

<b>FOR OFFICE USE ONLY</b>	
<b>NAME OF GROUP</b>	
<b>APPLICATION NUMBER</b>	

# **New Deal For Communities Hathershaw & Fitton Hill**

*"Growing into a brighter  
future"*

## **Community Grant Programme Application Pack**

**For applications £500 - £2,500**

<i>Office Use Only</i>	APPLICATION NO:			Date Received	
				Date Acknowledged	
Unsuccessful		Deferred		Successful	

## COMMUNITY GRANT APPLICATION FORM

Please refer to the Community Grant Guidance to help you to complete this form.

### SECTION ONE – GROUP DETAILS

<b>Name of Group</b>					
<b>Name of Project/Activity</b>					
<b>How many people are involved in the group?</b>	<b>Committee</b>		<b>Volunteers</b>		
	<b>Paid Staff</b>		<b>Members</b>		
<b>Is your group part of a larger organisation? If yes, please provide brief details.</b>					
<b>Does your group have a set of rules or a constitution?</b>					
<b>Does your group have procedures to cover equal opportunities and/or child protection? If not, please describe briefly any plans you have to develop these.</b>					
<b>If your group has made any previous applications for Community Grant funding please provide details.</b>	<b>Name - project/activity</b>	1. 2. 3.			
	<b>Application date</b>	1. 2. 3.			
	<b>Result of the application</b>	1. 2. 3.			
	<b>Amount of funding</b>	1. 2. 3.			

The NDC Community Team offer advice & guidance to the community & can help you fill in this form. Contact us on 0161 785 9716.

## SECTION TWO – CONTACT DETAILS

*(Section Two is confidential and will be used for administrative purposes only)*

<b>Contact Name</b> <i>Details of the person who is able to discuss this application.</i>		
<b>Contacts' position within the group</b>		
<b>Contact address</b>		
<b>Postcode</b>		
<b>Contact Numbers</b>	<b>Home</b>	
	<b>Work</b>	
	<b>Mobile</b>	
<b>Email Address</b>		
<b>Group Bank/Building Society Name</b>		
<b>Address</b>		
<b>Postcode</b>		
<b>Cheques payable to:</b>		
<b>Does your group require at least two unrelated people to sign cheques?</b>	<b>Yes</b>	<b>No</b>
<b>Has your group produced annual accounts? ( if yes please enclose a copy)</b>	<b>Yes</b>	<b>No</b>
<b>How much income did your group receive in the last 12 months (if any)?</b>	<b>£</b>	

The NDC Community Team offer advice & guidance to the community & can help you fill in this form. Contact us on 0161 785 9716.

## SECTION THREE – PROJECT DETAILS

2) Name of project/activity.

3) What does the project or activity involve?

4) Who will benefit from the project/activity?

How many people from the NDC area will benefit?

From: Hathershaw?

From: Fitton Hill?

**5) How many of the aims & objectives of New Deal for Communities will your project meet?**

<b>NDC OBJECTIVE</b>	<b>MEET – YES/ NO</b>
Raise aspirations & increase educational attainment	
Create a confident & united community	
Remove barriers to work, create jobs & support businesses.	
Tackle crime & fear of crime	
Create a quality environment	
Promote health & well being	

Please explain how your project will meet these aims.

**6) When will the project/activity take place?**

Start Date

End Date

**7) Does the project/activity have the support of other groups?**

**8) What are the key milestones for your project / activity? ( i.e the key dates/ times in the timetable of your project)**

**9) What will be the Outcome/s of your work? (what will your project achieve?)**

**10) How will you know if your project has been successful?**

**11) How do you expect to finance the remaining cost of any activity not covered by Community Grant funding?**

**12) Additional Information**

## SECTION FOUR – FINANCIAL DETAILS

Please provide a detailed breakdown of how Community Grant Funding will be spent , you will need to provide 3 quotes for items of expenditure such as equipment / building costs etc.

