

COMMUNITY SHOPS FUND

PROJECT GRANT

APPLICATION GUIDANCE NOTES



INTRODUCTION

The Haltwhistle Community Shops Fund is currently offering grants of up to £10,000 to support community groups in delivering projects that provide meaningful benefits to residents of Haltwhistle and its ten surrounding parishes. These grants are intended to foster local development, enhance community wellbeing, and encourage inclusive participation across the area.

All applications submitted to the Haltwhistle Community Shops Fund will be assessed by the Community Shops Panel, which represents both the Community Shops and the Haltwhistle Partnership. The panel is responsible for reviewing applications and making informed recommendations based on the eligibility, impact, and alignment of each project with the Fund's objectives.

Final funding decisions will be made by the Board of Trustees of the Haltwhistle Partnership, who retain overall responsibility for the governance and strategic oversight of the Fund. The day-to-day administration of the Fund, including application processing and grant disbursement, will be managed by the Haltwhistle Partnership.

GRANT AMOUNT

A total of £20,000 is available in this round of the Haltwhistle Community Shops Fund. This amount is divided between the main Community Fund and a dedicated Young Person's Funding stream. Individual organisations may apply for grants of up to £10,000 from the main fund.

Funding may be awarded as two larger grants or distributed across several smaller projects, depending on the number, quality, and focus of applications received. A portion of the overall fund may be specifically allocated to support initiatives that directly benefit children and young people, with awards made through the Young Person's Funding stream.

The final allocation of funding will be guided by the Fund's aim to support a diverse range of high-quality projects that offer the greatest benefit to the local community, including its younger residents.

ELIGIBILITY CRITERIA

Applications are invited from:

- Voluntary and community groups,
- Social enterprises and not-for-profit organisations,
- Local community associations and clubs.

Applicants must:

- Be based in, or deliver projects that benefit Haltwhistle and its ten surrounding parishes,
- Have a bank account in the organisation's name,
- Provide a governing document (e.g. constitution),
- Demonstrate sound financial management and governance.
- Be submitted during designated funding windows. If you miss the closing date, you will have the opportunity to apply for the next round of funding.

PLEASE NOTE: New or smaller organisations that do not yet have a bank account may partner with a constituted organisation to act as a financial host for the grant.

In such cases, the constituted organisation will be regarded as a co-applicant. We may request a signed declaration confirming the agreement between both parties and outlining the roles and responsibilities in managing the grant.

WHAT THE FUND WILL SUPPORT

Projects may include (but are not limited to):

- Community events or initiatives,
- Improvements to community facilities,
- Services or activities addressing local needs (e.g. youth, elderly, wellbeing),
- Environmental or sustainability initiatives,
- Equipment or materials for community use.

Please Note: Capital and revenue costs may be funded, provided they are essential to project delivery.

WHAT THE FUND WILL NOT SUPPORT

The Fund will not consider applications for:

- Projects that do not directly benefit the specified geographical area
- Primarily benefit individuals outside the defined area of benefit (Haltwhistle and District).
- Are for political or party-political activities or campaigns.
- Promote discrimination or intolerance on the grounds of race, ethnicity, gender, sexual orientation, religion, disability, or age.
- Are primarily for religious proselytising or activities that do not align with the charity's inclusive values.
- Are for commercial or for-profit ventures.
- Duplicate services or activities already provided by statutory bodies without clear added value.
- Seek to fund retrospective costs or activities already completed prior to the grant award.
- Are for fundraising events or activities aimed at raising money for other organisations.
- Lack clear charitable purposes or do not align with the charity's objectives of relieving poverty, advancing education, religion, or social and economic well-being.
- Have inadequate or no safeguarding measures for projects involving children, young people, or vulnerable adults.
- Are projects with insufficient information, unrealistic budgets, or unclear outcomes.
- Core organisational running costs not linked to a specific project

HOW TO APPLY

Please ensure you read these guidance notes carefully before completing your application form:

- Download and save the appropriate application form.
- Complete the form and collect all necessary supporting documents.
- Email your completed application form along with the supporting documents to shopsfund@haltwhistle.org.
- Please ensure all digital files are clearly labelled with the name of your organisation and a brief description of the document (e.g., H Partnership – Application Form, H Partnership – Constitution).
- Alternatively, you may print the form, fill it out by hand, and post it along with any supporting documents to the Shops Fund Administrator. Contact details can be found on the final page.

