



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	Meeting Date
6 th July 2025	16 th July 2025
9 th November 2025	19 th November 2025
11 th January 2026	21 st January 2026
29 th March 2026	8 th 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.
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: 11 June 2025

Date for review: May 2026

APPLICATION FORM SMALL GRANT FUNDING 23/24

Please read the policy on pages 1 and 2 **before** filling in the form.

1. Name and address of your group:

.....Newbiggin Learning Hive.....
.....44 East Lea, Newbiggin, NE64 6BQ.....
..... Head Office Cheviot House, Beaminster Way East, Kingston Park, Newcastle
Upon Tyne,
.....
.....

Name of person making the application: [REDACTED]

Position in organisation: Community Engagement Tutor.....

Contact phone number: [REDACTED]

Email address:
..... [REDACTED]

About Your Organisation

2. Are you a registered charity? Yes/No:Yes

If so, please give your charity number: 1120330.....

3. Is your organisation part of, or affiliated to, a larger organisation?

If so, which: Yes – Northern Learning Trust...(see above for address).....

4. How many people will benefit from this funding?50 to 100 plus each month.....

5. How many of these are Newbiggin by the Sea Town Council area residents?

.....the vast majority of them live in Newbiggin.

6. How much funding are you applying for? £.....300.....

7. What is the total cost of your project? £.....app 300.....

8. What would you like the funding for?

To replace damaged tables in the training/meeting room. The room is used for wellbeing sessions, functional skills, employability support, drop-in events and multi-agency meetings to support local residents. When delivering cooking sessions, the theory part of the sessions is usually upstairs in the training room. In the past, the room has also been used for pampering sessions and crafting.

In the downstairs, the filing cabinet that I have is rusty and I need to be able to lock documents away due to GDPR so I would also like to replace this as part of the application.

Prices do vary on Amazon depending on availability of items.

9. How will you spend the money you are applying for?

Item	Amount
4 small desks at £55.99 each on Amazon	£223.96
1 locking filing cabinet on Amazon	£67.99
	£
	£
Total	£291.95

10. How else are you funding your project? Include grants from other organisations, fund raising and existing monies:

Source	£	Confirmed?
Total		

11. 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:

I will contact NCC to remove the old desks and metal filing cabinet so that they can be disposed of correctly.

12. Will you be passing the funding on to any other groups (except to pay for goods and services)? / No

13. 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 to be put 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.

We never charge our learners or local residents to attend the Hive for any of our sessions, workshops or activities.

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

Yes (name of contact) / Not applicable

Please give us 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:Northern Learning Trust.....

Account number: [REDACTED]

Sort Code: [REDACTED]

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: 1 [redacted]