ITEM	COST	
<b>How much money do you require in total to provide your project/activity?</b>	<b>£</b>	<b>P</b>
<b>How much money are you requesting as a Community Grant?</b>		
<b>Please describe any contribution you are making towards this project (either in cash or an estimate of any 'in kind' contribution such as volunteers time etc)</b>		

The NDC Community Team offer advice & guidance to the community & can help you fill in this form. Contact us on 0161 785 9716.

## SECTION FIVE – COMMUNITY GRANT - MONITORING FORM

To help us monitor the community chest programme we need to know who belongs to your group.

**Name of group:**

Please tell us how many of your group are :		
	Group	Activity
Tenants		
Local residents		
Older People ( 50+)		
Women		
Men		
Children (up to 13 years)		
Young people (over 13 Years)		
Black and ethnic minority groups		
People with disabilities		
Unemployed people		
Lone parents		
Ex-offenders		
Drug users		
Refugees / Asylum seekers		
Homeless people / Rough sleepers		
People with basic skills needs		
Travellers		
Gay and Lesbian		
Other (please describe)		

**Please note: Information in this form will be used for monitoring purposes only.**

The NDC Community Team offer advice & guidance to the community & can help you fill in this form. Contact us on 0161 785 9716.

## SECTION SIX – DATA PROTECTION

The 1998 Data Protection Act requires that we have permission to store your details on a confidential database. Your personal details will not be shared with any other outside organisations. However, for the purposes of grant monitoring we will need to pass on details of your group including budget breakdown relating to your grant. I give consent for our group details to be stored on a confidential database and used for publicity purposes.

**Signature**

---

**Date:**

---

---

## SECTION SEVEN – EQUAL OPPORTUNITIES

Name of Organisation

---

Location of Activities

---

The above named organisation is set up to develop and promote community sector activities. We recognise that in our society both groups and individuals have been, and continue to be discriminated against. Therefore, we aim to secure genuine equality of opportunity in ALL aspects of its activities. The following statement aims to ensure that no group or individual receives less favourable treatment, or is disadvantaged by conditions or requirements that cannot be shown to be justifiable.

The above named organisation, opposes discrimination on the grounds of age, race, gender, status, sexual orientation, religion, disability, marital status, income or circumstances, language, HIV or other health related issues, and ALL forms of direct or indirect discrimination that restricts or hinders the promotion of equal opportunities. The organisation is committed to achieving equal opportunities in all aspects of its existence, by compliance with, and in the spirit and ethos of equal opportunities legislation.

**Signature**

---

**Date**

---

## SECTION 8 - CONTRACT

I confirm that the group named on the front of the application form has authorised me to sign this agreement on their behalf. We certify that the information given in this application is true and confirm that the enclosures (which we have referred to on the checklist on the back page of the application form) are current, accurate and adopted or approved by the organization. If this application is successful, in full or in part, the group will keep to the following term and conditions. I understand that this is an agreement between the group and New Deal for Communities Hathershaw and Fitton Hill.

### **We understand and agree to the following:**

- We will use any grant for exactly the purpose set out in this application. The letter which tells us about the award will also explain if the funders want us to alter any part of this application.
- We will not make any major change to the project without first receiving the funders' agreement in writing. We will not sell or dispose of any equipment or other assets which we have bought with a grant without first receiving the funders' agreement in writing. If we sell any equipment or assets, we may have to pay the funders part of the money we receive for them. The amount we repay will be in direct proportion to the share of the project cost that came from the funders.
- Any assets purchased with the support of this grant must be free to be used by other community groups within the NDC area with permission and at the convenience of the applying group.
- We will not use a grant to pay for goods or services which we buy or order before we receive the award letter confirming the grant.
- If we receive a grant for a pilot project, we understand that the funders will not automatically fund any later projects.
- We will not change the sections of our constitution which relate to purposes, paying members of the governing body, distributing assets or admitting members without first receiving the funders' agreement in writing.
- We will inform the funders of any changes to our bank or building society account.
- We will comply with any relevant legislation affecting the way we carry out our project.
- We will acknowledge the funders' grant in our annual report, our Chair's or Secretary's report at our AGM, the accounts which cover the period of the grant and in any publicity materials we produce about the project. We will supply copies of these documents to the funders if requested.
- We will use the NDC logo on any publicity relating to the project.
- We will show the grant separately in our annual accounts as a 'restricted fund' and will not include it under general funds.
- The funders can use our name and the name of our project in its own publicity materials. We will inform the funders of any situation where confidentiality is a particular issue.
- We will spend the grant within the agreed period as stated in the award letter.
- If we do not spend the entire grant, we will promptly return the unspent amount to the funders.
- We will monitor the success of the project and complete the End of Grant Report within the date stated on the Award Letter.

