

Date received:

Reference number:

Ward Committee Grant Aid

Section A: About your Organisation

1. Name of organisation applying for a grant:

2. Briefly tell us what your organisation does:

3. Which area of Newcastle do you cover?

Section B: About your project

4. Briefly describe the project you are seeking funding for. Tell us what you plan to do and where the activities will take place:

5. How do you know that people in your community support your project?

6. How will you know if the project is a success?

7. How many people in total do you think will benefit from your project?

Complete questions 8-10 below if you are applying to **one Ward**

8. If at least 80% of the people who will benefit from your project live in the same ward then you should apply to this Ward Committee only. If this is the case, please tell us which Ward Committee you would like to apply to:

9. How much are you applying for from this Ward Committee?

10. What information have you included with your application to show why you are applying to this Ward Committee?

- We have attached a list of addresses and postcodes for the people who will benefit from this project.
- Other (please explain who will benefit in the box below):

Complete questions 11-12 below if you are applying to **more than one ward**

You can apply to up to four neighbouring Ward Committees. For advice about where to apply and for how much please contact your Ward Co-ordinator.

11. If your project will benefit people who live in more than one ward please tell us which Ward Committees you would like to apply to and the amount you would like from each:

Ward Committee	Amount	Tick the box if you would like us to calculate the amount for each ward using the list of addresses and postcodes you have provided.
	£	<input type="checkbox"/>
Total:	£	

12. What information have you included with your application to show why you are applying to these Ward Committees?

- We have attached a list of addresses and postcodes for the people who will benefit from this project.
- Other (please explain who will benefit in the box below):

13. Please list what you will spend the funding from the Ward Committee(s) on:

Item or activity:	Cost:	Tick box if you have included evidence of cost
		<input type="checkbox"/>
Total requested from Ward Committee(s):	£	

14. Are you asking the Ward Committee(s) to fund the total cost of this project?

Yes No

15. If 'No', please tell us how you are raising the rest of the money:

Source of Funding	Amount	Item or Activity	Amount received or decision date

16. When does your project start and end?

Starts:

Ends:

17. When would you like to receive the funding by?

We need to receive your application at least 2 months before this date

18. If you are applying to fund a public event, tick which category best describes your event and to confirm that you have included a risk assessment:

A: We are holding a **Small Indoor Event** held in a regular or other indoor venue (such as a coffee morning or training session) and we have enclosed a **risk assessment**.

B: We are running a **Trip** which involves transporting people away from their local area (such as an away day, theatre trip, or residential weekend) and we have enclosed a **risk assessment**.

C: We are holding an **Outdoor Event** held on council land, private land or the public highway (such as sports day, firework display, or barbecue) and we have enclosed an **event checklist**.

19. To comply with our monitoring requirements, please confirm you will keep records of your project (including receipts and numbers of people taking part) and that you will provide these to the Ward Co-ordination Section.

Yes

No