



Guidance for Community Asset Support Scheme Grants 2026/27

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Summary

- Grants are offered in line with the Community Asset Support Scheme (CASS) published in November 2025 - [Community Asset Support Scheme | Community Asset Transfer and Support Programme | Reigate and Banstead](#) to support improvements to community assets within the boundary of Reigate & Banstead Borough Council.
- Grants of between £3,000 and £20,000 are available.
- The available grant funding pot is up to £200,000 and it is expected that up to 25 grants will be awarded.
- The deadline for Expressions of Interest is 2 November 2026
- Decisions will be made via an Assessment Panel in early December 2026
- Grants must be spent in full by 31 March 2027

Purpose and scope

Following the successful Community Asset Transfer and Support Scheme launched in 2025 this further round of funding seeks to provide small grants to voluntary, community, and not-for-profit groups/organisations in Reigate & Banstead to improve community buildings (that they own or lease 10 years +). The fund aims to increase the capacity of organisations to deliver services and activities, improve accessibility and sustainability, and increase community benefits for residents of Reigate & Banstead for years to come.

Grants will be awarded in line with the Community Asset Support Scheme (CASS) published in November 2025 - [Community Asset Support Scheme | Community Asset Transfer and Support Programme | Reigate and Banstead](#) to support improvements to community assets within the boundary of Reigate & Banstead Borough Council. The CASS states that “*The Council may run grant schemes for differing amounts of money. Please always review the guidance on the Council’s website to confirm what values of grants are available through a given programme*” and this guidance has therefore been issued in accordance with the CASS. In the case of any queries this guidance takes precedence.

This round of funding recognises that some organisations were not in a position to undertake large scale improvements to community assets within the borough, but that smaller and more targeted improvements can deliver significant community benefit and create a long term difference to community facilities and the people who use them.

What will be funded

Grant funding is available for physical improvements to community assets. Examples could include: accessibility improvements such as ramps; hearing loops, or accessible toilets;

energy efficiency measures; outdoor community spaces; and fixed sound or audio equipment (where this improves access to community activities).

The project or item must be clearly connected to the improvement, safety, accessibility or community use of a community asset. The community asset must be within the borough of Reigate & Banstead.

Revenue costs, staffing costs, day-to-day running costs, general equipment not linked to community asset improvement, general maintenance costs, retrospective costs, existing debts, general reserves and projects that have already been completed will not be eligible.

Eligibility

In line with the CASS:

“Organisations applying for grants must be:

- Registered Charities (Charitable Company; Charitable Incorporated Organisation; Charitable Trust)*
- Community Interest Companies (that are limited by guarantee and where they can evidence all profits have been reinvested back into the company and/or for the benefit of the community)*
- Town and Parish Councils within Reigate & Banstead*
- Other formally constituted non-profit making clubs or groups (i.e. groups that form the VCFS or are a non-profit organisation with a defined governance structure, robust financial systems and an adequate policy framework).*

Eligible groups must evidence that:

- they will use the asset, that will be improved through the grant, to provide community benefits to the residents of Reigate & Banstead*

The following groups are not eligible:

- individuals*
- companies that exist to trade for profit*
- public sector bodies other than Town and Parish Councils within the Borough of Reigate & Banstead*
- political organisations*
- organisations registered outside the UK”*

As set out in the CASS *“Where the grant is to be used to improve an existing community asset the asset to which the grant will be applied must be owned (freehold) or there should be a lease in place of at least 10 years.”*

In light of this second round of grants being smaller value in comparison to the first round and in recognition of the short time scales it is noted that organisations who are long standing tenants may be in the process of or shortly will extend their lease so that they have more than 10 years in place.

If this is the case, an application may still be made and the Council will contact the landlord to seek a letter of intent to confirm that a 10 year plus lease is intended to be forthcoming and will consider this as part of the eligibility check.

Eligible organisations who applied for assets and/or grants through the first round of the Community Asset Transfer and Support Programme (which launched in 2025) but were unsuccessful can apply to this round where they own or lease an eligible community asset.

Organisations who were awarded a grant for asset improvement through the first round of the Community Asset Transfer and Support Programme are not invited to apply to this round, however, should the grant awards made by the Assessment Panel be lower than the value of the available fund in this round (£200,000) the Council reserves the right to approach those organisations and seek further proposals within the context of this guidance.

As this grant round is a one-stage process eligibility must be evidenced in full to the Assessment Panel and will therefore be sought through the application and assessment process. Grants will not be awarded by the Assessment Panel to organisations where eligibility has not been established.

Application and Assessment process

The CASS states that “Any grants under the value of £75,000 will only be required to complete a stage one expression of interest (noting that quotes and organisational documentation will be required to support the award of the grant).” As the maximum award in this round is £20,000 a one-stage expression of interest process will be applied.

Expression of interest

“The proposing organisation must submit a written expression of interest setting out the project that is proposed, providing the following information (where the scoring of responses is set out in brackets), to include:

If you are applying for a grant to improve an existing asset you must confirm the ownership of the asset for which you are applying for the grant. The land/property must be owned by:

- *Your organisation*
- *A project partner you are working with*
- *A local authority or Town or Parish council*

The expression of interest then asks questions that will be scored as follows:

To assess the impact of the project – 45%

- *What will your community asset improvement project deliver? (e.g. a new roof with solar panels, accessible pathways through a community garden etc)*
- *How will this make a difference to your community? (how your project will impact those in your wider community and the positive outcomes it will have for those who take part in your project. If you are improving an existing asset please set out how these improvements will enhance the benefit that you can bring to your community)*
- *How does the project link to the objectives in the [Reigate & Banstead 2030 plan?](#)*
- *What environmental features might your project incorporate?*
- What **Key Performance Indicators (KPIs)** will be used to measure the success and impact of your project?
 - Applicants will be asked to propose **up to 5 KPIs** that will be used to measure the success and impact of their project. KPIs should be relevant to the project and capable of being measured and reported on. Applicants are encouraged to include a combination of:
 - **Quantitative KPIs** (for example, the number of people using a facility, increase in participation, reduction in energy costs or increase in community activities); and
 - **Qualitative KPIs** (for example, user feedback, improved accessibility, increased satisfaction or reduced barriers to participation).

