

APPLICATION FOR SMALL GRANT (up to £300) 2025/26

Thank you for your interest in applying for a small grant from Newbiggin by the Sea Town Council. Please ensure you have read the information below and filled in the form completely.

If you require any advice or guidance, of help with completing the form please contact Newbiggin by the Sea Town Council on 01670 851833 or at ask@newbiggintowncouncil.gov.uk.

Completed forms to be returned by email or to: –Newbiggin by the Sea Town Council, 76 Front Street, Newbiggin by the Sea NE64 6QD.

NEWBIGGIN BY THE SEA TOWN COUNCIL GRANTS POLICY

1. To be eligible for funding, applicants must:
 - Be a community, voluntary or charitable organisation which should have a constitution. Grants to support the young people of Newbiggin by the Sea in competing in sports, arts, cultural, and academic achievements may also be considered.
 - Have an appropriate safeguarding policy if working with children and young people or vulnerable adults.
 - Have a bank or building society current account in the name of the organisation. We are unable to pay money into an individual's bank account.
2. Grants will only be made to a charity, community, and voluntary organisations for the benefit of the area covered by Newbiggin by the Sea Town Council and that will contribute positively to the Newbiggin area.
3. Grants will not be made to:
 - Organisations that discriminate on grounds of age, disability, being married or in a civil partnership, gender reassignment, pregnancy and maternity, race including colour, nationality, ethnic or national origin, religion or belief, sex and sexual orientation.
 - Private organisations operated as a business to make a profit or surplus.
 - "Upward funders", i.e. local groups whose fund raising is sent to their central Head Quarters for redistribution.
 - Organisations who wish to pass on money to other individuals or groups.
 - Individuals – except in the instance of helping young people as detailed in section 1.
 - Organisations whose function is primarily undertaken by the Health Authority or Northumberland County Council's Social Services.
 - Schools, colleges, and academies that receive central Government or Principal Council funding for delivery of the core curriculum, for grants towards delivery of the curriculum and general building maintenance or new builds.
 - Religious buildings for maintenance of the fabric of the building and new builds.
 - Political organisations or projects.
 - Activities that are completely funded from another funding source.
 - Any expenditure incurred or committed before we confirm our grant.
 - Finance loans or interest payments.
 - General funding for your organisation or others.

4. If you use this form, you can only apply for up to £300. Grants of up to £2000 are available via a separate application process.
5. Grants will only be considered at quarterly meetings of the Finance & HR Committee:

Deadline for application

6th July 2025
9th November 2025
11th January 2026
29th March 2026

Meeting Date

16th July 2025
19th November 2025
21st January 2026
8th April 2026

6. If your work involves vulnerable children or adults, please tell us if you have the support of Adult Social Care or Children's Services (Onecall) at Northumberland County Council.
7. If awarded a grant, Newbiggin by the Sea Town Council will require an agreement form to be signed prior to the funds being released.
8. If successful, the organisation **will be required** to display / use the Newbiggin by the Sea Town Council logo on their advertising / website or similar. If you do not complete this we may ask for the money back.
9. We will also ask you to fill in a short form when you have used the money, letting us know what you spent it on and what benefits the funding had. If you do not complete this form, we may ask for the money back.
10. Please note, the application form will become a public document when considered by the Finance and HR Committee. Personal and bank details will be redacted.

Date agreed: May 2024

Date for review: July 2025

Small Grants Scheme Application form 2025-26

Please ensure this form is filled in completely and ensure you have read the Small Grants Policy. This form is for an application for a donation of up to £300. Please read the policy on pages 1 and 2 before filling in this form.

To start a new line in a text box if submitting electronically, press SHIFT and ENTER together.

Privacy: Your name, position, email address and address will be disclosed to the committee when considering the application. All other information on this form will be made publicly available via the Town Council website as part of the agenda for the committee meeting.

ABOUT THE ORGANISATION

NAME OF ORGANISATION

(Or individual if applicable)

Click here to enter text. Newbiggin Climate Action Network

ORGANISATION TYPE

Community Organisation ¹ Registered Charity CIC

REGISTERED CHARITY NUMBER

Click here to enter text.-

ORGANISATION ADDRESS

[REDACTED]

TELEPHONE NUMBER OF ORGANISATION

[REDACTED]

WEBSITE OF ORGANISATION

[REDACTED]

NAME OF REPRESENTATIVE

Click here to enter text.

[REDACTED]

POSITION IN ORGANISATION

Click here to enter text.

Volunteer

YOUR ADDRESS

(If different from above)

Click here to enter text.as above

YOUR TELEPHONE NUMBER

(If different from above)

Click here to enter text.as above

YOUR EMAIL ADDRESS

(If different from above)

[REDACTED]

DO YOU HAVE A CONSTITUTION OR GOVERNING DOCUMENT?

Yes No

DO YOU HAVE A BANK OR BUILDING SOCIETY ACCOUNT IN THE NAME OF THE ORGANISATION? Yes No

ARE YOU A REGISTERED CHARITY? Yes No IF SO , PLEASE GIVE YOUR CHARITY NUMBER: -

IS YOUR ORGANISATION PART OF, OR AFFILIATED TO, A LARGER ORGANISATION?

IF SO, WHICH:

We work alongside Wansbeck Climate Action Network

DO YOU HAVE AN APPROPRIATE SAFEGUARDING POLICY

N/A

Yes No

IF WORKING WITH CHILDREN/YOUNG PEOPLE/VULNERABLE ADULTS?

¹ Includes any not-for-profit body that is not a Registered Charity or CIC.

ABOUT YOUR ORGANISATION (IF APPLICABLE)

Click here to enter text.

