



Local Neighbourhoods Scheme Application Form 2022/2023

PLEASE COMPLETE ALL SECTIONS OF THE FORM. INCOMPLETE FORMS WILL BE RETURNED

Contact Details		
Name of Group		
Contact Name & Address (The first address will be used for any letters regarding the application)	First Contact	Alternative Contact
Telephone number		
Email address		

Financial Information - Please provide a recent bank statement				
Has this group received funding from the Council in the last 5 years?	Yes		No	
Has the contact name or address changed since the last grant's award?	Yes		No	
Have the bank account details changed since the last grant's award?	Yes		No	
Account Name				
Name of Bank/Building Society				
Account Number and Sort Code	a/c No		Sort Code	
Unrestricted Funds Total				

GROUP DETAILS					
Please provide information on your group and group members					
Registered Charity		Applying for charitable status		Community Interest Company	
LEA School		Other School		Residents Association	
Unregistered		Friends of Group		Sports Club	
If you are a registered charity / CIC, please provide your registration number					
Where does the group meet?					
How often does the group meet?					
When did the group form?					
What are the main aims and objectives of your group					
Is the group open to new members? (please tick yes or no)	Yes		No		
If yes, where is the group advertised					
If no, please explain					
Do you have a constitution or set of rules? (please tick yes or no)	Yes		No		
Which are the main user groups for this project?					
People with physical disabilities or long term		Children and young people under 18			
People with learning difficulties		People over 18			
Black, Asian, and minority ethnic		LGBTQ+			
Which of the Council's priorities does your project support?					
Support our young people in need		Support families and older or vulnerable residents			
Create the conditions for economic recovery and investment		Invest in our natural and built environment			
Support all or our town centres, villages, high streets and hospitality					

Membership Breakdown - Please state how many of your members reside in each ward. If you are not sure please contact the Council for advice. Contact details are at the end of this form. This breakdown must include only people who will benefit from this project

Please ensure that the membership breakdown you provide is up to date. You may be asked for proof to confirm the breakdown provided.

Cleadon Park		Bede	
Harton		Boldon Colliery	
Horsley Hill		Fellgate & Hedworth	
Whitburn & Marsden		Primrose	
Hebburn North		Beacon & Bents	
Hebburn South		Simonside & Rekendyke	
Monkton		West Park	
Biddick & All Saints		Westoe	
Cleadon & East Boldon		Total Membership in South Tyneside	
Whiteleas		Number of other members	

Project Details

Please indicate which type of project you are seeking funding for, **you can only apply for one project**

Community Event		One off event (day trip/party) £500 maximum	
Project including overnight stay		Purchase equipment	
Maintenance of building		Running Costs £500 maximum	
What is the date/start date of your project?			
How many people are expected to attend or benefit from your project?			

Please provide details of your project

If you are seeking funding for a community event you must provide an event plan.
For further information on event plans please contact safetyadvisorygroup@southtyneside.gov.uk

Is the group receiving any financial or in kind support from the Council for this project? If yes please describe below	Yes		No	

Have you carried out a risk assessment for your project? (Please tick) If yes please attach a copy	Yes		No		N/A	
Have you quotes for any items to be purchased?	Yes		No		N/A	
Have your sourced suppliers from within South Tyneside? If not why?		Yes		No		

How has the need for this project been identified?					
If the project involves work with young people and/or vulnerable adults what procedures are in place to safeguard their welfare?					
Will the project still go ahead if this application is unsuccessful?	Yes in full		Yes in part		No

Alternative Funding					
Have you sought funding from the Community Foundation? (you are strongly advised to apply for this funding BEFORE submitting this application if you are seeking more than £500 and / or are seeking funding to purchase equipment)	Yes		No		
If yes, when did you apply?					
If yes, what was the outcome? You must provide a copy of the decision letter.					
Have you attempted to raise funds for this project from elsewhere else?	Yes		No		
If yes, please state where from, the outcome and the amount awarded. Please provide a copy of any decision letters					
Source	Amount Sought		Decision and Total Awarded		
Have you looked into funding from elsewhere via the council's funding support website? You MUST seek funding via this website BEFORE submitting this application if you are purchasing equipment or seeking more than £500	Yes		No		
If yes, what date did you use it and what was the outcome?					
You can access the site at www.idoxopen4community.co.uk/southtyneside					

Project Costs

Please note that any grant awarded is as the discretion of the CAF(s). You may be awarded less than the grant sought. Shortfalls in spend must be taken from the grant awarded by the CAF(s) and NOT the group contribution. If there are any changes to the project details or costs please contact the Council before the project starts.

Please note that groups must make a contribution towards the total cost of the project.

The receipts provided on completion of your project must include the group and CAF contributions

You must provide quotes for any items to be purchased.

The maximum grant you can apply for is £1,000 towards purchases or long term projects and £500 for one off events such as parties and day trips or £500 towards running costs.

Please indicate which items will be funded by the CAF and which items will be funded by the group

Item	Name of Supplier	Amount	CAF	Group
Total Cost				
Group Contribution <i>Please ensure that the group contribution is correct as you will need to provide eligible receipts</i>				
Total CAF Grant Sought <i>The grant awarded is at the discretion of the CAF(s)</i>				
Are there any in kind contributions	Yes		No	
If yes, please describe				
If you are applying for repairs/maintenance, who is responsible for this?				

