



APPLICATION FOR GRANTS OVER £300 2025/26

Thank you for your interest in applying for a large 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, or 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 to the address above or posted to: –Newbiggin by the Sea Town Council, 76 Front Street, Newbiggin by the Sea NE64 6QD.

NEWBIGGIN BY THE SEA TOWN COUNCIL LARGER GRANTS POLICY

1. To be eligible for funding, applicants must:
 - Have a written governing document (for example a constitution, memorandum and articles of association, set of rules or trust deed).
 - Have at least three members on their management committee/board.
 - Have a bank or building society current account in the name of the organisation.
 - Be a community, voluntary or charitable organisation that works within the local community or with specific groups of people including, but not limited to, older people, young people, people with disabilities or people from black or minority ethnic groups from the local community.
 - Have an appropriate safeguarding policy – if working with children and young people or vulnerable adults.
 - Have an adopted equal opportunities policy or statement.
 - Show evidence that the service provided is needed by the community and that it has community support.

Please provide copies of the following:

- Governing document
- Latest audited accounts or most recent bank statement
- Safeguarding policy
- Equal opportunities policy

2. Grants will only be made to 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 and the community of Newbiggin by the Sea.
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 fundraising is sent to their central headquarters for redistribution.
 - Organisations that wish to pass on money to other individuals or groups.
 - Individuals.
 - 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 other funding sources.
 - Any expenditure incurred or committed before we confirm our grant.
 - Finance loans or interest payments.
 - General funding for your organisation or others.
4. Grants will not normally be made for ongoing running costs. Where an application is for running costs, the applicant should detail the plans to find future running costs from alternative sources. Where grants for running costs are made, no guarantee of future funding is implied.
5. What can the grant be used for?
- Funding for a new project, setting up a new group or local forum.
 - Funding for capital items that will help the organisation e.g. equipment.
 - Events, training and/or capacity building.
6. The Town Council will normally only consider grant applications for £2000 or less
7. The Town Council will only consider an application if accompanied by the required financial and organisational information, and if a representative attends a Finance and HR Committee meeting to speak to the application.
8. 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

9. The Town Council will only provide one grant per group or organisation in each financial year, unless clear, exceptional circumstances are demonstrated. Grants are awarded for one year only, and you should not rely on a grant in future years. The Town Council will not consider multiple applications for support for the same project in the same year. Applicants who can demonstrate a significant impact across the town, particularly for vulnerable residents, may be considered for a longer-term funding agreement. This will require the organisation to enter into a Service Level Agreement

with the Council, which will include regular monitoring and reporting, and an agreed exit plan.

10. The Town Council welcomes applications that demonstrate how one-off grant funding will lead to greater self-sufficiency and lessen the need for future applications.
11. Applications for funds regarding security measures, applicants must seek the support of the local police.
12. If the project involves vulnerable children or adults, the organisers must advise if they have the support of Adult Social Care or Children's Services (One Call) at Northumberland County Council.
13. If awarded a grant, Newbiggin by the Sea Town Council will require an agreement form to be signed prior to the funds being released. This will include recognition of the grant by way of a plaque, sign or sticker (to be provided by the Council). The Council would welcome an invitation for the Mayor to visit the project and attend any official opening. The Council can assist with the promotion of such events and associated press releases.
14. It is expected that funds will be spent within six months of issue. An End of Grant Report will be forwarded prior to 6 months after issue of monies. This is to be completed and provided to the Town Council within 6 months of the funding being transferred. Evidence may also include receipts, photos and reports. In exceptional circumstances the deadline for spending the grant may be extended to an agreed time. An extension must be explained and requested on the End of Grant Report. Should evidence of the monies being spent as agreed not be received the Town Council will request the return of the funds.
15. Councillors would welcome an invitation to see what was achieved with the funding as part of the report.
16. 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 for review: May 2026

APPLICATION FORM FOR GRANT 2025/26

Please read the policy on pages 1, 2 and 3 **before** filling in the form.

