



Hartlepool
Borough Council

OFFICER DECISION RECORD

Department: Housing, Growth and Communities

Division:

Date Input to System: 13/05/2026

Officer Making Decision: MS G PTAK

Subject / Description &
Reason for Decision:
(for publication)

Hartlepool Borough Council is the Accountable Body for the Government's Pride in Place Impact Fund.

In line with the strategic objectives and the parameters set within the Impact Fund Prospectus, the Council, acting in its role as Accountable Body and in partnership with the Hartlepool Board, developed and approved a capital grant scheme which was launched to support local voluntary and community sector organisations to refurbish, upgrade, and modernise community assets within neighbourhoods across the Borough.

Grants of up to £20,000 were available, subject to a minimum 5% match funding requirement, and were aligned with the priorities set out in Hartlepool's Pride in Place Regeneration Plan (2026–2036) and the strategic objectives of the Government's Pride in Place Impact Fund.

Grant applications were assessed by a panel comprising Council Officers and representatives from the VCSE Sector and the Hartlepool Board. The panel evaluated applications against published eligibility and appraisal criteria. As a result of this process, a total of £203,617 has been allocated through the grant scheme, supporting 15 organisations across the Borough.

Type of Decision: Non Key

Nature of Delegation
Being Exercised:

GD13 - To award grants to voluntary and community organisations and individuals in accordance with financial regulations, delegated budgets and Authority policy.

Alternative Options
Considered & Rejected:

Prior to launching the grant scheme, alternative options were considered, including not allocating the funding, directly commissioning works through the Council, or limiting investment to only Council owned assets. These options were discounted as they would have reduced local impact, limited reach across neighbourhoods, constrained the ability of VCSE organisations to respond to local needs, and would not have met the requirements of the external funding. A grant scheme was therefore identified as the most effective delivery mechanism and ensures alignment with the Government's Pride in Place Impact Fund.

Any Declared Register of
Interest:

No

Other Considerations:

OFFICER WITH THE DELEGATION

NAME: MS G PTAK

POSITION: Director of Housing, Growth & Communities

IN CONSULTATION WITH...

NAME: HAYLEY MARTIN

POSITION: Director of Legal, Governance & HR

AUTHORISED BY

NAME: MS G PTAK

POSITION: Director of Housing, Growth & Communities

DATE: 21/05/2026



Hartlepool
Borough Council

PRIDE IN PLACE

LED BY YOU – BACKED BY UK GOVERNMENT

Hartlepool Community Asset Capital Improvement Grant

Grant Information and Application Guidance

JANUARY 2026

Introduction

We are delighted to launch this opportunity, which will provide grants of up to £20,000 (with a requirement for at least 5% match funding of the total grant being requested) for projects that will improve and make positive changes to community assets across Hartlepool. This investment is part of the Government's Pride in Place Impact Fund, which has allocated £1.5million for Hartlepool.

Community buildings are the beating heart of our neighbourhoods, providing safe, inclusive, and welcoming spaces where people come together to learn, celebrate, access services, and support one another across Hartlepool. From community and youth centres to faith and sports venues, these assets play a vital role in:

- Providing access to essential services – including health, housing, social care, and financial guidance.
- Reducing isolation and improving health and wellbeing through opportunities for social connection, mental health support, and physical activity.
- Supporting education, skills development, volunteering opportunities, and employment pathways.
- Delivering community, cultural, and recreational activities whilst building social cohesion and resilience
- Strengthening local identity, engaging, and empowering residents and developing pride of place.

However, many of these buildings face challenges, including ageing infrastructure, rising energy costs, and accessibility barriers. Without targeted investment, there is a risk these facilities will be unable to support local communities effectively, reducing opportunities for residents and weakening the social capital that underpins our neighbourhoods within Hartlepool.

The Community Asset Capital Improvement Grant is the Hartlepool Board and Hartlepool Borough Council's commitment to protecting and modernising these spaces, ensuring they remain inclusive, efficient, and sustainable for generations to come in Hartlepool.

We are seeking community-led applications - by this we mean that the applicant must be a community or voluntary sector organisation. For example, a community group, a registered charity, or a social enterprise. We are also keen to encourage partnership and collaborative working within Hartlepool.



