



Newcastle New Deal for Communities Community Chest Guidance Notes

These guidance notes are designed to help you complete the grant application form. The questions in the application form are designed to tell us things we need to know about your organisation and the project you are seeking a grant for. This information will enable the Grants Panel to make an informed decision about your application.

There are no trick questions, so just answer them as they are asked. If we want more information we will contact you.

Section 1

About Your Organisation

- Q1 Provide us with the legal name of your organisation as it appears in your governing document. If it is also known by another name please include that in brackets.
- Q2 Provide a summary of your organisation's aims and objectives as they appear in your governing document.(e.g constitution, memorandum and articles of association etc) You will also need to provide us with a copy of the governing document.
- Q3 Tick the boxes to show which of these are appropriate to your organisation.

Section 2

About Your Project

- Q1 Describe clearly the work, event or programme of activities you want us to fund. Refer to the client groups it will benefit (e.g. young, old, disabled, unemployed, ethnic minority etc).
- Q2 We need you to explain how you know there is a need for the work you want us to fund.
You should refer to any recent local research you have had done, or describe what the problems are, how they are caused and what impact they are having on your neighbourhood.

