

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 Community Rowing Club

ORGANISATION TYPE

Community Organisation ¹ Registered Charity CIC

REGISTERED CHARITY NUMBER

Click here to enter text. N/A

ORGANISATION ADDRESS

Click here to enter text. [REDACTED]

TELEPHONE NUMBER OF ORGANISATION

Click here to enter text. 0 [REDACTED]

WEBSITE OF ORGANISATION

Click here to enter text. <https://www.facebook.com/profile.php?id=61559384175782>

NAME OF REPRESENTATIVE

Click here to enter text. [REDACTED]

POSITION IN ORGANISATION

Click here to enter text. Chair

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)

Click here to enter text. j [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:

Click here to enter text.

DO YOU HAVE AN APPROPRIATE SAFEGUARDING POLICY

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 Community Rowing Club is a community group, enabling people to enjoy the home build skiff St Ayles rowing boat. This might be through rowing, or through involvement with maintaining the boat, or via the community group itself and its involvement with Newbiggin. The group encourages and supports all who wish to join us for whatever reason.

HOW IS YOUR ORGANISATION MANAGED?

Click here to enter text.

The club has a core group who manage and oversee the decision making. We have a Chair, Treasurer, Secretary and someone who is assigned to oversee the safety and the maintenance.

ABOUT YOUR PROJECT

AMOUNT OF GRANT REQUESTED

£ 300

WHAT IS THE TOTAL COST OF YOUR PROJECT?

£ 1500

BRIEFLY DESCRIBE THE PROJECT AND PURPOSE OF GRANT

Click here to enter text.

The Club ensures, annually, it carries out safety checks and maintains the boat to a standard that is safe for anyone to row. This also includes the use of equipment such as the beach and road trailer. Items such as replacing air cannisters/lights/tags in lifejackets, re-securing seat ties, replacing tholes, filling boards, repairing foot rests, replacing tyres, straps and ropes. The boat also requires an annual repaint (one year inside, the next, outside) to ensure its boards are kept in good condition and water tight.

HOW WILL YOU SPEND THE MONEY YOU ARE APPLYING FOR?

Item	Amount
Tholes pins, replacing tyres, repairing/renewing foot rests	£300
	£
	£
	£
Total	£300

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

Source	£	Confirmed?
Sir James Knott Fund	tba	N
Community Capacity Micro Grant	750	N
Community Chest	tba	N
Total	1200	

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?

Click here to enter text.

Newbiggin by the Sea has embraced the Skiff rowing boat during its build, its naming and its launch. The club has many exchanges of conversations with locals along the promenade or beach who enjoy seeing the boat in local waters – there is a pride about this boast. Many locals come to visit the boat, row in her, help keep her safe. We are a community group, who not only support those within the club, but we work with other groups across the community, to ensure as many people as possible (eg the Community Arts Group painted pictures of Bella) . It is important that the club can continue to exist in Newbiggin, and have a safe boat, to allow it to offer the opportunities for all this experience

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:

Click here to enter text.

As users of the sea, the group is very aware of the local pollution and we regularly remove waste sitting on the beach as we launch and recover the boat. One of our talking points at the wrap up sessions will often include the protection of our sea and this raises & improves awareness

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.

Newbiggin Community Rowing Club does not make a charge to anyone who wishes to join in our activities.

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 -

Click here to enter text: [REDACTED]

Sort Code: -

Click here to enter text: [REDACTED]

Account Number: -

Click here to enter text: [REDACTED]

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:30 October 2025.....