North of Tyne Community Led Local Development   
Grant Application Form

This document is available in large print. Please contact us to request a copy.

Sections 1-3: Applicant

1. Your organisation and contact details

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| --- | --- | --- |
| 1.1 | Name of your organisation |  |
| 1.2 | Type of organisation | Registered Charity  Charitable Incorporated Organisation (CIO)  Company Limited by Guarantee  Community Interest Company (CIC)  Other  Please state what other……………………… |
| 1.3 | Your charity /company /CIC number |  |
| 1.4 | Registered Address |  |
| 1.5 | Organisation website / Facebook (if applicable) |  |
| 1.6 | Lead contact (name and role) |  |
| 1.7 | Address |  |
| 1.8 | Lead contact email |  |
| 1.9 | Lead contact phone no. |  |

1. Suitability Assessment and Financial Information

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| --- | --- | --- | --- | --- | --- |
| 2.1 | Does your organisation have up-to-date policies in relation to: | | | | |
| Health and Safety | | No  Yes | | |
| Environmental Sustainability / Sustainable Development | | No  Yes | | |
| Equality and Diversity / Equal Opportunities | | No  Yes | | |
| Vulnerable adults / Safeguarding | | No  Yes  Not applicable | | |
| Do all of your staff and volunteers have Disclosure and Barring Service (DBS) Checks done? | | No  Yes  Not applicable | | |
| 2.2 | Does your organisation have valid public liability and employer’s liability insurance?  What are the cover values? | | No  Yes  Public Liability £…………………….  Employer’s Liability £………………. | | |
| 2.3 | Has your organisation met the terms of its banking facilities and loan agreements (if any) in the last year? | | No  Yes  Not applicable | | |
| 2.4 | How many staff does your organisation have? | | ………………………… paid staff  ………………………… volunteer staff | | |
| 2.5 | Has your organisation met all obligations to pay creditors and employees? | | No  Yes  Not applicable | | |
| 2.6 | Is your organisation VAT registered? | | No  Yes  If yes, please provide VAT Number ………………………………………….. | | | |
| Can your organisation recover VAT from HMRC? | | No  Yes | | | |
| 2.7 | When did your organisation start? | |  | | | |
| 2.8 | What are your organisation’s income, expenditure and reserves in the last 3 financial years? | | | | |
| Financial Year | Income (£) | | Expenditure (£) | Reserves (£) | |
|  |  | |  |  | |
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| 2.9 | Is your organisation in breach of obligations related to the payment of tax or social security contributions? | | No  Yes  Not applicable | | | |
| .10 | Bank / building society account details (where the grant will be paid into if successful) | | Account number  ……………………………………………………  Sort Code  ……………………………………………………  Bank Name  ……………………………………………………  Branch Address  …………………………………………………… | | |

1. Previous experience

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| --- | --- | --- | --- | --- |
| 3.1 | List projects your organisation has delivered within the last 3 years that are similar in terms of the target group and type of activities.  Please add more lines in needed. | | | |
|  | Project Name and Brief Description | Overall cost | How was the project funded? | How many participants were engaged? approx. |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| 3.2 | Has your organisation delivered ERDF and/or ESF funded projects before? If yes and different to the projects above, please provide more information.  Please add more lines in needed. | | | |
|  | Project Name and Brief Description | Overall cost | How was the project funded? | How many participants were engaged? approx. |
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Section 4: The Project

1. Project Overview

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| --- | --- | --- | --- | --- | --- | --- |
| 4.1 | Proposed project name | |  | | | |
| 4.2 | Project Start Date  (the first day your project activities start or you need to pay your first project related costs – whichever is earlier) | |  | | | |
| Project End Date  (the date when all activity will be complete and the related costs paid for - no later than 31st December 2022) | |  | | | |
| 4.3 | Will your project activity take place solely in the North of Tyne CLLD area? | | No  Yes | | | |
| Will all participants be from the North of Tyne CLLD area? | | No  Yes | | | |
| Where will your project take place (e.g. which wards or neighbourhoods) | |  | | | |
| 4.4 | Is this a partnership / joint application? | | No  Yes | | | |
| If yes, please provide the following:  Please add more lines in needed. | | |
| Partner name and lead contact | Contact e-mail | | | Role of partner | Why / how selected partner/s |
|  |  | | |  |  |
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| What is the arrangement between partners? |  | | | | |

1. Project Description

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| --- | --- | --- | --- | --- |
| 5.1 | **Please briefly describe your project. (up to 200 words)**  By ‘project’ we mean the work / activities you plan to carry out using this grant. |  | | |
| 5.2 | **What are the proposed activities of your project? (up to 300 words)**  Describe in detail the activities will you run. You need to offer at least **12 hours of support** to each participant. E.g. what a typical session / day will look like? Frequency of activities? Times? Duration? Location? In person or on-line? Topics that will be covered?  Can you do this alone or will you be working in partnership to offer these activities?  Be specific about what you will do and what you will spend the grant on. |  | | |
| 5.3 | **How will your project avoid duplication with other similar projects? (up to 200 words)** |  | | |
| 5.4 | **How are you going to recruit participants? (up to 200 words)**  Think about who your participants will be and explain how you will recruit them or if you are already in touch with them. |  | | |
| 5.5 | **How will you ensure that participants are eligible for ERDF support? (up to 200 words)** |  | | |
| 5.6 | **Who is going to deliver your project?** Please provide information on all of the staff who will be involved, their role on the project and experience in similar types of projects.  Please add more lines in needed. | | | |
| Staff (names, job titles) | | Role on project | Experience |
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1. Compliance

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| --- | --- | --- |
| 6.1 | How is your project going to address equality and diversity? |  |
| 6.2 | How is your project going to address environmental sustainability? |  |
| 6.3 | How is your project going to ensure safeguarding of vulnerable participants? |  |
| 6.4 | How is your project going to comply with Public Procurement requirements? |  |
| 6.5 | How is your project going to publicise the support from ERDF? |  |

**Declaration**

I confirm I am authorised to make this application on behalf of the above organisation listed in section 1 of this Grant Application Form. I confirm that the information included in this Grant Application Form is true and correct to the best of my knowledge.

|  |  |
| --- | --- |
| Name |  |
| Position in organisation |  |
| Signature (scanned signature is sufficient) |  |
| Date |  |

Please return your completed form to the following email address: [clldproject@newcastle.gov.uk](mailto:clldproject@newcastle.gov.uk)

If you need any help filling in this application, please contact Victoria Powell, Communities Officer for North of Tyne CLLD on:

Tel: 0191 2773598

E-mail: [Victoria.powell@newcastle.gov.uk](mailto:Victoria.powell@newcastle.gov.uk)

**Checklist**

Please check you have included the following documents:

Grant Application Form signed by a person authorised to represent your organisation

Budget Form

Hourly Rates Form (part of Budget Form) – if relevant

Output Form