

FOR OFFICE USE ONLY	
NAME OF GROUP	
APPLICATION NUMBER	

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

*"Growing into a brighter  
future"*

**Community Grant Programme  
Mini Grant  
Application Pack**

**For applications up to £500**

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

## MINI 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>How many people are involved in the group?</b>	<b>Committee</b>		<b>Volunteers</b>	
	<b>Paid Staff</b>		<b>Members</b>	
<b>When did you set up the group?</b>				
<b>What does the group do?</b>				
<b>How much money are you requesting as a Mini Grant?</b>	£			
<b>What will you spend the money on?</b> (What is your project?)				
<b>How will your project benefit the community of Hathershaw &amp; Fitton Hill?</b>				
<b>How many people from the NDC area will your project benefit?</b>				

The NDC Community Team offers 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>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>	
<b>Signature of main contact</b>		<b>Date</b>

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## SECTION THREE – REFEREES' STATEMENT

This part of the form must be completed by the person who is supporting your application. Your referee must be a person who works in the community & knows your group.

<b>Name of referee.</b>		
<b>Which organisation do you work for?</b>		
<b>Organisation address</b>		
<b>Postcode</b>		
<b>Contact Numbers</b>	<b>Work</b>	
	<b>Mobile</b>	
<b>Email Address</b>		
<b>Name of Group supported.</b>		
<b>What is the nature of your involvement with the group making the application?</b>		
<b>How will their project benefit the community of Hathershaw &amp; Fitton Hill?</b>		
<b>I confirm that I support the application of this group for a small grant from the NDC Mini Grant Fund.</b>		
<b>Signed</b>		<b>Date</b>

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## **SECTION FOUR – COMMUNITY GRANT - MONITORING FORM**

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

**Name of group:**

**Please tell us how many of your group are:**

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	<b>Group</b>	<b>Activity</b>
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)		

## **SECTION FIVE – 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**

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Date:

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## SECTION SIX – EQUAL OPPORTUNITIES

Name of Organisation

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Location of Activities

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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**

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**Date**

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## SECTION SEVEN - 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 are current, accurate and adopted or approved by the organisation. 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.

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### **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 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.

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;

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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

**Now please send your application to the address below:**

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NDC Community Team  
New Deal for Communities  
1<sup>st</sup> Floor, Borough Mill  
Neild St,  
Hathershaw,  
Oldham  
OL8 1QG

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