



Application Guidance Notes

Small and Large Grants

Introduction

The Haltwhistle Community Shops Fund is awarding grants of up to £10,000 for community groups to run projects that benefit communities within the area of Haltwhistle and its ten surrounding parishes. *See the map on our website page.*

There will be two funding rounds in Autumn 2024 and Spring 2025. Dates will be announced on our website, Facebook page and in the Haltwhistle Herald.

Grants will be awarded by a Panel representing the Community Shops and Haltwhistle Partnership. The Fund will be administered by Haltwhistle Partnership.

Grant Funds

Two funds are available for community groups to apply:

- Small grant – applications of up to £1,500
- Large Grant - applications of up to £10,000. This may be allocated as one £10k grant or several smaller grants depending on the number and type of applications received.

Who can apply

- Newly formed or existing local community groups, clubs, not-for-profit or voluntary organisations
- You must be based within the town of Haltwhistle or one of its ten surrounding parishes
- Your project must have significant benefit to the communities of Haltwhistle and its surrounding parishes.

Applicants need to have a written constitution, set of rules, or governing document and a bank or building society account with a minimum of two signatories in place.

NOTE: New or small organisations that do not have a bank account may partner with a constituted organisation to provide this function. The constituted organisation will be viewed as a co-applicant and we may ask for a declaration of your agreement.

What we will support

We welcome all eligible applications, however, in this current funding year, ideas that benefit young people and the local environment are of particular interest. Applications that have the potential to attract additional match funding into the town are also of interest.

Funding is available for:

- Capital expenditure (equipment, materials)
- Revenue costs (running costs, project costs)

We want to direct funding to where it is needed most. Applications that can demonstrate the impact and benefit to the community will be considered favourably.

How to apply

- Read these guidance notes before starting to complete your application form to ensure you are eligible
- Apply for a grant when a funding window is open. If you miss the closing date, you will be able to apply in the next round of applications.
- Download and save the relevant application form to your computer
- Complete the application form and gather any supporting documentation
- Email your completed application form and supporting documentation to us at admin@haltwhistle.org
- Alternatively, you can print out the form, complete it by hand and post it and any supporting documentation to Administrator, Haltwhistle Partnership, Westbourne House, Main Street, Haltwhistle, NE49 0AZ

Application process

Submission

- Applications will be acknowledged with a confirmation email

Assessment and decision

- All applications will be screened to confirm eligibility by the Fund Administrator
- More information may be requested if necessary
- Applications will be considered and scored by the Grants Award Panel and a funding recommendation made
- Applicants will be informed by email of the Panel's decision (normally within one month of the closing date)

Successful applications

- You will be sent an offer letter with an acceptance of grant form, our terms and conditions and monitoring report forms
- Payment of small grant awards (up to £1,500) will be agreed at the offer stage. Partial payment of the grant may be made at the start of the project with a final payment made at the end of the project subject to paid invoices, the completion report and supporting evidence having been received
- Larger awards (up to £10,000) will agree a staged payment schedule. Partial payment of the grant may be made at the start of the project with a final payment made at the end of the project subject to paid invoices, the completion statement and supporting evidence having been received
- Where match funding is applicable, evidence must be produced prior to any payment being made
- All projects are expected to complete and submit their final claim within the timescale of the formal offer of grant funding. If an extension is required, application must be made in writing to the Grant Awards panel.

- All projects are expected to be completed in line with the specification in the original application. Any changes to the original application must be requested in writing to the Grant Awards Panel before the commencement of any work.
- At the end of the grant period we will ask you to submit a final report. Payment of any outstanding grant monies is contingent on our receiving this

Unsuccessful applicants

- Unsuccessful applicants will be contacted by email
- Feedback on why an application was rejected will be provided

Reapplication

- Revised applications may be submitted in the next or future application round
- Organisations can submit one application per year

Completing the application form

The application form is divided into sections with space to type or write your answers.