COMPLETING THE APPLICATION FORM

The application form is structured into clearly defined sections, each providing space for you to either type or handwrite your responses. Where applicable, suggested word counts are provided to indicate the level of detail expected in each section. These are intended as guidelines to help you provide sufficient and relevant information.

As a general principle, applications requesting larger amounts of funding should include a more detailed rationale, with clear explanations of the project's purpose, expected outcomes, and overall community benefit. Providing thorough and well-considered responses will assist the grants panel in making informed recommendations.

Section A: Applicants must provide key details about their organisation, including contact information, organisational type and purpose, the geographical area served, governing documents, bank account details, and information on financial reserves.

Section B: Contact details of the individual completing the application form must be provided. This person will serve as the primary point of contact for any correspondence regarding the application.

Section C: Details about the proposed project must be provided, including the project title, the geographical area in which it will take place, and a clear description outlining its main aims, objectives, and anticipated outcomes. Applicants should also include the proposed start and end dates, identify the intended beneficiaries, describe any existing support for the project, and explain the impact that funding from the Haltwhistle Community Shops Fund will have on its delivery and success.

Section D: A detailed project budget must be provided, including a breakdown of anticipated costs and how the requested grant funding will be allocated. Applicants should specify the total amount of funding sought, identify any other confirmed or potential sources of funding (including match funding), and highlight any funding shortfalls or gaps that may impact project delivery.

Section E: This section provides an opportunity to include any additional information that may support the application or help clarify aspects of the project not covered elsewhere in the form.

Section F: Safeguarding Policy (*if applicable*)

Supporting documentation for all applications:

- A copy of the organisation's constitution, rules, or other governing document must be provided as evidence of its legal status and operational framework,
- A map outlining the geographical area served by the project, or a list of relevant postcodes, should be provided to demonstrate the location and reach of the proposed activities.
- For capital grant applications, a minimum of two quotes must be submitted to support the proposed expenditure. If it is not possible to obtain two quotes, applicants should provide a clear explanation outlining the reasons.
- For revenue grant applications, applicants must provide evidence demonstrating how the proposed costs have been calculated or estimated.
- Please provide a copy of your safeguarding policy, if applicable, to demonstrate your organisation's commitment to protecting vulnerable individuals.
- Where applicable, please include a copy of the planning permission approval documentation to demonstrate that the necessary consents have been obtained for the proposed project.
- Applicants are encouraged to include one or more letters of recommendation or support from individuals familiar with the project and/or the organisation's work to strengthen their application.

Please Note: A copy of a recent bank statement showing the organisation's name will be required upon grant allocation before any funds can be released. The Haltwhistle Partnership reserves the right to withdraw the grant offer if this documentation is not provided.

Additional supporting documentation may be requested following the allocation of a grant:

- A recent bank or building society statement, either for your organisation or for an umbrella organisation, must be provided.
- Evidence of match funding (*if applicable*)
- Details of how the outcomes resulting from this funding will be measured and evidenced.
- A comprehensive assessment of potential risks associated with the project, along with a clear plan outlining the measures and strategies that will be implemented to mitigate or manage these risks effectively.

The Haltwhistle Partnership reserves the right to request any further documents or information it considers necessary to fully assess and support the application. Applicants are expected to provide such documentation promptly to ensure a thorough and timely review process.

APPLICATION PROCESS

Submission

- Applicants will receive a confirmation email acknowledging receipt of their application.