If you have any additional information to support your application please include it here

Terms and conditions relating to payment of grant assistance: Local Neighbourhoods Scheme

Organisations receiving grant assistance are required to:

- Seek and obtain planning permission and/or building regulations approval for building works, where appropriate and complete the works in accordance with approved plans
- Agree to provide any self-evaluation or report in respect of expenditure of funding as may be required by the Council. Also to allow Council officers access to inspect the recipients records at any time subsequent to reasonable notice (of not less than five working days) having been given
- Provide reasonable facilities for the inspection of the project for which assistance is approved
- Take out adequate insurance cover for any buildings, machinery or equipment purchased with grant assistance
- Implement their proposals/project and claim the grant assistance approved in the financial year in which it is approved
- Submit invoices and receipts relating to the expenditure for which grant assistance is awarded to the Borough Council as soon as they become available
- Retain ownership of any equipment, machinery, land or buildings for which grant assistance has been approved for a period of at least 3 years, unless prior authorisation for disposal has been given by the Council
- Promote the scheme at all events and on all purchases funded by the scheme by either including the Council logo or the words 'Supported by South Tyneside Council' on all publicity and advertising

The whole of the grant assistance or part thereof at the discretion of the Council paid to a group will become repayable if any of the above conditions are broken, or if false information is knowingly given in the application form submitted. Failure to submit invoices/receipts will stop further applications being processed and may require repayment of all or part of the grant awarded.

For the purposes of the Data Protection Act South Tyneside Council is the Data Controller. The personal information you have provided on this form will be used to provide information on your funding application. Your personal information may be shared with Inspire South Tyneside who may contact you regarding other funding opportunities. Other than Inspire South Tyneside, your information will not be shared with third parties unless we are legally obliged to do so, or have gained your consent to.

Your personal information will be kept secure and held for 3 years.

For a full version of our privacy notice please visit www.southtyneside.gov.uk/team/privacy. (www.southtyneside.gov.uk/privacynotice)

If you wish to access the personal information that we hold you should contact South Tyneside Council Information Governance, data.protection@southtyneside.gov.uk Telephone: 0191 424 6539

Checklist

Please ensure that you enclose the following supporting information with your application, your application will not be processed without this information	
A copy of your group's latest bank statement (if you group does not have a bank account your grant can be paid into another group's account however you will need to provide a letter from them giving your group's permission to use their account)	
If your group is based in a community facility you must provide a letter of support from the management committee which should state how long the group have been meeting and how often they meet	
A copy of the event plan (for applications seeking funding towards a Community Event)	
Copies of quotes for all items to be purchased (these must be on the suppliers letterhead or email)	
Copies of any decision letters from any other funders approached for support. If you have sought funding from the Community Foundation you must provide a copy of the decision letter	

You must allow at least 8 weeks between submission of your application form and the date of your event. Applications received 8 weeks or less from the start date will not be considered. Payments during peak times may take longer to process, i.e. July / August and November / December.

Applications received 8 weeks or less from the start date of your project will not be considered.

Applications sent after 31 December 2022 will not be considered

Please sign and date the declaration on [Page 8](#). If you have any queries please contact Angi Rimington on 424 7576 or emailangi.rimington@southtyneside.gov.uk

Application forms and supporting documents should be sent to:

Angi Rimington (Mrs)
 Community Resource and External Funding Officer
 Strategy and Democracy
 South Tyneside Council
 Town Hall and Civic Offices
 Westoe Road
 South Shields
 NE33 2RL

You can also scan and email the form to Caf.Grant@southtyneside.gov.uk

Declaration

1. We are authorised to make this application on behalf of the organisation
2. We certify that the information contained in this application is correct
3. We have completed the above checklist and enclosed the supporting documents required. We understand that this application cannot be processed without the items described
4. If the information in the application changes in any way we will inform the Community Resource and External Funding Officer
5. We have read and understood the terms and conditions of Council funding and agree that they will be complied with
6. We agree to provide any self-evaluation or report in respect of expenditure of funding as may be required by the Council, and to allow Council officers access to inspect this organisation's records at any time subsequent to reasonable notice (of not less than five working days) having been given
7. We agree that, if this funding application is successful, the Council may pass on my contact details to the press, radio and TV for publicity purposes
8. We give permission for the Council and Inspire South Tyneside to contact my organisation by phone, email or post with information about their activities and about funding opportunities
9. We agree that, should this application be successful, the group will promote the scheme at all events and on all purchases funded by the scheme by either including the Council logo or the words 'Supported by South Tyneside Council' on all publicity and advertising, and will provide evidence of this
10. We agree that any grant awarded must be spent within South Tyneside
11. We understand that if the date of the event is 8 weeks or less from the date the application is received, the application will not be processed and that applications must be in by the end of December 2021.
12. We understand that all grants awarded are at the discretion of the Forum(s) that consider the application
13. We understand that any shortfall in eligible receipts will be repaid to the council

Please ensure that the correct postage is used when returning this application. Ensure that you add your contact details to the back of the envelope to ensure it is returned to you if necessary.

Please sign and date below, one of the signatories should be the group's treasurer

Name	Date
Name	Date