

### Ward Committee Grant Aid

Application for funding from  Ward Committee

Please refer to the guidance notes to help you complete this application form

#### SECTION A: DETAILS ABOUT THE PROJECT FOR WHICH YOU REQUIRE A GRANT

1. Name of organisation applying for grant

2. Please state briefly the aims and objectives of your organisation

3. Total amount of grant applied for

4. Please give a brief explanation of your project in the box below.

5. Which of the aims and objectives (outlined in the guidance notes) does the project for which you are applying for funding meet?

6. How has the need for the project been identified?

7. If the project involves work with young people and/or vulnerable adults, what procedures are in place to safeguard their welfare?

8. If you are applying for funding for a public event or for a contribution to the overall cost of a public event a risk assessment must be carried out. Please attach a copy of the document.

9. Please give a breakdown of the total cost of the project for which you are seeking grant aid (enclose more than one written estimate from contractors or suppliers where appropriate)

Activities / Items	Cost £
Total	

10. Have you attempted to raise funds for this project from elsewhere?

Yes  No

If yes, please detail below:

Source of funding	£ Amount applied for	£ Amount agreed
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
Totals		

11. By what date do you require the grant to be released?

12. How many people in total will benefit from the project?

13. Does your group/project carry out targeted work with any of the following groups?

**Please note:** this is not a requirement of the grant aid process.

Description	Numbers
Single sex groups (please state male or female)	
Black, Minority Ethnic Communities	
People with disabilities	
Young people (aged 19 or under)	
Older people (aged 50 or over)	
Lesbian, Gay, Bisexual, Transsexual people	

**Please note:**

Your group/organisation must be prepared to keep records of the number of people participating in the project for monitoring purposes.

You may also be requested to provide details of what your project achieved.

**SECTION B: DETAILS ABOUT YOUR ORGANISATION'S MANAGEMENT COMMITTEE AND FINANCES**

1. Name, address and telephone number of organisation applying for grant

Post Code	Telephone:
-----------	------------

2. Name, address and telephone number of person making application

Position in Organisation:	
Post Code:	Telephone:

3. Please give details of the members of your management committee

	Name	Address	Telephone
Chair			
Secretary			
Treasurer			
Others			



9. Please explain what this money is earmarked for.

10. Grant Conditions

- a. Funds allocated from the Ward Committee budgets can only be used for the purpose for which they are approved. Any change of purpose must be agreed in writing by the Ward Committee. Failure to comply with these conditions could put future funding at risk. Where necessary appropriate action will be taken to recover funds.
- b. The organisation seeking grant aid must be prepared to comply with the grant conditions detailed in this document, and to any other conditions that the City Council may deem reasonable to impose.
- c. Ward Committees may award grants on condition that certain conditions are attached to the award. Details of such conditions will be contained in the confirmation letter.
- d. Provision must be made for up to date accounts to be kept by the organisation, and for those accounts to be audited annually by a competent person independent of the organisation.
- e. The organisation must be prepared (on request) to allow the City Council access to all financial records, including statements, returned cheques and cheque stubs. Where necessary the organisation will give permission for the City Council to obtain, directly from its bank or building society, information about detailed transactions from any of its accounts.
- f. The organisation shall be prepared, on request, to report back to the City Council on the implementation of the project for which the grant was made. This may include a breakdown of how the grant was spent, backed up by copies of relevant receipts. Organisations will also be asked to complete a simple monitoring form.
- g. At the end of the project, or in the case where an organisation ceases to exist, or if an organisation ceases to provide a service in the area the organisation shall notify the City Council of the same and if so requested return any equipment or unspent grant.
- h. Where a grant is given in kind (in lieu of cash) the equipment purchased remains the property of the City Council. In effect the equipment is on permanent loan to the organisation and cannot be sold or disposed of in any way, nor can its use be transferred to another organisation without the written consent of the City Council.
- i. Where there is a breach of any of these conditions the City Council reserves the right to claim back any equipment or grant aid.

11. Attendance at Ward Committee Meetings

Please note that under normal circumstances, applicants will be required to attend a meeting of the Ward Committee to discuss their application. This is useful as it gives applicants the opportunity to provide more information and speak in support of the project. It also gives the Ward Committee the opportunity to ask questions.

Applicants must also be prepared to report back to the Ward Committee on the outcome of the project/event, if requested to do so.

## 12. Enclosures

Please check that you have enclosed copies the following documents as requested earlier in the application form. If they are not enclosed it will delay the decision on your application.

1. Written constitution or aims and objectives
2. Most recent audited accounts or statement of accounts
3. Annual report
4. Most recent bank statements
5. If the beneficiaries of the project/event live in **up to** four wards of the City, please enclose a breakdown of their addresses and or/post codes to help us decide how much each Ward may contribute to the application.

### Declaration

I confirm on behalf of the organisation that the information contained in this application is true and correct and has been approved by the management committee. I also confirm that I have read and understood the grant conditions set out in this document and further confirm that I am authorised to accept the same on behalf of the organisation.

Signed :

Name of organisation :

Position in organisation :

Date :

Please return this form to:

Administration and Finance Officer,  
Ward Co-ordination Section,  
Neighbourhood Services Directorate,  
Room 21, Civic Centre, Barras Bridge,  
Newcastle upon Tyne NE1 8PN  
Tel: 0191 211 6208; Fax: 0191 211 6276

### FAIR PROCESSING INFORMATION FOR GRANT APPLICATION FORMS

#### Data Protection Act 1998

Newcastle City Council will use the information you provide on this form for the administration of grant aid. Your group or organisation's contact details will be added to a data base held by Newcastle City Council for consultation purposes. Unless indicated otherwise the list may also be made available to our partners for consultation purposes.

- Ward Co-ordination only
- Other Directorates of the City Council
- External partners

If you have any queries concerning data protection please contact the City Council's Data Protection Office on 0191 211 5309.

Last updated 5 March 2008