Newbiggin Climate Action Network is a group of local residents interested in protecting Newbiggin's green and blue spaces, by connecting residents and businesses and taking action to care for the environment and work against the negative impacts of climate change

HOW IS YOUR ORGANISATION MANAGED?

We have regular meetings and are connected to Wansbeck Climate Action network

ABOUT YOUR PROJECT

AMOUNT OF GRANT REQUESTED

£ 170

WHAT IS THE TOTAL COST OF YOUR PROJECT?

£ 170

BRIEFLY DESCRIBE THE PROJECT AND PURPOSE OF GRANT

The Climate Action Network group in Newbiggin would like to show a short series of films, to help raise awareness and engage with the local community on environmental challenges and opportunities to help shape Newbiggin's green and blue areas.

We are seeking financial support from the Town Council for a screening of just one of the films in the series, 'Power Station' (<https://power.film/>). Power Station is a documentary about a group of residents who took collective community action to solar power their street. We hope that it will spark discussion, inspiration and action in the form of local climate-friendly measures in Newbiggin-by-the-Sea, by providing a hopeful example of real change being made. This grant would enable us to buy the licence to screen the film, hire a venue, provide refreshments, and facilitate a discussion following the film. The film licence is currently available for a reduced price of £150, thanks to match-funding.

We are in the process of applying for a community cinema bursary to show another film in the series and have venue hire covered for that already.

HOW WILL YOU SPEND THE MONEY YOU ARE APPLYING FOR?

Item	Amount
Licence to screen the film	£150
Rent of room in Newbiggin	£10
Coffee/tea/milk/biscuits	£10
	£
Total	£170

HOW ELSE ARE YOU FUNDING YOUR PROJECT? INCLUDE GRANTS FROM OTHER ORGANISATIONS, FUND RAISING AND EXISTING MONIES:

Source	£	Confirmed?
(For other films in the series)		
Community Cinema For All	200	N
Other community venue hire	free	Y
Total	200	

HOW IT WILL THIS PROJECT BENEFIT NEWBIGGIN BY THE SEA? How will this grant directly benefit residents of Newbiggin/How many residents will benefit from the grant etc?

We estimate that around 20 residents will come along to the screening – but there will also be ripple-effect benefits of these residents coming together, taking action inspired by the film, and talking to family and friends about the film.

The screening of Power Station will benefit residents by increasing awareness of environmental/climate issues, building on the extensive work already happening in the community.

It will bring people together, building community cohesion and encouraging sharing of skills and knowledge.

We hope that facilitating a discussion after the film will generate local action/initiatives here in Newbiggin around climate/environment.

THE COUNCIL IS KEEN TO ENSURE THAT ENVIRONMENTAL IMPACT REDUCTION AND OPPORTUNITIES FOR ENVIRONMENTAL ENHANCEMENT ARE MAINSTREAMED THROUGH ITS WORK.

How will this project help improve the environment and what mitigation measures will be put in place to limit environmental impacts such as use of single use plastics, waste generation, sustainable travel or reducing energy usage:

Bringing awareness to the community of both opportunities and risks associated with climate change, including global changes that can be linked directly to Newbiggin by the Sea. We hope that this film will inspire local action. We will use reusable cups/plates for our refreshments. By holding the screening in Newbiggin, we hope people will be able to travel to the event in sustainable ways.

WILL YOU BE PASSING THE FUNDING ON TO ANY OTHER GROUPS?

(EXCEPT TO PAY FOR GOODS AND SERVICES)

Yes No

The Council wishes to ensure that our limited grant budget goes to help those most in need. The Council will not normally fund events or activities for which a charge is made e.g. tickets for a dinner or a fee to attend a club. If it is intended to have a charge, please let us know how much people will be charged to access this project and what steps are in place to ensure as many people as possible from Newbiggin by the Sea are able to access the project. If a surplus is to be made, please detail how and when these funds will benefit the community of Newbiggin by the Sea.

Click here to enter text.

No surplus is to be made.

If the funding is for work with vulnerable adults or children, do you have support of wither Adult Social Care or Children's Services (OneCall) at Northumberland County Council?

Yes (name of contact.....-.....) /NO/NOT APPLICABLE (Delete)

BANK DETAILS

Please give us the details of the bank account that the grant should be paid into if approved (this cannot be a Building Society passbook account)

Name of Account -

Sort Code: -

Account Number: -

(I note that your guidance says money can't be paid into individual's bank accounts, but we currently do not have a group bank account. I will provide receipts/transparent accountability to other group members.)

DECLARATION & CHECKLIST

Please ensure you have read the policy on pages 1 & 2 before signing the form.

Privacy Notice

In accordance with the General Data Protection Regulation (GDPR), I/We agree that Newbiggin by the Sea Town Council will process and hold personal information about me/us and my/our group or organisation only in relation to this grant application. I/We consent to my/our personal information, including that contained in this form, being stored manually and/or electronically by Newbiggin by the Sea Town Council. It will be held securely and treated confidentially for six years after an application is made. I/We understand that it will only be accessed by authorised staff members to manage the grant application process.

I also understand that Newbiggin by the Sea Town Council may pass details onto an official organisation where required to do so by law or contract. I/We understand that my/our data will be disposed of securely six years after the application and that I/we have the right to correct the information at any time. I/We have been made aware of my/our rights under GDPR.

Declaration:

I/We declare that the information confirmed in this application is correct and that any grant received will be applied as detailed in the request.

I/We declare that we have read the policy on pages 1 & 2 and that our application complies with the policy.

I/We declare that I/we have included all the requested information.

I/We fully understand that if I/we do not include the requested information and/or if mine/our application does not comply with the policy, the application may be rejected.

Signed: [REDACTED]

Name: [REDACTED]

Date: [REDACTED]