

# Guidance Notes for Applicants

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## What is Ward Committee Grant Aid?

Every Ward Committee in Newcastle has money available for voluntary and community sector organisations that help local residents. These guidance notes explain how to apply for this money.

## Who can apply?

Applications are only accepted from 'not for profit organisations' such as:

- community groups
- voluntary organisations
- businesses limited by guarantee with charitable aims and objectives
- community businesses
- social enterprises

To be eligible to apply, organisations must show they have:

- An elected management committee that meets on a regular basis.
- A document describing how they are governed (e.g. constitution, memorandums and articles of association).
- An equal opportunities statement or an equalities and diversity policy. This may be contained within a governing document.
- Their own bank account with at least two unrelated signatories.
- Systems enabling them to manage their finances (e.g. keeping accurate records and making sure accounts are examined or audited depending on the nature and size of the organisation).
- Practices and procedures for any paid employers and volunteers which conform to legislation on employment, health and safety, racial and sexual discrimination, disability discrimination and age discrimination.
- Clear procedures on how they safeguard the welfare of children, young people, and vulnerable adults. This includes taking steps to ensure that

paid staff and volunteers working with vulnerable adults, children, and/or young people as part of the project are appropriately vetted.

- Sufficient insurance cover in place for all relevant risks – theft, fire, employer’s and public liability and third party damages.

Funding must go directly to the bank account of the organisation who are applying for the grant – we cannot accept any applications from ‘umbrella organisations’. For example we would not grant money to a community centre so they could pay for goods on behalf of a group who use the centre.

## **How to apply**

To apply, you need to fill in a Ward Committee Grant Aid Application Form. Forms can be posted to you by the Grants Officer (details at the end of this document) or you can apply online at [www.newcastle.gov.uk/wardcommitteefunding](http://www.newcastle.gov.uk/wardcommitteefunding)

Once your form is completed it must be signed and sent with all relevant information to the Grants Officer. The checklist in Section D tells you what to include.

## **What can be funded?**

All Ward Committee grant funded projects and activities must:

- Target residents in the ward(s) being applied to. They must be available and accessible to all residents unless they are for a single gender or specific interest group.
- Show how the local community support the project and how they have been involved so far.
- Demonstrate value for money. The organisation will do this by keeping records (e.g. a list of people who participated) that show whether the project has been successful.
- Be suitable to receive public funding (i.e. not contradict any City Council policy or other legislation).
- Be for a single, identifiable, project, activity or event. Organisations should send in a separate application form for each project, activity or event (e.g. one for their running costs and a separate one for a residential course).

- Projects must contribute to the overall aims and objectives of Ward Committee Grant Aid. These are:

**Community Cohesion** - creating and sustaining communities in which people of all backgrounds can live together safely, happily and with a shared sense of belonging (e.g. an event which works with young people to look at the various festivals/holy days celebrated by different faiths and cultures in Newcastle)

**Social Inclusion** – making sure that all people have the best possible chance to benefit from the opportunities and services offered by all organisations in an increasingly diverse Newcastle (e.g. a grant application for IT classes for older residents)

**Community Capacity Building** - developing the skills and knowledge of members of a community so they are better able to identify and meet their needs (e.g. a training session for an organisation's management committee)

**Alleviating Deprivation** – such as low income; unemployment; poor health; basic skills; work related training; poor housing; and criminal activity (e.g. a community safety drop in event at a community centre)

**Linkage to an overall council aim and/or objective** – strengthening the economy; wellbeing, health and independence; managing environmental impact; creating and sustaining quality places to live; safe, inclusive and empowered communities; improving outcomes for children and young people.

## **What can't be funded?**

Ward Committee Grant Aid will **not fund**:

- Projects or activities which are designed to promote religion, or where people have to take part in religious activities to benefit.
- Items or services which have already been purchased by the applicant. Organisations should not commit to spending any money until they have received the official letter confirming their grant has been agreed.
- Projects or activities which directly support any political party or for activities that could reasonably be seen as promoting a political party.
- Campaigns which seek to obtain changes in the law or Government policies, or campaigns whose purpose is to persuade people to have a

particular point of view on a question of law or public policy (although this does not affect the organisation's right to raise awareness of issues or run campaigns using other sources of funding).

- Applications from citywide organisations or for citywide projects unless they can demonstrate specific benefit to up to four wards. These wards must be neighbouring (i.e. share common boundaries).
- Projects that involve giving cash payments to individuals (e.g. giving cash payments to people as part of a Christmas party).

## How much can you apply for?

The minimum amount you can apply for is **£150**. This figure applies to the total amount applied for, so for example, an application for £150 could be divided between four wards with each granting £37.50.

The maximum amount you can apply for is **25% of the ward grant aid budget**. The council allocates this to each Ward Committee at the beginning of the financial year (April). A list of the budgets for each ward and maximum amounts is available from the Grants Officer or can be downloaded from [www.newcastle.gov.uk/wardcommitteefunding](http://www.newcastle.gov.uk/wardcommitteefunding)

If you are applying to more than one ward, then the amount requested from each individual ward should not exceed this 25% maximum.

## Which Ward Committees should you apply to?

You should apply to the wards where the people who will **benefit** live.