1. Name/Address of Organisation:

Spital Estate Community Association

Elizabethan Hall

Hepple Road

Newbiggin by the Sea

Northumberland

NE64 6ST

Name of person making the application: [REDACTED]

Position in organisation: Director

Contact phone number: [REDACTED]
[REDACTED].com

About Your Organisation

2. Does your organisation:

Yes

Have its own bank account, which requires two unrelated people to authorise cheques and make withdrawals?	yes
Have at least three members on its management committee	yes
Have a constitution, terms of reference or set of rules (<i>please contact for help with this if needed</i>)	yes
A Safeguarding Policy for working with children and vulnerable adults	yes

3. Are you a registered charity? No:

If so, please give your charity number:

4. Is your organisation part of, or affiliated to, a larger organisation? NO

If so, which:

5. Aims and objectives of your organisation; What does your organisation do and how does it benefit the residents of Newbiggin by the Sea?

We are a not-for-profit Community Interest Company providing an inclusive community hub for residents of Newbiggin by the Sea. Our aim is to reduce social isolation,

improve wellbeing, and create opportunities for people of all ages and backgrounds to connect, learn, and participate in community life.

We deliver a wide range of accessible activities including art classes, youth groups, dementia awareness sessions, food share initiatives, gardening, woodworking, and social events. These activities support mental health, build skills, and strengthen community cohesion.

We welcome approximately 800 visitors per month and provide a safe, supportive environment that benefits older residents, young people, families, and vulnerable individuals within the town.

6. Where does your organisation meet? Elizabethan Hall, Newbiggin by the Sea
7. How often do you meet? Daily / multiple sessions per week
8. How many members does your organisation have?
We do not operate a formal membership model; however, we engage approximately 800 users per month.
9. How many people will benefit from this funding? Approximately 800 people per month
10. How many of these are Newbiggin by the Sea Town Council area residents? 90 - 95%
11. How much funding are you applying for? £2000
12. What is the total cost of your project? £8000
13. Briefly describe the project or purchase you would like the funding for:
We are seeking funding to upgrade the toilet facilities within our community hub. The current facilities are outdated and no longer meet the needs of our growing number of users. The project will improve accessibility, hygiene, and usability, ensuring the facilities are suitable for all users, including older adults, children, and people with disabilities. This is an essential improvement to maintain a safe, inclusive, and welcoming environment.
14. Which of the Council's priorities does the project contribute to?
 - € ✓ Raise aspirations (youth groups, skills, activities)
 - € ✓ Improve environment (upgrading facilities)
 - € ✓ Increase skills base (workshops, volunteering)
 - € ✓ Support an ageing population (dementia, social groups)
15. How will you spend the money you are applying for? Please remember that Newbiggin by the Sea Town Council do not normally give grants for running costs unless associated with a specific project:

Item	Amount
Contribution to toilet refurbishment	£2000
	£
	£
	£
Total	£2000

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

Source	£	Confirmed?
Bellinger Fund	4000	yes
Hadrian Trust	2000	No
Total	6000	

17. How will the funding benefit the community or residents of Newbiggin?

This project will directly improve the experience, dignity, and accessibility for the 800 people who use our facility each month. Modern, accessible toilets are essential for older adults, families, and people with health conditions or disabilities. Improved facilities will support continued participation in community activities, reduce barriers to attendance, and ensure the building remains safe, inclusive, and fit for purpose

18. How do you know that the groups you work with, or the local community, want this project to take place? Please detail any consultation undertaken:

The need for improved facilities has been identified through regular feedback from users, volunteers, and group leaders. With high usage levels and increasing attendance, the current toilets are no longer adequate.

Our wide range of user groups—including older people, young families, and those attending longer sessions—have highlighted the importance of clean, accessible, and modern facilities.

19. How will this funding lead to greater self-sufficiency and lessen the need for future applications?

This is a one-off capital improvement that will reduce the need for ongoing maintenance and repairs. By upgrading the facilities now, we will ensure long-term sustainability and reduce future funding requirements for essential infrastructure.

20. 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 project will incorporate water-efficient fittings where possible, reducing water usage. We will minimise waste during refurbishment and ensure responsible disposal of materials.

