

# GATESHEAD COMMUNITY FUND APPLICATION FORM

Please read through the guidance and terms and conditions before completing.

Applicant (circle as appropriate)	<input type="radio"/> Organisation	<input type="radio"/> Club/School	<input type="radio"/> Individual
Name and address of applicant:			
Please give a brief description of how this funding will make a difference: (250 words max)			
Roughly how many people will benefit from this event/project/scheme?			
Please state the timetable for the proposed event/project/scheme			
Are there any particular sections of the community that will benefit? (250 words max)			

How will this improve the area/increase participation in sport, and how will you promote this?  
(250 words max)

Do instructors/coaches have a valid DBS check? If applicable

N/A

Yes

No

Please tick the theme that a GCF grant will assist with.  
(You can tick more than one box)

Increase community cohesion

Club development

Improve health and wellbeing

Increase participation

### Financial Information

Amount of funding requested

#### Expenditure

What will be the total cost of this event/project/scheme/training programme: (individuals only)  
Please give a breakdown of costs for this project.

Item	Cost
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

#### Income

Are there other sources of income/match funding for this event/project/scheme?

Income Source _____	£ _____
Income Source _____	£ _____
Income Source _____	£ _____

What was the total income of the applicant last year?  
(Applicants for organisations and clubs complete this only)

£ \_\_\_\_\_

Bank Acc No: \_\_\_\_\_

Bank sort code \_\_\_\_\_

Name of bank Acc \_\_\_\_\_

**Details of the applicant:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone (Day): \_\_\_\_\_ Telephone (evening): \_\_\_\_\_

**Contact Person:**

Title:  Miss  Mrs  Ms  Mr Name: \_\_\_\_\_

Address for correspondence: \_\_\_\_\_

Postcode: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone (Day): \_\_\_\_\_ Telephone (evening): \_\_\_\_\_

**Aims and purpose of the applicant:**

*(organisations/clubs and schools only)*

1. What kind of organisation/club/school are you?:

2. What does your organisation/club/school do and who currently uses your services?

3. What date did your organisation/club/school start?

4. Date constituted: \_\_\_\_\_

5. How many people are in your organisation/club/school? \_\_\_\_\_

Volunteers:          Part-time staff:          Management committee:          Members (if appropriate):

**Please enclose the following:**

*(organisations/clubs and schools only)*

Charity number/ Affiliation Number with Associated body (if applicable): \_\_\_\_\_

Please tick to confirm that you have enclosed the following documents

Your equal opportunities/ child protection policy           Latest bank account/ record of accounts           A copy of your insurance documents

How did you hear about the Gateshead Community Fund?

Word of mouth           Gateshead webpage           Poster/ Flyer           Other  
 At a local Better facility           Email           Social media

If other, please specify

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Print name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Position (if in group): \_\_\_\_\_

**You should send your completed application to:**

Gateshead Community Fund  
Gateshead International Stadium  
Neilson Rd  
Gateshead  
NE10 0EF

Email: [GCF@gll.org](mailto:GCF@gll.org)

Any late applications will be forwarded to the next round of funding.

**Terms And Conditions Of Grant**

Gateshead community Fund (GCF) will award grants that will assist in raising awareness, participation and competition, along with sports activities that promote sport to all Gateshead residents and Gateshead based clubs and organisations. The following conditions are intended to:

- Ensure that grants are spent for the purposes for which they are given;
  - Make certain that GCF is informed promptly of any significant changes in schemes being supported; and
  - Ensure that GCF receives a proper account of the outcome of the scheme.
1. Grants must be used solely for the purposes set out in the application, and on the basis that the GCF committee approved it. If for any reason grant holders need to make any substantial changes to their use of grants, written permission to do so must be obtained from the GCF committee before doing so.
  2. All grant holders must keep full financial records. Evidence of expenditure of the grant will be required.
  3. Grant holders' accounts must be independently audited/inspected as required by legislation at the end of the financial year.
  4. GCF committee members or officers acting on their behalf at any reasonable time must make records and information available for inspection.
  5. The GCF committee reserves the right to claim back any grant where the organisation ceases to operate, the purpose of the funding no longer exists, or it has not been used for the purpose it was granted, or the terms and conditions of funding are broken, or it is discovered that the application or supporting documents submitted by the grant holder gave false or misleading information.
  6. The grant must be spent as soon as possible but in any case within 6 months of receipt.
  7. All grant holders must complete a monitoring form to provide information on how the grant has been spent. The form must be submitted to GCF within 12 months from the date of award of the grant. Forms will be sent to successful applicants or can be requested from [GCF@gll.org](mailto:GCF@gll.org)
  8. GCF may publish details of awards made. The GCF committee should be acknowledged in any publicity or information relating to the activity for which the grant has been awarded.
  9. All grant holders must comply with equalities legislation and must promote equality and good community relations in all areas of their work and the activities for which the grant has been awarded.
  10. Equipment purchased from the grant must be used as specified in the application. Equipment must not be sold or disposed of without first receiving GCF's committee agreement in writing. An organisation may be required to pay back a proportion of the sale price, depending on the reasons for sale/disposal.
  11. GCF's committee will make its decisions based on the quality of application and will be looking to fund as broad a range of projects and sports as possible.

I/we have read and understand the terms & conditions set out in this document and agree to adhere to them.

Name: \_\_\_\_\_ Status (within group): \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_