to apply for grant funding must be registered community organisations or community interest companies based or delivering activities/projects within Newton-le-Willows.

Those who can apply must:

- Be a constituted community organisation (e.g. Community Organisation, Community Interest Company, Charity, etc.)
- Be an organisation with a UK bank account or building society account. It must hold the legal name of the organisation, with at least two unrelated people who are able to manage the account.
- Be an organisation that are not for profit. (all income must be used to achieve the organisation's charitable aims and cannot be paid out to members, shareholders, or owners).

What can be funded?

Grants will be awarded to eligible community and not for profit organisations for specific projects or activities. The application must demonstrate how the project or activities proposes to achieve the Neighbourhood Board's priority interventions, listed below.

Neighbourhood Board Interventions for investment:

- Measures to improve community cohesion.
- Funding for impactful volunteering and social action projects to develop social and human capital in local place.
- Investment in capacity building and infrastructure support for local civil society, youth and community groups.
- Support for community-based learning and development.
- Support for growing the local social economy, including community businesses, cooperatives and social enterprises.
- Support for families and young children.
- Funding for local sport and activity facilities, events, teams and leagues to foster community engagement and connection.
- Supporting community-level health provision.
- Integration and co-location of health and wellbeing services.
- Funding for improvements to town centres, neighbourhoods, and high streets, including capital spend and running costs.
- Enhanced support for arts, cultural, heritage and creative activities, projects, facilities, and historic institutions that make up the local cultural heritage offer.
- Creating and improving green spaces, community gardens, watercourses and embankments in the local area, along with incorporating natural features into wider public spaces.

Capital Projects

A capital project needs to:

- Bring longer term economic benefits or service potential

- Relate to assets with physical substance (land, buildings, machinery, equipment etc)
- Fund intangible assets - such as licences to use computer software
 - Note: Subscription based or cloud access software are typically revenue items.
- Fund usable outputs which have a lifespan of more than one financial year
- Relate to costs attributable to bringing an asset to the location and condition necessary to operate. Specific exclusions include - costs of opening a new facility, advertising and promotions, training, admin and overheads
- Improvements and works which add value to the asset (excludes small scale maintenance and repairs)

Example capital projects may include:

- **Facility Upgrades** - renovating community facilities, such as village halls, community centres, youth clubs, and sports clubs or transforming empty spaces into community hubs.
- **Community Equipment** – purchasing public-access AEDs (defibrillators), play equipment, skatepark/BMX track improvements.
- **Digital and Tech Development** – upgrading IT systems to improve service delivery.
- **Environmental Improvements** – setting up pocket parks and enhancing biodiversity.
- **Green Infrastructure** – developing new community gardens, renovating greenspaces and watercourses, planting trees and installing green roofs.
- **Accessibility** – improving accessibility to community spaces.

Revenue Projects

A revenue project needs to:

- Sustain business operations, rather than create future benefits
- Have benefits which are realised within one financial year (short-term)
- Have expenditure which is not attributable to the capital project guidance outlined above

Example revenue projects may include:

- **Community Events and Services** – contributions or hosting markets, fairs, arts, local celebrations.
- **Income-Generating Activities** – Developing community cafes, workshops or training sessions to create new income streams.
- **Capacity Building** – Training for volunteers or staff and project coordination costs.

- **Heritage/ Arts Projects** – Local history projects, arts workshops, and exhibition creation.

What cannot be funded?

- Activities that have already taken place or purchases that have already been made (retrospective funding).
- Political causes or campaigns.
- Alley gates.
- Acts of worship or proselytizing by religious or faith organisations (grants can be awarded to religious groups where the funding is for wider faith-based works that benefit and involves the wider community).
- Prizes or presents.
- Individuals or private businesses.
- Parish Councils.
- NHS organisations.
- The procuring of equipment or services due to reduced or lost Council or other public sector funding.
- Support for projects that are the responsibility of another statutory body (e.g. Police or Fire).
- Support for projects that conflict with existing Council policy or strategies.