The NDC Community Team offer advice & guidance to the community & can help you fill in this form. Contact us on 0161 785 9716.

- We will supply copies of any photographs taken to be used by NDC for publicity purposes. If children are involved in the project it is the responsibility of the project organizer to ensure parental consent for children to be photographed is obtained. Copies of the parental consent form should accompany any photographs. The NDC Community Team is able to provide a suitable parental consent form on request.
- We understand that the funders will not increase the grant if we overspend.
- We will keep all financial records and accounts, and forward receipts for items bought with the grant, to New Deal for Communities in the agreed time frame.
- The funders may hold back a grant or ask us to repay a grant, in whole or in part, in the following circumstances:
  1. If we fail to keep to this contract in any way;
  2. If the application form was completed dishonestly or the supporting documents gave false or misleading information;
  3. If we do not follow equal opportunities practice in employing people, recruiting new members and providing our services;
  4. If any member of our governing body, staff or volunteers acts dishonestly or negligently in their work for us at any time during the project;
  5. If we fail to complete the project within the agreed time frame;
  6. If we close down, become insolvent, go into administration, receivership or liquidation ('sequestration'), or make an arrangement with our creditors;
  7. If our group closes down we will not sell or dispose of any equipment or assets without first receiving the funders' agreement in writing.

These terms and conditions will apply until we have spent all the grant and until the funders' have received and approved our End of Grant report. If we have bought any equipment or assets with the grant, these terms and conditions will apply until the end of the normal working life of the assets.

I confirm that, to the best of my knowledge and belief, all the information in this application form is true and correct. I understand that our group may be asked for additional information at any stage of the application process.

Please ensure the main contact named in Section Two signs this application form.			
NAME	SIGNATURE	POSITION IN GROUP	DATE

The NDC Community Team offer advice & guidance to the community & can help you fill in this form. Contact us on 0161 785 9716.

### **Important!**

New Deal for Communities will only process your application if:

- you complete all the relevant questions on the form.
- the proper people sign the form and the contract.
- you enclose all the necessary documents.
- you complete the checklist below.

### **Checklist – please tick**

- We have answered all the questions on the application form.**
- The main contact named in Section 2 has read, understood & signed the contract at Section 8.**
- We have enclosed our Constitution or set of rules (unless we are a school).**
- We have enclosed a recent, original bank statement (unless we are a school).**
- We have enclosed a copy of accounts.**
- We have enclosed 3 quotes if purchasing equipment.**
- We have made a copy of this application to keep for our reference.**

Please remember, if you have not answered all the relevant questions and sent all the information we require, **we will return your application to you and this will cause a delay, so please double check.**

**Now send your application to the correct address below.**

NDC Community Team  
New Deal for Communities  
1<sup>st</sup> Floor Borough Mill  
Nield Street  
Hathershaw

The NDC Community Team offer advice & guidance to the community & can help you fill in this form. Contact us on 0161 785 9716.

Oldham  
OL8 1QG

***We will hold some of the information you give on computer. We will use this information to process applications and grants and to prepare statistics.***

The NDC Community Team offer advice & guidance to the community & can help you fill in this form. Contact us on 0161 785 9716.