

## **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](mailto: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**

6<sup>th</sup> July 2025  
9<sup>th</sup> November 2025  
11<sup>th</sup> January 2026  
29<sup>th</sup> March 2026

**Meeting Date**

16<sup>th</sup> July 2025  
19<sup>th</sup> November 2025  
21<sup>st</sup> January 2026  
8<sup>th</sup> 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)

Butokokan Judo Club

**ORGANISATION TYPE**

Community Organisation <sup>1</sup>

Registered Charity

CIC

**REGISTERED CHARITY NUMBER**

Click here to enter text.

**ORGANISATION ADDRESS**

[REDACTED]

**TELEPHONE NUMBER OF ORGANISATION**

[REDACTED]

**WEBSITE OF ORGANISATION**

www.butokokanjudo.co.uk

**NAME OF REPRESENTATIVE**

[REDACTED]

**POSITION IN ORGANISATION**

Chairperson

**YOUR ADDRESS**

(If different from above)

Click here to enter text.

**YOUR TELEPHONE NUMBER**

(If different from above)

Click here to enter text.

**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:**

British Judo Association (National Governing Body)

**DO YOU HAVE AN APPROPRIATE SAFEGUARDING POLICY**

Yes  No

**IF WORKING WITH CHILDREN/YOUNG PEOPLE/VULNERABLE ADULTS?**

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

## ABOUT YOUR ORGANISATION (IF APPLICABLE)

Butokokan Judo Club are a family friendly group which teaches Judo within Newbiggin-by-the-Sea and Ashington in the North East of England and have done so for almost 15 years. Our classes are open to children as well as adults, who want to learn new skills in a fun, dynamic and safe environment. This provides an entry to Judo as an Olympic sport, and opens the door from Grassroots, with the potential of competing at an international level, but we also provide other avenues for our recreational players, such as Coaching courses and other awards they can attain.

## HOW IS YOUR ORGANISATION MANAGED?

Butokokan Judo is a constituted community group. Each member has a specific role (Chairsperson/president/secretary/treasurer). We also have a team of volunteers who coach (after passing coaching qualifications, and attending first aid and safeguarding and protecting children courses, and completing enhanced DBS checks), as well as dedicated welfare officers.

## ABOUT YOUR PROJECT

**AMOUNT OF GRANT REQUESTED**

£ 298.82

**WHAT IS THE TOTAL COST OF YOUR PROJECT?**

£ 298.82

## BRIEFLY DESCRIBE THE PROJECT AND PURPOSE OF GRANT

From January 2026, British Judo has changed the way in which judoka attain higher grades. In order to complete the theory, you must now hold minimum Level 1 Certificates in a range of 'Kata' (Judo specific forms). To enable our members to reach these grades in the future, we now need additional equipment to allow us to practice these 'Kata' with the relevant tools. This will allow our students to reach and surpass the standard required for their Level 1 certificates and beyond, allowing them to reach and go far beyond the 1<sup>st</sup> Dan (Black Belt).

The additional equipment is in the form of a wooden bokken (Training sword), wooden tanto (training knife) and rubber gun. Therefore, we can now explore using judo in self-defence scenarios unlike previously, due to the lack of this specialised equipment, and the running of specific self-defence sessions for other members with these scenarios in mind, which is particularly useful amidst the concerning rise in knife crime.

**HOW WILL YOU SPEND THE MONEY YOU ARE APPLYING FOR?**

Item	Amount
Wooden Bokken £23.99 each x 3	£71.97
Wooden Tanto £7.99 each x 5	£39.95
Rubber Training Gun £7.99 each x 3	£23.97
Childrens Foam Bokken £22.99 each x 3	£68.97
Large Weapons Protective Case £34.99 x 2	£69.98
Small Weapons Protective Case £11.99 x 2	£23.98
<b>Total</b>	<b>£298.82</b>

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

Source	£	Confirmed?
N/A	N/A	N/A
<b>Total</b>	<b>N/A</b>	<b>N/A</b>

**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?**

The grant will help residents of Newbiggin who want to partake in Judo as a new skill, and those already attending as they have a clear path towards achieving the higher grades. We can also incorporate self defence with weapons into our usual sessions at Newbiggin Sports & Community Hub, bringing a new element that may appeal to those who have not yet given judo a go, and realistic content to work with. Approximately 30% of our current members are residents of Newbiggin-by-the-Sea, and those that aren't travel to Newbiggin to partake in our sessions.

**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:**

The wooden tools are more long lasting, and more environmentally friendly than the alternative (plastic weapons)

**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.**

We charge a nominal fee of £2.50 per session. This is largely used to cover our venue hire, and we haven't increased our members fees since 2013, even with venue hire changes. Any surplus is reinvested back to the club to support events/courses, to renew volunteer qualifications, renew aging equipment, etc, therefore allowing us to offer Judo to the residents of Newbiggin at as low a cost as possible.

**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?**

**NOT APPLICABLE**

**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 -** Butokokan Judo Club

**Sort Code: -**

**Account Number: -**

## 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: 

Name: Andrew Marc Douglass

Date: 11<sup>th</sup> January 2026