

Guidance for Applicants

About Us

Newhaven Enterprise Zone (NEZ) is a government-backed initiative launched in 2017 to drive economic regeneration in Newhaven, focusing on creating new jobs, commercial space, and a higher-value economy through incentives like business rate relief, simplified planning, and investment in key sites.

NEZ Community Fund

The NEZ Community Fund is a community grants scheme set up to benefit the Newhaven BN9 postcode area by offering one-off awards to charities and not-for-profit organisations who work within this community.

We encourage applications from projects that foster innovation in community participation, address inequality, raise aspirations and develop opportunities for people in Newhaven to be more actively engaged.

We particularly welcome applications from those who have not previously received an award from this fund.



Newhaven BN9 Postcode Boundary
(shown in red)

Our funding priorities

- Projects, services and activities that encourage participation by children and empower young people.
- Community venues and activity spaces
- Creating opportunities for inter-generational shared experience through regular clubs or one-off events
- Promote, support and improve access to volunteering opportunities as part of a project, service or activity
- Developing community spirit, supporting communities to live happily together and provide information, advice, advocacy or counselling to those in need
- Encouraging creativity
- Potential to lead to enterprise or significant transformation.

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Our grants

The fund awards grants of up to £10,000 for projects or organisations that:

- seek to offer new projects and activities that are of benefit to the Newhaven community
- increase community collaboration and participation
- create opportunities for training, education, employment and enterprise
- improve life skills, employability and develop aspirations
- improve quality of the local environment and shared public space
- enhance shared community assets and resources
- encourage the use of sustainable transport for the town
- promote and deliver initiatives for improved quality of life, including health and wellbeing.

Am I eligible to apply?

The NEZ looks to support organisations and services that are:

- always open, accessible and suitably publicised to everyone within Newhaven community who may wish to take part
- fully compliant with all legal obligations
- committed to ethical behaviour at all times
- sustainable and not fully dependent on funding grants.

Your organisation should:

- be led by a voluntary governing body (eg. board or management committee) which is legally responsible for the governance of your organisation.
- have at least three and a majority of unrelated members. By unrelated we mean by birth, marriage, being in a relationship or living at the same address.
- Allow members to be reimbursed for out-of-pocket expenses but not receive any financial benefit.

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- Use all income and assets for charitable purposes only, with any remaining assets transferred to a charitable organisation upon dissolution.
- Not distribute profits, dividends, or surplus funds to members or shareholders.

Social enterprises, CICs, and companies limited by guarantee are also eligible to apply if they:

- provide a clear public benefit and protect against private benefit.
- have at least three and a majority of unrelated directors. By unrelated we mean by birth, marriage, being in a relationship or living at the same address. The majority of directors should be unpaid.
- have non-executive directors approve any salaries or benefits for paid directors, ensuring they are reasonable and proportionate.
- have an asset lock (for CICs) with charitable objectives similar to those of the CIC.
- if a person with significant control is listed on Companies House, we will be in contact to ensure that your organisation meets our eligibility criteria.

We cannot fund organisations or activities that:

- do not benefit communities within the Newhaven BN9 postcode area.
- discriminate unlawfully under the provisions set out by the Equalities Act 2010.
- provide a service which is used as a vehicle or means to:
 - promote religious beliefs
 - support political activities
 - make small contributions to major capital appeals or campaigns.
- use funds to make awards to a third party.
- support projects that only benefit animals.
- have not returned monitoring from previous grant awards.
- seek retrospective funding for activities or projects that have already taken place.

How to apply

To apply, you need to download a copy of our application form which you can access via this link: [**NEZ Community Support Programme - Newhaven Enterprise Zone**](#)

You should submit your completed form and any supporting documents by email to [**enterprisezone@lewes-eastbourne.gov.uk**](mailto:enterprisezone@lewes-eastbourne.gov.uk)

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Once you have submitted the form, you will receive an acknowledgement of your application by email.

When to apply

The application period for the current round of funding will close at **midday** on **Monday 31 August, 2026**

Please note that applications received after midday on the closing date will not be eligible.

Your organisation needs to have:

- a bank account (in your organisation's name) with at least two unrelated signatories not in the same family or living at the same address.
- a constitution or governing document with a minimum of three trustees or committee members, in line with the above.
- accounts or records of expenditure.
- equal opportunities, safeguarding, and health and safety policies in place as well as relevant risk assessments.

Please note that by submitting a completed application form, you agree to the Terms and Conditions detailed in Section 8 of the form.

If you need further information or support to complete the application form, please contact us by email at enterprisezone@lewes-eastbourne.gov.uk

Document checklist

All applicants will need to provide these documents as part of your application to us:

For all applicants:

- a signed copy of your latest annual accounts or record of expenditure.
- a copy of a bank statement from the last three months
- a signed copy of your constitution or set of rules (if you are a CIC, please also supply your CIC 34 report)
- the names of management committee members, with cheque signatories identified
- a copy of your equal opportunities policy, covering both the Equalities Act 2010 and the nine protected characteristics
- other policies relevant to your work such as safeguarding, health and safety, environmental and sustainability

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- if applying for a grant to purchase equipment, copies of written estimates or photocopies/screenshots of the relevant product page(s).

| Please note that we are unable to consider your application without this information.

Our funding award process

Investment panel review

On receipt of your completed application, we will check that all the necessary documents have been provided. The funding request will then be presented to the Investment Panel for consideration of a grant award.

Grant agreement

On approval of a grant award, the grant shall be covered by a grant agreement. Each general grant award shall be subject to a defined agreement between the grant-making body and the recipient and should be proportionate to the value of the grant being awarded and shall be underpinned by appropriate legislation.

Performance monitoring

When your project is finished, we ask that you complete an online monitoring report in which to record two performance indicators or one performance indicator and a short case study, depending on the option selected in your application form. We expect to receive your completed monitoring report 12 months after the date of your grant agreement.

While you do not need to submit detailed evidence of expenditure, please keep records and receipts of how the funding has been spent as we may ask for this as part of our programme evaluation.

The knowledge we gain from monitoring and evaluation is used to highlight good practice and share success stories in our communications and impact reports. The information you provide also helps to inform our future grant-making practice and funding decisions.

Thankyou for your interest in the NEZ Community Fund.