To assess the organisational capacity – 30%

- *Outline your organisation's management structure/governance, experience and skills of your organisation and its board/committee/trustee members (or plans). This could include: Managing/running community facilities or similar; Engaging with local community partnerships; Supporting community groups and/or residents*
- *Describe your organisation/members experience and track record of (or plans for): Managing projects; delivering change/improvements to services*

To assess the feasibility of the project and how it will be delivered – 25%

- *If the project relates to an asset, confirm that the organisation owns the asset or has a lease of more than 10 years? Noting that a letter of intent from a landlord will be regarded as sufficient for this round of grants, as set out above.*

- *The anticipated start date and duration of the project?*
- *Has any feasibility work already been undertaken?*
- *The overall cost of the project? How much of the funding you are applying for from the Council? What are the key costs of the project? Where any other funding has been sourced from?*
- *Which Statutory Permissions or Licences or insurances will you need to undertake your project? If these permissions are needed, which are already in place?"*

Assessment of this section will take account of whether the project is clearly explained, whether the proposed costs are reasonable and proportionate, whether appropriate quotes or supporting cost information have been provided, and whether the project represents good value for money.

Applicants must provide enough information at the Expression of Interest stage for the Council to assess eligibility, deliverability, value for money and risk.

Applicants should provide quotes for the proposed works, goods or services.

- For all costs <£9,999 – at least one written quote (the Council reserves the right to request an additional quote if it has any concerns about the quote provided in order to ensure that public money is being well spent)
- For all costs £10,000 - £99,999 – at least 3 written quotes

Applicants will be asked to declare any connection between the organisation and a supplier providing a quotation.

Applicants must also set out whether any permissions, consents, licences, landlord approvals, statutory approvals or insurances are needed to deliver the project. Where these are already in place, evidence should be provided. Where they are not yet in place, applicants should explain what is still required, when this will be obtained, and how this affects delivery by 31 March 2027.

Applicants will also need to provide supporting documents that are appropriate to the nature of the grant requested and the organisation applying. This may include:

- governing document, constitution, trust deed or memorandum and articles;
- 2 years of annual accounts or financial statements;
- evidence of ownership or lease arrangements for the asset (and contact details from the landlord who may provide a letter of intent – see above);
- relevant permissions, consents, licences or landlord approval, where needed;
- safeguarding policy or statement, where relevant to the organisation's activities;

- equality policy or statement;
- health and safety policy or statement;
- environmental sustainability statement or policy, where relevant.

If the organisation is contributing funds from other sources these funds must be in place and evidenced.

Applicants will be asked to accept, at the application stage, the grant agreement relevant to the nature of their organisation as set on the Council's website. The legal terms of the grant agreement are not expected to be subject to negotiation or amendment.

The Council may ask for further information during assessment where this is needed to confirm particular matters (including but not limited to eligibility, value for money, deliverability).

Review and Decision

The Council will review the expressions of interest and consider:

- *“if the proposal meets the requirements laid out in this Scheme (including if the organisation is eligible)*
- *a review of the project proposed against the criteria (see the questions with score)*
- *the views of the relevant local Councillors who will be provided with a summary of the expressions of interest for grants relating to assets in their wards.*
- *the affordability of the projects proposed”*

A recommendation whether to proceed to award the grant will be made to an Assessment Panel *“made up of officers from the Council's Strategic Property Officer Group and the relevant Executive Members”*.

Property or technical advice may be sought as part of the assessment where applications involve building works, lease arrangements, consents, permissions or project deliverability issues.

Any grant award will also be subject to subsidy control review where required to ensure that any grants which confer a subsidy are made in accordance with the Subsidy Control Act 2022. The Council will confirm any additional steps that need to be taken in order to comply with the subsidy control rules as applicable.

The Council reserves the right to decline proposals, award less than the amount applied for, to place applications on a reserve list, and to prioritise projects. In doing so, the Assessment Panel may consider factors including assessment score, community need, geographical spread across the Borough, deliverability, value for money and the overall balance of projects supported.

As noted above, should the grant awards made by the Assessment Panel be lower than the value of the available fund in this round (£200,000) the Council reserves the right to approach those organisations who received grant funding through the first round of the Community Asset Transfer and Support Programme and seek grant proposals, which would be considered within the context of this guidance and reviewed by the Assessment Panel.

The proposer will receive a written response to the expression of interest. If successful, receipt of the Grant will be subject to further due diligence (including in relation to subsidy control) and documentation as required and the organisation accepting the conditions of, and entering into a grant agreement.

Anticipated Timeline

- 2 November deadline for EOIs
- November officer assessment
- Early December 2026 Assessment Panel – with additional Panels in December as required
- By early January 2027 – all grant agreements in place
- 31 March 2027 funds spent and projects complete
- 30 June 2027 impact reports received