Assessment and decision

- All applications will undergo an initial screening process conducted by the Shops Fund Administrator to confirm that they meet the eligibility criteria. This step ensures that only applications aligning with the Fund's requirements proceed to the full assessment stage.
- Applicants may be asked to provide additional information or documentation to clarify details or support the evaluation of their application.
- All applications will be carefully reviewed and scored by the Community Shops Fund's Grants Panel. The panel will assess each application against established criteria, including eligibility, project impact, feasibility, and value for money.
- Following the Grants Panel's comprehensive evaluation, funding recommendations will be submitted to the Board of Trustees for their consideration.
- The Board of Trustees will convene to review the Grants Panel's recommendations, ensuring they align with the organisation's charitable mandate and due diligence requirements, before making a final decision to approve or reject the proposed funding awards.
- All applicants will be informed of the decision made by the Board of Trustees through an official email notification. This communication will outline the outcome of the application and, where applicable, provide information on any further steps or conditions related to the grant award.

SUCCESSFUL APPLICATIONS

- Successful applicants will be provided with the following documentation as part of the grant award process:
 - **Offer Letter:** A formal letter outlining the details of the grant award, including the amount awarded, purpose, and any specific conditions attached to the funding.
 - **Acceptance of Grant Form:** A document that must be signed by the applicant to formally accept the grant and agree to the Fund's terms and conditions.
 - **Terms and Conditions:** A detailed set of guidelines and obligations governing the use of the grant funding, including compliance requirements and reporting responsibilities.
 - **Monitoring Report Forms:** Templates for regular progress updates, which applicants will be required to complete to demonstrate how the grant is being used and the outcomes achieved.

- **Data and Image Release Forms:** Consent forms permitting the Fund to use project-related data and images for publicity and reporting purposes, ensuring compliance with data protection regulations.
- **Digital Community Shops Fund Logo:** A digital version of the Community Shops Fund logo in multiple formats, provided to assist applicants in acknowledging the Fund's support in publicity, promotional materials, and communications related to their project.
- **Guidance on Logo Use and Credit:** Recommendations on how to appropriately use the Community Shops Fund logo and crediting the Fund in all relevant materials to help raise awareness of the Fund's contribution.
- All projects are expected to complete their activities and submit a final report within the timeframe specified in the formal grant offer. Should an extension be required, a written request must be submitted in advance to the Haltwhistle Partnership Trustees for consideration.
- All projects are expected to be delivered in accordance with the details set out in the original application. Any proposed changes to the approved project scope must be requested in writing and submitted to the Haltwhistle Partnership Trustees for approval prior to the commencement of any revised work.

UNSUCCESSFUL APPLICATIONS

- Applicants who are not successful in receiving funding will be notified by email. Where possible, general feedback may be provided to help applicants understand the outcome of their submission and, if eligible, encourage future applications in subsequent funding rounds.

REAPPLICATION

- Applicants are welcome to revise and resubmit their applications in future funding rounds, provided they continue to meet the eligibility criteria. Where appropriate, applicants are encouraged to take into account any feedback received to strengthen their proposal prior to resubmission.
- Each organisation may submit one application per funding round. However, organisations are eligible to receive only one grant award within any 12-month period and may not hold more than one active grant at any given time. This policy is in place to promote fair access to funding and to support the effective oversight and monitoring of funded projects.

TERMS AND CONDITIONS

Use of Grant

- The grant must be used solely for the purpose(s) outlined in the application and approved by the Community Shops Funds Grants Panel, and Haltwhistle Partnership Board of Trustees.
- Any changes to the project or use of funds must be approved in writing by the Haltwhistle Partnership.

Grant Amount and Payment

- The Grant Acceptance Form, confirming agreement to the terms and conditions and terms of payment, must be completed and returned by the specified deadline.
- If the Grant Acceptance Form is not received by the specified deadline, it will be assumed that the grant is no longer required, and the offer will be withdrawn.
- The grant amount awarded is final and cannot be increased.
- Funds will be disbursed following receipt of the signed Grant Acceptance Form and any required supporting documentation.