Improved facilities will also be more energy-efficient and sustainable over the long term

21. How is your organisation normally funded?

We are funded through a combination of small grants, donations, fundraising, and modest activity fees, supported by a strong volunteer base.

21. What are your current/planned subs/fees/charges?

Some activities have small fees to cover costs; however, many are free or subsidised to ensure accessibility. No one is excluded due to inability to pay.

22. The Council wishes to ensure that its 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 are able to access the project.

If a surplus is to be made please detail how and when these funds will benefit the communities in Newbiggin:

No charge – the improved facilities will be freely available to all users of the building.

23. Have you applied for any other funds/grants towards the cost of this project or purchase? Please include details below:

Bellinger Fund £4000 confirmed

Hadrian Trust £2000 unconfirmed

24. What fund raising activities took place in the **last** 12 months and what fund-raising activities are planned for the **next** 12 months, if any?

We have undertaken community fundraising activities including events and donations. We will continue to run community events and seek additional grants where needed.

25. Anticipated income/expenditure for the next 12 months?

Annual Income £8000

Expenditure £8000

26. Details of any grants or financial support received from local authorities including Newbiggin by the Sea Town Council in the past three years with dates:

Northumbria County Council £2500 March 26 Community Garden upgrade

Newbiggin Town Council £300 for Compost for Community Garden

27. Grants from non-local authority sources in the last three years with dates, if you have any:

Bellinger Fund £5000, Joicey Fund £500, National Garden Scheme £1000, NECA £23000 (workshop)

28. Has the project that you want the funding for already happened? No

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

30. If the funding is for work with vulnerable adults or children, do you have the support of One Call at Northumberland County Council?

(name of contact) / No/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: Spital [REDACTED]

Account number: [REDACTED]

Sort Code: [REDACTED]

Please ensure you have read the policy on pages 1 - 3 before signing the form.

Checklist (please tick the appropriate boxes)

Have you submitted the following?

- A copy of your most recent accounts (not more than 12 months old);
- Your most recent bank account statement & details of any other investments/savings (not more than 3 months old);
- A copy of your constitution / terms of reference / set of rules;
- A copy of the notes from your last Annual General Meeting;
- Details of your organisation’s officers;
- A copy of your safeguarding policy if your group works with vulnerable adults, or children;
- A copy of your adopted equal opportunities policy or statement;
- Any other documentation you feel may help in assessing your application.

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 - 3 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.

I/We fully understand that we will need to attend a Finance and HR Committee meeting to present our request.

Signed: 

Name:Alistair Anderson.....

Date:28/3/2026.....

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Grant applications must be checked against the following criteria. Any questions where the answer is no must be reported to the Finance and HR Committee meeting where the application is being considered and must form part of the formal agenda items list for that meeting.

Yes	No (investigate)	
		The grant will result in a benefit for the area covered by the Town Council and will contribute positively to the area of Newbiggin by the Sea?
		Does the grant exclude ongoing running costs?
		If the application is for running costs has the applicant included plans for where future running costs will be found from?
		Is the grant for a group and not for individuals or organisations whose function is primarily undertaken by the health authority or Northumberland County Council's Social Services?
		Is the grant for non-political or non-quasi-political organisations or projects?
		Is the grant application for £2000 or less?
		Does the application include the required financial and organisational information?
		Is this the only application in this financial year from this group or organisation?
		Is the applicant based in the Town Council area? If not, has the applicant detailed what proportion of beneficiaries of the grant reside in the area?
		Is the application for future funding? (i.e. not retrospective)
		Is the grant for the sole use of the applying group and not to pass on money?
		Has the applicant demonstrated how one-off grant funding will lead to greater self-sufficiency and lessen the need for future applications?
		For projects involving vulnerable children or adults, do the organisers have the support of One Call at Northumberland County Council?
		Will a representative be attending Finance & HR Committee?

Assessing officer:

Date of assessment:

Decision (delete as applicable): reject / return for further information / proceed to committee

Approved as agenda item for the Finance and HR meeting on: