

Community Grants

from Gateshead Council

Application for Grant Support

Section A

Group Details

Please provide as much information as possible about the group who is making the application.

Name of group: _____

Type of group (e.g. uniformed organisation, sporting group): _____

Status (e.g. charity, voluntary or community group): _____

Number of members: _____ In which year did your group start? _____

Contact Details

Please provide main contact details for the group in connection with this application, a daytime telephone no. is required as well as a full postal address and postcode for correspondence.

Full name of main contact: _____

Position of main contact: (e.g. Chairperson) _____

Address & postcode: _____

Please provide main contact telephone No. (landline): _____ Mobile: _____

Fax No: _____ E-mail address: _____

Preferred alternative means of contact: E-mail / Fax / Letter

Section B

Information about your group/project

Please provide as much information as possible about the project, group or activity for which you require funding.

1. Where is your group/project located? Are you a Gateshead based group?

Give full postal address including postcode and ward located in.

2. Who benefits from your project?

Explain what groups in the community will benefit, for example young people, older people or disabled people? How many Gateshead residents do you expect to work with? How has this number been calculated?

7. Please explain how your group has a commitment to equal opportunities in its working practices.

Please demonstrate how your group is open to all sections of the wider community? Equal opportunities is about making sure your group is open and accessible to the maximum number of people in the wider community.

Section C

Financial Information

This section asks financial information about your group/project, such as why you need council funding.

1. Why do you need funding from Gateshead Council? Would the project go ahead without funding from the council?

You can apply for 100% of running costs of up to £1,000 and 50% of the total running costs for requests of £1,001 and above (the other 50% must not come from any other funding source within the council). In addition to running costs you can also apply for a grant for an event or equipment of up to £1,000. Please also see 'Information for Applicants' for maximum grant.

2. How much funding do you need? £ _____ (Maximum 50% for requests of over £1,000)

3. Has your group secured other funding towards the cost of the project?

Please list where this other funding comes from, how much and the current position of any other outstanding funding applications.

4. How will your group or project generate income from other sources?

Please explain how your group will do this (e.g. fundraising, membership fees, activity/service charges, sales).

5. Why does your project provide value for money?

Is the service / activity to be provided new or does it sustain existing valuable work?
What impact will the grant have? Will other funding be secured as a result of the grant?

6. If successful, how would your group/project manage the grant and meet monitoring and evaluation requirements?

Do you have systems for record-keeping and managing finances in place? e.g. Accounts
Is there someone responsible for completing monitoring reports?

2. How does your application link to our service areas?

Please see Section D of the 'Application Guidance Notes' and identify ONLY ONE of the following service areas, which your application is most closely linked to.

Please tick ONLY ONE of the service areas listed below:

- Arts Activities and Cultural Organisations / Events
- Social Support and Care
- Economic Development
- Learning & Children
- Sports & Leisure Activities

Please answer as fully as you can the questions for the ONE service area you have picked, which are set out in Section D of the 'Application Guidance Notes'.

Question 1: _____

Question 2: _____

Question 3: _____

Question 4: _____

Section E

Group Bank Account (Please refer to Guidance Notes for this section)

If your project is successful, we will need your group bank account details to provide you with your grant. Please supply this information below.

Account Name: _____

Bank/Building Society name: _____

Bank/Building Society address and postcode: _____

Account Number: _____ Sort Code: _____

Section F

Project Outcomes and Results(Please refer to Guidance Notes for this section)

Please tell us what results, success or impact your project has had.

1. What key outcomes/results will your group/project achieve as a result of the grant support?

2. How will you measure the success of your group/project in delivering the activities/services?

3. Which partners will your organisation work/consult with when developing activities and delivering services?

4. Is your organisation duplicating any services or activities already carried out in Gateshead? What is your organisation offering, which is additional to existing services or activities?

5. How will your group/project survive once the grant funding ends? Will you need further grants in future years?

Section G

Financial Information (Please refer to Guidance Notes for this section)

Please provide detailed financial information.

1. What is your organisation's annual income and expenditure?

This information must be from the most recent financial year, and must not be more than 18 months old. If your group has been operating for less than 12 months, you will need to provide us with a 12 month budget/ cashflow.

Financial Year (please state): /

Income: _____ Expenditure: _____ Reserves: _____

What are your reserves for? _____

What level of reserves does your group consider reasonable? _____

2. Where will the money come from?

Gateshead Council Community Grant Request £ _____

If over £1,000 max.50% contribution up to grant limit of £15,000 (the other 50% must not come from any other council funding).

Other funding sources (please give status e.g. application submitted / funding approved)

Source: _____ £ _____ Status _____

Source: _____ £ _____ Status _____

Source: _____ £ _____ Status _____

Source: _____ £ _____ Status _____

3. What are you asking us to fund?

Please refer to information for applicants for guidance on eligible costs.

Item	Full Cost	Grant Requested (max.50% contribution if total funding request is above £1,000)
_____	£ _____	£ _____
_____	£ _____	£ _____
_____	£ _____	£ _____
_____	£ _____	£ _____
	Total £ _____	Total £ _____

Section H

Declaration

1. I am authorised to make the application on behalf of the named organisation.
2. I certify that the information contained in this application is correct.
3. If the information in the application changes I will contact Gateshead Council.
4. I give permission for Gateshead Council to record my details and the organisation's details and to publicise successful grant applications.

Signed: _____ Date: _____

Position: _____ Organisation: _____

Checklist

Please contact us before you submit your application if you are unable to provide the following information.

- I have enclosed a fully completed, signed standard grant application form
- I have enclosed a copy of the group's governing document
- I have enclosed a copy of the group's most recent verified accounts (accounts must not be more than 18 months old)
- I have enclosed the most recent annual report (if available)
- I have kept a copy of the application and supporting information
- I have contacted the named council officer in the identified service area before submitting an application (see useful contacts list)

Service Area Officer: _____ Date contacted: _____

Please do not return any other information, other than what is specifically requested, with your application. If you need more space to answer a question please limit additional information to two pages.

Please return completed forms to:

Gateshead Council Community Grants

Chief Executive's Department, Gateshead Council, Civic Centre, Regent Street, Gateshead, NE8 1HH
or email to: communitygrants@gateshead.gov.uk remembering to send us Section H duly signed.