Accountability and Reporting

- Recipients must keep accurate records of how the grant is spent.
- Financial receipts, invoices, and proof of expenditure must be submitted as part of reporting requirements.
- Progress and final reports must be submitted by the agreed deadlines.

Surplus Needs

- Any unspent grant funds must be returned to the Haltwhistle Partnership unless prior written consent is given for retention or reallocation.
- Equipment and assets purchased with the grant funds must not be sold or disposed of for individual profit.

Monitoring and Evaluation

- The Haltwhistle Partnership reserves the right to monitor and evaluate the use and impact of the grant, including site visits and requests for additional information.

Publicity and Acknowledgment

- Grant recipients agree to acknowledge the Community Shops Fund's support in any publicity materials, events, or communications related to the funded project.
- Grant recipients agree that progress reports and images can be used to publicise or promote the Fund (subject to GDPR protections)

Compliance

- Applicants are expected to act in good faith, provide accurate and truthful information, and use the grant solely for the purposes outlined in the approved project proposal.
- Recipients must comply with all relevant laws, regulations, and safeguarding policies.
- Grant recipient must ensure they have performed risk assessment and have adequate insurance coverage during project delivery.
- Where possible, local suppliers and services should be used.
- Grants must not be used for political or religious proselytising, or activities that discriminate or contravene the Haltwhistle Partnership's values, or legal and statutory regulations and requirements.

Confidentiality

- Personal and sensitive information related to the grant must be handled confidentially and in line with data protection laws.

Withdrawal of Funding

- The Haltwhistle Partnership reserves the right to withdraw or reclaim the grant if funds are misused, conditions breached, or if the project is not delivered as agreed.

Conflict of Interest

- Recipients must disclose any potential conflicts of interest related to the grant.

Disputes

- Any disputes arising from the grant award or its use will be addressed through the Haltwhistle Partnership's Grievance Policy and Procedures.

DATA PROTECTION

All information and data provided (including personal data as defined by the Data Protection Act 2018) relating to the Project shall remain the property of the applicant or their licensors. However, by submitting this information, applicants agree that the Partnership and its agents may use the data for purposes such as statistical analysis, market research, marketing and publicity, or auditing.

Prior to sharing any personal data with the Partnership, applicants must inform the data subjects that their information may be accessed and used by the Partnership and its associates and must obtain their consent accordingly.

DEFINITION OF TERMS

Applicant:

The organisation or individual submitting a grant application for funding consideration.

Grant:

A financial award provided to support a specific project or activity as outlined in the application.

Grants Panel:

A group of representatives responsible for assessing grant applications and making funding recommendations.

Board of Trustees:

The governing body responsible for reviewing funding recommendations and making final decisions on grant awards.

Funding Round:

A specified period during which applications for grant funding are accepted.

Monitoring Report:

A progress report submitted by the grant recipient detailing how the grant funding has been used and the outcomes achieved.

Terms and Conditions:

The contractual obligations and requirements that recipients agree to abide by when accepting the grant.

Data Protection Act 2018:

The UK legislation that governs the processing and protection of personal data.

Personal Data:

Any information relating to an identified or identifiable individual, as defined under the Data Protection Act 2018.

Match Funding:

Additional financial contributions provided by the applicant or other sources to complement the grant funding.

TIMELINE

Funding window opens	-	15th September 2025
Funding window closes	-	26th October 2025 (<i>midnight</i>)
Grants Panel meeting	-	12th November 2025
Trustees meeting	-	19th November 2025
Applicants informed	-	by 21 st November 2025
Payments Released	-	by 30 th November 2025 (<i>subject to receipt of required information</i>)

CONTACT DETAILS

For further information, guidance, or to submit an application, please contact the Haltwhistle Partnership using the details provided below.

Community Shops Fund Administrator	-	shopsfund@haltwhistle.org
Haltwhistle Partnership Administrator	-	admin@haltwhistle.org

Phone: 01434 321242

Westbourne House,
Main Street,
Haltwhistle, NE49 0AZ.