- Section A: basic information about your organisation including contact details, type of organisation, its purpose, geographical area, governing documents, bank account and reserves
- Section B: the applicant's contact details
- Section c: About your project, title, geographical area in which it will take place, description including the main aims, objectives and outcomes, start and end dates, beneficiaries, outcomes, support, impact our funding will have
- Section D: Budget – breakdown of project costs, how much funding is sought, how it will be spent, sources of other funding, any match funding, any shortfalls, etc
- Section E: Additional information, an opportunity to provide any further supporting information
- Section F: Safeguarding policy (if applicable)

Supporting documentation for all applications:

- Constitution, rules or governing document
- Map of your geographical area or list of postcodes
- Recent bank or building society statement (yours or an umbrella organisation)
- Two letters of recommendation/support from someone who knows the project and your work
- Capital grants – no less than two quotes
- Revenue grants – evidence of how costs have been arrived at
- Safeguarding policy
- A copy of your planning permission approval documentation (where applicable)

Additional supporting documentation that may be requested for a large grant application:

- At least one set of accounts depending on the size of the organisation applying and amount of funding requested
- A milestone and payment schedule for the project
- How you will evidence the outcomes that this funding will contribute to

- Risk Assessment

The Panel reserves the right to request any other documents it feels necessary to support the application

Terms and Conditions

Definition of terms:

- Your Application means the form you have filled in asking for funding
- Your Grant is the money we agree to give you
- Your Project is as described in your application
- We, us, our means the Haltwhistle Partnership Community Shops Fund
- You, yours means the organisation described in your application

By sending us your Application you are agreeing to these terms and conditions:

- Once submitted you can only make changes to your project with our written permission either by email or letter
- If we need more information we will email you at the email address provided
- Successful applicants will be notified in writing either by email or letter
- You must complete and return the Grant Acceptance form agreeing to the terms and conditions and terms of payment by the specified date. **If the Grant Acceptance form is not received by the specified date we shall assume you no longer require the grant.**
- Unsuccessful applicants will be notified in writing and may ask for feedback
- You will keep clear and accurate records of how the grant is spent and will share them with us if requested
- You agree to act in good faith, not to give false or inaccurate information or to use the grant for anything other than the project
- We have the right to ask you to pay back all or part of the Grant if we find that you have spent any of it on anything other than the project or in any way goes against the aims of the fund and these terms and conditions.
- You must not sell or dispose of any equipment or other assets purchased with the grant, without first receiving approval from the Grant Awards Panel
- Once the Project is over, you will be required to submit a post-project report on the form supplied. We may also ask you for updates after the Project is over, from time to time
- We'll ask you to report who benefits from your Project and how it's making a difference to their lives. You agree to give these reports to us promptly, in the form we've asked for. We may use your reports for reporting purposes or to publicise the Fund
- You agree that we can use any of the information and images you've given us in any of our publicity
- If we ask to meet with a representative from your Organisation, they must do it within a reasonable timeframe, as long as we give you reasonable notice.
- You must also give us any extra information or documents we ask for (within reason) to prove that you've used your Grant in line with these terms and conditions.

- You must comply with all relevant legislation and insurance requirements when delivering your project
- Where possible you will use local suppliers and services and provide evidence of this if requested
- You must demonstrate equality, diversity and inclusivity in the way you use the grant. Government Equality Act guidance is available via this link:
<https://www.gov.uk/guidance/equality-act-2010-guidance#:~:text=The%20Equality%20Act%202010%20includes,an%20exception%20from%20the%20ban>
- You must acknowledge the Haltwhistle Community Shops Fund in all publicity and marketing materials using the words 'supported by Haltwhistle Community Shops Fund' and/or the logo
- You understand that we can only guarantee to pay your Grant as long as there are enough funds available and as long as we continue to run the scheme

Data Protection

All the information and data you give us (including personal data as defined by the Data Protection Act 2018) about the Project will still belong to you (or your licensors), but you agree that we and our agents have the right to use it however we choose (for example: statistical analysis, market research, marketing and publicity, or auditing).

Before you pass data on to us, you need to tell whoever the data is about that we (and anyone working with us) will be able to see it and use it and you must get their consent for that.

Further information and assistance

If you require further information or assistance please email the Fund Administrator at admin@haltwhistle.org or call on 01434 321242.