Projects do not need to meet all of the aims and outcomes listed but should meet the eligibility criteria for the Hartlepool Community Asset Capital Improvement Grant.

Aims of the grant

This grant scheme provides capital funding to local organisations to refurbish, upgrade, and modernise community assets across Hartlepool.

The capital investment will enable organisations to achieve at least one of the following objectives:

- Refurbish spaces to increase access to critical services, especially within the most disadvantaged communities in Hartlepool.
- Upgrade facilities to better meet the needs of the local community by providing activities and services within neighbourhoods.
- Improve the efficiency and accessibility of community assets, which will reduce the ongoing utility and/or overhead costs.
- Modernise the infrastructure to help build more cohesive, resilient, and sustainable communities.

By supporting these improvements, the grant scheme will ensure that community assets can continue to deliver high-quality services and activities, remain financially viable, and contribute to key strategies, including the [Hartlepool Pride in Place Regeneration Plan](#), [Council Plan](#) and Hartlepool Cohesion Strategy (Here for You).

Eligibility

Any established community group or charitable organisation who is based in Hartlepool can apply for the grant. This includes the following types of organisation:

- Voluntary and Community Organisations
- Constituted Groups
- Registered Charities
- Charitable Incorporated Organisations (CIOs)
- Not-for-Profit Organisations
- Community Interest Companies (CIC's)
- Religious Organisations – as long as the community asset is focused on benefiting the wider community within Hartlepool



All applicants must demonstrate their organisational status and have a bank account in the same name as the organisation submitted the Grant Application Form. In addition, each applicant will need to provide the following:

- A copy of your governance documentation such as Constitution, Memorandum or Articles of Association.
- A copy of your most recent annual accounts and a recent bank statement in the same name as the organisation within the Grant Application.
- A copy of the freehold owned by your organisation or a copy of the current lease that is already in place with your organisation.
- Three competitive quotes for the proposed capital works from different contractors to ensure Value for Money
- Where you have a lease, written confirmation from your landowner/landlord will be required showing permission for the project to go ahead.
- Evidence that planning permission has been checked to see whether needed, and if so, has/will be granted by the Council.
- Confirmation of match funding which must be 5% of the total project cost (this needs to be confirmed at the time of submitting your Grant Application).

What can be funded?

The Hartlepool Community Asset Capital Improvement Grant is capital-only which means physical works and any professional fees related to these works (including non-recoverable VAT). To ensure compliance with these conditions, there will be reporting and monitoring requirements with the Council.

Capital grants cover a wide range of activities which could include for example:

- Equipment and other major purchases*
- Renovations, refurbishment, or essential repairs to community facilities
- Modernisation of infrastructure within a building
- Improvements to meet accessibility, compliance, or efficiency requirements
- Construction of new spaces or facilities
- Professional fees such as Architects/Engineers

* Please note the purchase of major equipment is usually eligible, and organisations should provide information in their application, for example where a project includes purchase of equipment to fit out a new facility such as a Community Kitchen. In the event of dissolution, equipment purchased through this grant must be transferred to another not-for-profit organisation and will be subject to agreement from the Council.



The amount of grant funding being requested can cover all capital costs as long as these are clearly substantiated, linked to your project, and the information is included within your original Grant Application Form.

What costs are NOT eligible?

The Community Asset Capital Improvement Grant will not fund the following:

- Revenue costs including any costs with developing your application.
- Projects that do not benefit people living in Hartlepool.
- Community assets which are not within the borough of Hartlepool.
- Routine maintenance, overheads, operational/administration costs, or retrospective expenditure.
- Land purchase or non-community assets.
- Equipment not integral to the building.
- Any expenditure which does not meet the classification of capital funding as assessed by Hartlepool Borough Council.

Outcomes

As a minimum, we would expect your project to make a positive difference by meeting one or more of the following outcomes.

- Local community organisations are empowered to collaborate and lead, delivering high-quality activities and services that respond to local needs.
- Community leadership is strengthened, enabling residents and organisations to take an active role in shaping, managing, and sustaining local spaces.
- Residents and organisations build stronger social connections, reducing loneliness and isolation and fostering a sense of belonging.
- Residents have improved access to essential services, which will reduce the need for further support.
- Children, young people, and families are supported to access appropriate services, ensuring the best start in life and providing inclusive youth provision.
- Community safety is improved, with assets offering welcoming environments that deter anti-social behaviour and promote positive engagement.
- Enhanced community cohesion and resilience, enabling residents to work together and respond effectively to challenges or emergencies.
- Residents gain greater independence and reduce reliance on critical services through improved skills, digital inclusion, and volunteering opportunities.



