



76 Front Street
Newbiggin by the Sea
Northumberland
NE64 6QD
Please call: 01670 851833
or e-mail: ask@newbiggintowncouncil.gov.uk

**APPLICATION FOR A LARGE GRANT
FOR REQUESTS IN EXCESS OF £300**

Who is Applying

Name of Organisation	
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Name of Representative	
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Position in Organisation	
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Organisation Address	

Telephone Number of Organisation	
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Correspondence Address <small>(for the purposed of this application - if different from above)</small>	

Your Telephone Number	
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Your Email Address	
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Organisation Name

Purpose of Grant (please give details of what you want the money for demonstrating the benefits to the community – continue on a separate sheet if required)

Amount of Grant Requested	
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Date Grant Required	
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Additional Supporting Information

<p>Have you received grants or applied for subsidies from other bodies? If so, please specify sources and amounts of funding requested and status of your application (s= submitted; a= agreed; f= funding received)</p>

Declaration

I apply for a grant for the above organisation and declare that:

- I, on behalf of have read and understood the scheme under which grants are made as contained in the Notes of Guidance.
- I, on behalf of have noted all terms and conditions under which grants are made and confirm that, if successful in this application, I and the organisation will abide by them.
- I am enclosing a statement of income and expenditure showing the most recent bank balance of the organisation to whom the application relates (if not, please state the reason).
- I am enclosing a copy of Safeguarding policies for children and vulnerable adults, if applicable
- I am enclosing a copy of our organisations Constitution
- I understand that the Council reserves the right to recover any amounts given in the event these conditions are not fulfilled, the grant is not used for the purpose specified, or the organisation ceases to exist.

Signed	
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Date	
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Note: Please ensure you have answered all questions and enclosed the relevant supporting information for your application

Remember to enclose a stamped addressed reply envelope

Notes of guidance for Applicants

WHO CAN APPLY?

- Voluntary groups, registered charities or organisations operating on a not for profit basis for the benefit of the community in Newbiggin. Organisations must have some form of management committee or steering group and a bank account with at least two signatories.
- If your organisation has previously received a grant from the Town Council, a report on grant expenditure must have been provided before a new application can be considered.
- Only one Grant may be received per organisation per financial year.
- Priority will be given to those organisations which can demonstrate a clear financial need.
- Organisation must have some form of management committee or steering group, a constitution and a bank account with at least two signatories.
- If your organisation is a branch of a larger organisation, it should have a separate committee, constitution and bank account and a specific brief for activities benefitting the community of Newbiggin.

WHO CANNOT APPLY

- Private individuals
- Commercial operations or organisations
- Purposes for which there is a statutory duty other local or central government department to fund or provide, for example schools. (School associations/PTAs may apply for a grant if the activity/project is extra-curricular, subject to funds being ringfenced and applicants having a separate bank account and constitution).
- "Upward funders" i.e. local groups where fund raising is sent to a central HQ for redistribution
- Political parties
- Religious organisations: unless for a purpose which does not discriminate on grounds of belief.

This list is not exhaustive and may be amended at the council's discretion.

WHAT TYPE OF PROJECTS CAN BE FUNDED?

Projects or activities which can be completed within a year (unless otherwise agreed by resolution of the Council) and will directly benefit residents of Newbiggin. Priority may be given to projects or activities which support the Town Council's objectives and aspirations for the town. The aims and objectives of the project should be clear and well defined.

WHAT WILL NOT BE FUNDED?

General revenue costs; loan repayments; rent; rates, council tax or utilities; insurance costs (other than public liability insurance); projects with high ongoing maintenance costs (unless the group can demonstrate it has the funds/skills to maintain them in future); religious or political groups (unless unrestricted community benefit can be demonstrated); activities that are part of statutory obligations, for example curricular activity in schools; activities that predominantly support people outside of Newbiggin; projects which have already been completed or items already purchased.

WHEN TO APPLY

Applications are considered at the monthly meeting of the Council.

Organisations which have already received a grant for this financial year may not re-apply for further funding.

APPLICATION PROCEDURE

Applications will be considered by the Town Council. The meeting is open to the public and applicants are encouraged to attend. Applications will be assessed and decisions taken regarding the amount of any grant award based on the available budget, the information provided, the benefit to the community and the sustainability of the project. Written confirmation of the decisions taken will be provided within ten days of the meeting. Payment will be paid by cheque to successful applicants within a month of the meeting.

TERMS AND CONDITIONS

- A copy of last year's balance sheet for the organisation or current bank statement for new organisations must be provided.
- A copy of safeguarding policies for young people and vulnerable adults, if applicable must be provided.
- If there is a serious breach of terms and conditions, if the group ceases to operate before funds have been spent, or if a project does not proceed as planned, the grant will have to be repaid.
- Grants must only be used for the purpose set out in the application and must be spent within the financial year in which they are awarded (unless otherwise agreed by resolution of the council). If the organisation is unable to use the money, or any part of it, for the purpose stated, then all unspent monies, must be returned to the Council, unless a dispensation is granted.
- Anyone found to be acting dishonestly in making the application or spending the grant would be reported to the police and might face prosecution.
- All applications will be considered by the Council, where decisions are made to approve or refuse applications.
- The amount of grant funding to be approved may be less than the amount requested.
- Meetings are open to members of the press and public, with meeting minutes and associated papers published on the Town Council's website.
- A grant may only be used for the purpose set out in the application form and it cannot be given to any other group.
- Recognition of any grant made by the Town Council must be made in any publicity and in the group's accounts.
- The Town Council may ask you to attend the meeting at which the application will be considered and/or to attend a publicity event.
- At the end of the financial year following receipt of the grant, the applicant must demonstrate how the grant has been spent and publicised (e.g. enclose any copies receipts, publicity etc.). This is to satisfy legal and Audit purposes

The Town Council reserves the right to amend any policy, procedures and assessment criteria for grants at any time.

All decisions on subsidies made by Newbiggin Town Council are final.

How to apply

- Applications should be made on the enclosed application form and returned to Newbiggin by the Sea Town Council.