

Small Grants Application Form

About this Fund

Newbiggin by the Sea Town Council allocates money each year to support local groups and individuals working to improve Newbiggin by the Sea.

Grants will be made up to the value of £300 and will be assessed regularly, approximately monthly, by the Grant Applications Sub Committee.

Please note that due to the small size of the fund and the anticipated high volume of requests, it may not be possible to fund all applications or all of the money that you request.

Who can apply?

You can apply for money through this fund if:

- You can demonstrate a clear benefit to Newbiggin by the Sea. For instance, you might be a resident or group from Newbiggin by the Sea, or complete a significant amount of work in the Town.
- You are an individual or representing a group. Applications from businesses will not be considered, but charities, unincorporated groups and individuals, for instance, may apply.
- The amount that you are applying for does not exceed £300.

The Process

1. Complete the **application form** and post it to:
Newbiggin by the Sea Town Council,
Grants Applications Sub Committee,
Town Council Offices,
The Bungalow,
Woodhorn Road,
Newbiggin by the Sea,
Northumberland NE64 6HG.

Please retain this page and the feedback section for use later.

2. The Grant Applications Sub Committee will consider your application and decide whether we will fund all or part of your application.
3. You will be notified of the outcome. If successful, the funding agreed will be paid by cheque to you.
4. Once you have spent the money, you must provide us with feedback on how you have used the funding that we have provided.

We may contact you if we need more information to help us to make our decision.

We may ask that you participate in publicity to promote and celebrate this fund.

The Feedback Form

Once you have spent your money, please complete this form to tell us how you have used the funding provided.

About you

Organisation Name: _____

Your Title, First and Surname: _____

When did you apply for funding? _____

About your request

How much money did you receive from us? _____

Please briefly describe what you spent your money on.

Please briefly describe how this money has helped you or your organisation.

Signed: _____ Date: _____

Please post your completed feedback form to Newbiggin by the Sea Town Council.

For Grant Applications Sub Committee use only:

Application number: _____ Date received: _____

The Application Form

Please complete all fields if relevant and continue on a separate sheet if necessary.

About you

Organisation Name: _____

Your Title, First and Surname: _____

Your postal address: _____

Your contact telephone number: _____

Your email address: _____

About your request

How much money would you like (up to £300)? _____

Please briefly describe how this money will benefit you or your organisation.

Please briefly describe how this money will benefit Newbiggin by the Sea.

Signed: _____ Date: _____

We shall contact you if we require further information.

Please post your completed application form to Newbiggin by the Sea Town Council.

For Grant Applications Sub Committee use only:

Application number: _____ Date received: _____

Amount approved: £ _____ Approved by (initials of Committee members): _____

Signed (Chair): _____ Date: _____

Continuation Sheet