How we assess applications

Following the deadline, an assessment will be made on your submitted Grant Application Form. We will check that your organisation is eligible to apply and that your project is something that can be funded through the Hartlepool Community Asset Capital Improvement Grant.

We will then assess your application against key criteria which includes:

- The evidence of need for your project
- Who will benefit
- The impact and local need for the Community Asset
- Impact of the proposed improvements to the Community Asset
- How will you contribute to the aims and outcomes
- The community involvement in the development of your project
- The difference your project will make to your local community
- The strategic fit with the [Hartlepool Pride in Place Regeneration Plan](#), [Council Plan](#) and Hartlepool Cohesion Strategy (Here for You).

Please note that this is a competitive application process with a set amount of funding. We may grant approval on a conditional basis, subject to you providing further information or ensuring necessary approvals are in place, such as planning permission from the Council.

Monitoring your grant and publicity

Organisations awarded funding will be required to provide additional information to support project monitoring, reporting, audit, and other compliance requirements. This may include periodic updates on project progress and outcomes along with an end-of-project evaluation report.

Successful applicants should retain invoices and/or receipts to verify the total project costs and to demonstrate how the funding has been utilised within Hartlepool.

The Hartlepool Board, Hartlepool Borough Council and the Pride in Place Programme must be acknowledged within any publicity about the funded project, including any written communication or public presentations, alongside recognition of the Government's Pride in Place Impact Funding. You will also need to adhere with the brand guidelines/comms toolkit for the Council, Hartlepool Board and the UK Government which will be outlined within any Grant Agreement.



Successful applicants will also need to actively participate in any publicity for the grant which will be coordinated by the Council's Communications Team.

Payment of grant

Organisations will be notified within four weeks of the outcome of the submitted Grant Application Form. The grant payment will then be made as soon as possible to successful applicants following receipt of the signed Grant Agreement.

Successful applicants will be paid in two instalments. The first 75% of funding will be provided up front, and the final 25% will be provided once the project has been finalised and all monitoring requirements have been completed for the Hartlepool Community Asset Capital Improvement Grant.

Please note that all costs must be incurred within three months of the date shown within the signed Grant Agreement.

Grant terms and conditions

If you are successful in securing a grant, you will be sent a formal Grant Agreement, which will include terms and conditions specific to your project.

Key points to consider are:

- You should not start your project until you have signed the Grant Agreement and returned it to the Council. Any expenditure incurred before the date of your Grant Agreement will be deemed ineligible.
- You need to keep all paperwork relating to your project, such as all invoices, receipts, and bank statements, as they may need to be submitted as evidence alongside your monitoring reports.
- Information relating to meaningful engagement, the positive impact of your project on the local community and the progress towards the outcomes should also be retained for inclusion within your monitoring reports.
- If the building is leasehold as part of the full application, we will require evidence of the lease length, including details of any break clauses and landlords' consent to carry out works.
- We will continue to monitor the use of capital assets paid for by the grant funding after the capital project is over. You may be asked to supply further information and allow the assets to be inspected by the Council.
- Applicants will be required to confirm that they will continue to utilise the community asset for the purposes as agreed in the Grant Agreement for a minimum of 2 years.



We will require at least three formal quotes for capital items included within the project, and this must be provided for all items of expenditure, including those funded by your match funding contribution. You will also need to confirm compliance and adherence to Public Contracts Regulations and UK Subsidy Control.

Deadline and submission of grant applications

The Hartlepool Community Asset Capital Improvement Grant is open to applications with a deadline of Monday 2 March 2026.

Completed Grant Application Forms, along with the relevant supporting documents, should be emailed directly to:

- Email: prideinplace@hartlepool.gov.uk

Once received, applications will not be assessed until after the deadline, and any organisation can apply for funding as long as they meet the eligibility criteria as stipulated in this Grant Information.

