

Our Ref: BR

Date: 2008

Dear

Grant Aid Community and Voluntary Sector Organisations 2008/09

I am pleased to forward to you the Grant Aid Application form for Community and Voluntary Sector Organisations.

Enclosed:

- General Information and criteria against which grant aid applications will be assessed
- A blank copy of the terms and conditions on which grant aid is awarded
- Publicity requirements
- An application form
- Details on the Newcastle Partnership can be found at: www.newcastlepartnership.org.uk

Please ensure that you comply with all the requirements of the 'Terms and Conditions' document when you submit your application. It is essential that your application fulfils the criteria detailed in the application pack and that you demonstrate how your proposed programme of work will help the City Council achieve it's strategic objectives, including those of the Newcastle Partnership (see link above)

Applications are usually assessed on a monthly basis and you will be informed of the decision as soon as possible. If you are successful you will receive an offer letter which will include the Terms and Conditions of Grant that need to be signed to release the funds. If you have any queries or would like to discuss your application before you submit it, please contact me.

Yours sincerely

Barbra Robson
Team Manager, Resources and Development

Background information

Arts and culture grants generally help the council and the Newcastle Partnership meet their aims; arts and cultural activity may be relevant to several of the Newcastle Partnerships key themes being:-

- Health, Wellbeing and Sport
- Environment and Housing
- Children and Young People
- Economy, Work and Skills and Learning
- Safe Newcastle

Our priorities are community participation and activities that address social inclusion and community cohesion; working with the most disadvantaged groups is one of our key priorities. However in some circumstances we also support work that has a regional or national significance.

The Voluntary Sector Compact is a government led initiative, which is intended to encourage policy and procedural improvements and to enhance the relationship between the City Council and the voluntary sector. Amongst other things, the compact provides guidance on the administration and management of grant aid. The enclosed grant aid criteria and application form reflect both the approved grant aid processes and procedures arising from the compact and the priorities of the Newcastle Partnership

Grant Aid Criteria – Community and Voluntary Sector

It is expected that Arts and Culture Grant Aid funded clients will:-

- Create employment opportunities and sustain valuable jobs.
- Enable inclusion and help in developing respect for all communities.
- Provide learning opportunities and opportunities for people to come together to enjoy themselves.
- Provide opportunities to develop healthy people, healthy communities and a healthy environment.
- Engage and involve people in decision-making processes and activity delivery.

Your application should describe how the funds granted to you will help your organisation address the following objectives:

1. To support organisations and cultural venues become more accessible to all.
2. To help creative industries develop and grow and support the tourism sector.
3. To learn more about and care for our heritage.
4. To make cultural activities available wherever people go to learn.
5. To support more people and communities to be involved in cultural activities.

You should bear in mind when describing your proposed programme that grant aid will only be awarded on condition that:

- that the organisation works with residents, and with communities of geography, identity and interest in the city.
- that the organisation is politically neutral in character and does not incur expenditure for propaganda purposes.
- that the organisation is appropriately constituted to receive funds from the public purse.
- that the organisation is capable of accounting appropriately for all the funds it is granted.
- that the organisation provides value for money.
- that the organisation has in place appropriate mechanisms for the evaluation and monitoring of activity supported by the grant aid funds, and for the use and impact of the grant aid.

Conditions of funding

Your organisation must agree to comply with the enclosed conditions of grant. A signed copy of the conditions must be returned before any grant aid will be released.

Contacts

If you would like to discuss any revenue grant aid issues, please call

Barbra Robson
Team Manger Resources and Development
barbra.robson@newcastle.co.uk
tele: 0191 277 8944

Completed application forms

Should be returned to:

Mike Robinson

Michael.robinson@newcastle.gov.uk

Community and Voluntary Sector Support Unit, Floor 3, Regeneration Directorate, Civic Centre, Newcastle upon Tyne NE1 8PR

Telephone 0191 2115834 Fax: 0191 2115899

Arts and Culture Grant Aid
Newcastle City Council

**Application form for Community and Voluntary
Sector Grant Aid**

2008/2009

Name of Organisation	
Grant Aid Budget	Community and Voluntary Sector Client Grant Aid Budget
Amount applied for	£

Section 1

Details of Organisation

1. Please give the name and address of your organisation

Name and address of organisation:

Telephone:

Fax:

E Mail Address

2. Please name the contact person for this application:

Contact person:

Address:

Position held in organisation:

Telephone:

Fax:

E Mail Address:

3. Please name the officers and members of your organisation's Board of Directors

Chair:

Secretary:

Treasurer:

Other members:

4. Briefly state the aims and objectives of your organisation

5. What is the status of your organisation?

(please tick the appropriate box and include registration number where appropriate)

A company limited by guarantee	<input type="radio"/> o1	Registration number:
A registered charity	<input type="radio"/> o2	Registration number:
A voluntary organisation (unregistered, with constitution/rules)	<input type="radio"/> o3	
Local branch of national organisation	<input type="radio"/> o4	
Other (please specify)	<input type="radio"/> o5	

6. Which of the following best describes the premises you operate from?
 (please tick the appropriate box and include the other details requested)

Owned by your organisation	<input type="checkbox"/>		
Privately rented	<input type="checkbox"/>	When does the lease end?	
Owned by the city council	<input type="checkbox"/>	When does the lease end?	
Other (please specify below)	<input type="checkbox"/>		

7. List the art form/art forms your organisation delivers that will be supported by this grant

Art Form:

Does your project have a particular focus on any of the following areas?	
Health	YES/NO
Education	YES/NO
Environment	YES/NO

Does your organisation work in partnership with other organisations/agencies, if so who and in what way?

ORGANISATION/AGENCY	WHO	IN WHAT WAY

Does your project work with the City Council Arts Development Team, if so who and in what way?

WHO	IN WHAT WAY

Does your project include outreach work in communities, if so in what way?

COMMUNITY GROUP	IN WHAT WAY

8. Are there any Officers or Councillors of Newcastle City Council who are members of your Board. If yes, please detail below:

Name of Officer	Directorate/member Board

Name of Councillor	Ward/member of Board

9. Does your organisation have a written equal opportunities policy? oYes oNo
If yes, please enclose a copy.

10. Do all your staff receive written contracts of employment? oYes oNo

11. Bank/building society account details

Name in which account is held:
(give details only of the account into which this grant will be paid)

Account number:

Sort number:

Bank name:

Branch address:

Bank telephone number:

12. Please give details of those people who have the authority to sign cheques on behalf of your organisation. **Remember that it is a condition of grant aid that the signatories must not be related.**

Name	Position in organisation

Section 2

Details of activities for which funding is being requested

1. Briefly describe the work you will be undertaking during 2008/2009 which relates to this Application for funding. Please refer to the number of people who will benefit and describe how they will benefit.

2. Please explain how the work relates to the grant aid assessment criteria which relates to the Newcastle Plan priorities.

3. How do you know there is a need for this work?

4. We are interested in the people who will manage this piece of work, effectively your Board. How many of these people fall into the categories set out below?

Female		People of Caribbean origin	
Male		People of Chinese origin	
Disabled people		People of Indian origin	
White		People of Pakistani origin	
People of African origin		Other ethnic minority community (please say which)	
People of Bangladeshi origin			

5. How will you publicise this programme so that people know about it and how will you ensure that it is accessible to as many people as possible?

6. How do you propose to monitor and evaluate this work?

7. Is the service for which you are seeking grant aid being provided for residents of Newcastle on a city wide basis, or is it targeted at a specific part of the city?

City wide Targeted

If your activities are not city wide and are targeted at specific parts of the city please describe the area(s) you will be delivering your service in.

8. Will this work also result in the provision of services for residents living outside of Newcastle?

Yes No

If yes, what percentage of the service users come from outside of Newcastle? %

9. Please specify the funding which supports the work for non-Newcastle residents.

Financial Information

10. Please provide a full budget breakdown for this work, including match funding/leverage. Please identify in detail how you will use the Arts and Culture Grant Aid (City Council) funds.

Declaration

On behalf of the organisation/group, I confirm that the information contained in this application for grant-aid is true and correct and has been approved by the management committee/Board of Directors.

Name:

Position in organisation/group:

Signature: _____

Date:

Have you enclosed the following?

Annual report	<input type="radio"/> Yes <input type="radio"/> No
Annual accounts	<input type="radio"/> Yes <input type="radio"/> No
Constitution	<input type="radio"/> Yes <input type="radio"/> No
Equal opportunities policy and/or statement	<input type="radio"/> Yes <input type="radio"/> No
Programme of activities	<input type="radio"/> Yes <input type="radio"/> No

If you have been unable to include any of the above please explain why not below:

Please return the completed application form to:

Mike Robinson

Community and Voluntary Sector Support Unit, Floor 3, Regeneration Directorate, Civic Centre, Newcastle upon Tyne NE1 8PR

Telephone: 0191 2115834 Fax: 0191 2115899

Please send as an electronic version if possible.

If you have any queries please contact Barbra Robson tele: 0191 277 8944

Or e mail barbra.robson@newcastle.gov.uk