

# Filling in the Application Form

## Q1. Contact Details

This should be the name and address of the organisation who want the grant and who will be responsible for how it is used.

The first contact person should be someone from your organisation who can discuss the application. Please give an alternative person in case the first contact person is unavailable. The second person needs to know enough about the project so that they can answer any questions.

## Q2. What type of organisation are you?

You do not have to be a registered charity to get a grant, but we can only give grants for activities or projects that are charitable.

Select an option from the drop down menu. If your type of organisation is not stated, choose 'other' and state the type in the box below.

If you are not sure about answering this question please contact us.

## Q3. When did your organisation start?

Enter the year your in which your organisation started (or the exact date if known).

## Q4. What does your group or organisation do?

This should be a brief summary of the work of your whole organisation rather than the project you want a grant for. Please try to avoid jargon or abbreviations.

For example a lunch club might say;

We are a lunch club that provide lunches for up to 20 people three times a week.

If you run a youth club you might say;

We are a youth club working with children and young people 13-19 years old. We open four nights each week. We provide sport, leisure and arts activities.

## Q5. Where do you work?

Grants are available to organisations in Tyne and Wear and Northumberland. However, some of our funds are set up to help specific places so it would help us if you tell us the name of your village or neighbourhood.

Choose your Local Authority area from the drop down menu.

## Q6. How would you describe the people you mainly work with?

Select the option which applies to those you **mainly** work with. You should try to describe the majority of people who do use your organisation rather than the people who could use it.

## Q7. How many people take part in your organisations activities each year?

Please state how many people attend your group each year, for example 20 people each week or 160 members.

This refers to the number of people who are involved in your activities but does not include volunteers or workers. You might call them service users, beneficiaries or clients.

## Q8. How many people are involved in running your group?

Please state how many management committee members, full time and part time staff and volunteers your group has. If any questions don't apply put a 0 in the box.

By staff we mean people who are paid by your organisation. Full time means 35 hours per week; if they are paid for less than this then they are part time.

## Q9. What is your organisation's income?

The figures should be taken from your most recent annual accounts. The reserves should not include any money you have been given for a specific purpose (restricted funds), for example other grants. If you are not sure about your reserves figure please ask your Treasurer or accountant.

You **must** send your latest annual accounts with the application. These should not be more than 18 months old. If you are a new organisation you can send a copy of your most recent bank statement.

### **Q10. Describe the project or activity you want the grant for**

Tell us exactly how you plan to spend the grant.

For example if you are a lunch club and want to buy new equipment you might say;  
We want a grant to buy new crockery and cutlery. We also want new tables and chairs.

Or if you are a youth club you might say;  
We will use the grant to rent a music studio and a technician for three evenings during September.

### **Q11. Why is the activity or project needed?**

Tell us how you know the project is needed and why you think it is the right thing to do.

For example if you are a lunch club you might say;  
The existing crockery and cutlery is old and we do not have full sets of each. This makes the club seem less professional and reduces people's enjoyment of their meals. One member who is partially sighted has requested plates in a particular colour. 7 new people have asked to come to the club and we do not have enough tables and chairs for them.

Or the youth club might say;  
We asked the young people at the club what activities they would like to do in the autumn. 20 out of the 60 members said they would like to learn more about producing their own music. We are running sessions at the club for different age groups with different instruments. The studio sessions would complement these.

### **Q12. How will you know if the project is a success?**

If you get a grant you will have to send us a brief report on how it was spent and what difference it has made to your group or community. You will need to think how you will collect this information. Some of the things you might do include keeping attendance sheets, taking photographs, surveys or an independent evaluation.

For example the lunch club might say;  
We know that people are unhappy about the current crockery because they have told us. We will ask them about the new equipment. We keep records of the number of people who attend the club.

The youth club might say;  
We will work with each group before the session to find out what they want to do and learn. We will do the same after the visit including whether the project should be done again or in a different way. The youth workers and management committee will use this information as part of their twice yearly planning meetings.

### **Q13. How much will the project cost in total?**

This should be the whole cost and not just the amount you are asking for.

### **Q14. Where will the money come from?**

Please state how much you are asking for from the Community Foundation and also tell us which other funders you have applied to for a grant and if your group is putting any money towards the project.

Source and amount - this should be the name of the organisation approached and the amount of money requested from them.

If the amount is secured please tick the box.

### **Q15. Total cost of all activities**

Each item you are asking for should be itemised with the total cost and the amount requested from the Community Foundation and then the grand total inserted at the bottom of the table.

### **Q16. Independent Referee**

This should be someone who knows your group or organisation and the work you do. They should not be a management committee member. A suitable person might be a local councillor or the Council for Voluntary Service.

### **Q17. Your bank account**

Any grant will be paid by electronic transfer (BACS). Payments will only be made payable to the accounts of organisations not personal accounts.

Name of account should be the name your bank account was set up in i.e. of your group. Please fill in the address of your bank and your sort code (6 numbers) and account number (8 numbers).

### **Q18. How many signatures do your cheques require?**

We expect this to be a minimum of two people who are not related to each other.

### **Q19. How many people in your organisation are allowed to sign them?**

This is normally two or more.

### **Q20. May we give your group's contact details to the press, TV and radio?**

We will only do this if you are awarded a grant and we will let you know before we do. Choose an option from the drop down box.