Conditions of funding

Community organisations and not for profit organisations will be permitted to submit one application per application window, per fund.

Grant applications should demonstrate sustainability beyond the life cycle of the award and there should be no expectation of future funding or revenue implications for ongoing maintenance costs.

Payment will be made from September 2026 with grants fully expended by 30th March 2027.

Where a scheme is to be undertaken on private land, this should only be where there is a clear community benefit and access to the land is agreed. A formal written agreement must be in place with the landowner, granting permission for the works to proceed and must detail arrangements for access, liability, insurance and ongoing maintenance responsibilities.

It is a condition of this funding that all necessary statutory consents and permissions required to deliver a project are secured prior to the release of any grant funding.

These approvals may include:

- Planning Permission
- Listed Building Consent
- Scheduled Monument Consent
- Conservation Area Consent

- Building Regulations approval
- Highways approvals
- Required permissions, licenses, or agreements with utility providers including electricity, water and drainage.

Applicants must provide evidence that any consents and approvals relevant to a project have been obtained and are valid at the point of funding being released. The applicant is responsible for securing consents or approvals.

Consents and permissions must be evidenced and approved by St Helens Borough Council and the Newton-le-Willows Neighbourhood Board in advance of funding being released.

Failure to obtain the necessary consents and approvals may result in the withdrawal, suspension, or clawback of project grant funding.

What is the application process?

1. Identify your proposal to be submitted by an eligible community organisation or not for profit organisation.
2. Refer to this document to check if proposed grant funding meets the criteria and review the Terms of Conditions.
3. Establish the amount of grant required and think about the sustainability of the project/activity longer-term.
4. Submit grant application via the process outlined in the downloadable application form on the Pride in Place Website detailed at the bottom of this guidance.

Grant applications must answer all the questions on the application form. To enable the appraisal of the application, it is important that community and not for profit organisations provide as much detail as possible in the application form about the proposal they wish to put forward.

The maximum grant award is £5000, and the minimum grant award is £500. Revenue contributions made via the 'Grow Grants' fund are capped at £1,000.

Where applicants seek the support or additional funding from other institutions, match funding details must be included. Match funding cannot be sought to duplicate funding for the awarded items and must be evidenced to bring clear additionality to the project.

For those applications that comply with the Community Pot Terms and Conditions and meet the eligibility criteria, a Review Panel, made up of Neighbourhood Board Members and Council Officers, will assess and score the proposals ahead of recommendation to the full Newton-le-Willows Neighbourhood Board for endorsement of projects/activities at a Neighbourhood Board meeting in July 2026.

Approval for projects should be obtained before any expenditure is incurred by voluntary or community groups and where applicants incur any costs, relating to the application or pre-emptive delivery, and are unsuccessful in securing grant funding, these costs will not be reimbursed.

An email will be sent to the applicant to confirm the outcome of the application or if any information is required in advance. If successful in receiving grant funding, the application will be processed by the Council, and the grant payment will be made directly to the community or not for profit organisation via BACS transfer upon receipt of a signed offer letter.

What are the publicity requirements?

The Newton-le-Willows Neighbourhood Board Community Pot is funded from the Newton-le-Willows Pride in Place Programme, and therefore its publicity and promotion are the responsibility of the Council as the accountable body, to be overseen by its Communications Team.

In the publicity of all projects, credit for funding support should be attributed to the Newton-le-Willows Neighbourhood Board Community Pot, along with any other funders (if required). Any publicity is to include the St Helens Borough Council Logo, the Pride in Place Logo and Newton-le-Willows Neighbourhood Board Logo in accordance with Council branding guidelines. Appropriate imagery will be provided to successful applicants for inclusion.

Successful applicants must be able to evidence their spend through communications and will be asked to provide photographs of activity and may be asked to partake in a video filmed by the Council's Communications Team.

Where can I obtain further information?

Further information and help on all aspects of the Community Pot is available on the Pride in Place website <http://www.sthelens.gov.uk/Community-Pot> or can be obtained by emailing NleWPrideInPlace@sthelens.gov.uk