Apply to **one ward** if you can show that 80% or more of the people who will benefit live in this ward. Fill in **questions 8, 9 and 10** to tell us:

- which ward you are applying to
- how much you would like
- what information you have included to show why you are applying to this ward (this could also be a written explanation in the box provided)

Apply to **more than one ward** if the people who will benefit live in more than one ward. Fill in **questions 11 and 12** to tell us:

- which wards you are applying to
- how much you would like from each ward

- what information you have included to show why you are applying to these wards (this could also be a written explanation in the box provided)

You can apply to **up to four neighbouring Ward Committees**. The amount you apply for should be proportionate to the number of people benefiting in each ward. So, if half the people benefiting live in a ward you should apply to that Ward Committee for half the money, and so on.

For advice about where to apply and for how much then please contact your Ward Co-ordinator.

**Please remember:**

- We ideally like to see a list of addresses and postcodes for people who will benefit. If you are **applying to more than one ward** we can use this list to calculate how much each ward will be asked to contribute. If you'd like us to do this just tick the boxes in question 11.
- We store list of addresses and postcodes securely and only use them to identify the wards where people live.
- If you can't provide a list of addresses and postcodes please fill in the box to explain how your project will benefit the ward or wards you are applying to. This could be:
  - An explanation of how funding would be used for an event which targets residents (e.g. telling us where publicity would be sent out)
  - An explanation of how funding would raise awareness of a particular organisation or project (e.g. for publicity advertising services or inviting new members)
  - Details of how equipment being funded would be used by residents in a certain area (e.g. play equipment which would mainly be used by children in the ward or wards you are applying to)
- Even if you are applying to **more than one ward** only fill in **one application form**.
- We know it can be difficult to work out which wards you should apply to. If you would like help with this please contact your Ward Co-ordinator before you complete the application form.

- The people who will **benefit from your application** determine the wards you apply to. This may be different to the membership of your group or where your group is based.
- We cannot accept applications from citywide organisations unless they can demonstrate benefit to people who live in up to four neighbouring wards.

## **What information needs to be included with your application form?**

Make sure you include all relevant paperwork with your application form. If you don't include this your application will be delayed.

To help you do this a checklist is provided (see Section D). You should make sure that everything on this list needed for your application is included.

We keep information submitted by groups on file. If you have previously submitted your governing document, equalities and diversity policy, insurance documents, or safeguarding policies you do not need to send them again unless there have been any changes made. To check what information we have on file for your group contact the Grants Officer.

## **What happens if you don't have an equal opportunities statement or an equalities and diversity policy?**

To apply for Ward Committee Grant Aid, you must have an equal opportunities statement (which may be included in your governing document) or an equalities and diversity policy. If you do not have either of these, we will ask you to adopt one as part of the conditions of your grant. To find out where to get help with this please contact your Ward Co-ordinator.

## **What information needs to be provided if you are applying to fund a public event?**

If you are applying to hold any event which will be attended by members of the public you will need to provide risk assessment information. Question 18 lists the sorts of events that require risk assessment information. Please tick the one that applies to your project.

If you are organising a large outdoor event on council land, private land or the public highway (such as a sports day, barbecue or fun day), we will need you to complete an event checklist. This checklist and other information about risk

assessment can be posted or emailed to you by the Grants Officer or downloaded from [www.newcastle.gov.uk/wardcommitteefunding](http://www.newcastle.gov.uk/wardcommitteefunding)

## **What extra information needs to be provided if you work with children and young people or vulnerable adults?**

Organisations who work with children and young people and/or vulnerable adults need to include a copy of their safeguarding policy/child protection policy with their application form. Organisations must also give details of their vetting procedures.

A vulnerable adult is someone who:

- is aged over 18
- may need care services because of mental, physical or learning disability, age or illness
- cannot always protect themselves from harm.

Further information on this requirement can be posted or emailed to you by the Grants Officer or downloaded from [www.newcastle.gov.uk/wardcommitteefunding](http://www.newcastle.gov.uk/wardcommitteefunding)

## **What information needs to be provided to show you have insurance policies for your project and organisation?**

You must have sufficient insurance cover in place for all relevant risks. Question 22 asks you to tell us what cover you have. You must also include a copy of the front sheet of your policy document(s) with your application. We will keep these on file so you will not need to resubmit these for future applications unless your cover changes.

Further information on this requirement can be posted or emailed to you by the Grants Officer or downloaded from [www.newcastle.gov.uk/wardcommitteefunding](http://www.newcastle.gov.uk/wardcommitteefunding)

## **How are decisions made?**

The decision to approve or decline your application is made by the three Ward Councillors who make up the Ward Committee. All eligible applications must be discussed at a Ward Committee meeting. Someone from your organisation must attend this meeting to explain more about your organisation and answer any questions.

Occasionally, decisions are made outside of Ward Committee meetings. This is only done if:

- The Ward Committee meeting is inquorate (this means there are fewer than two Ward Councillors at the meeting).
- All the Ward Councillors have declared an interest in the application.
- There is a genuine need to agree an application before the date of the meeting. In this case you will have to explain why you haven't been able to apply in time to meet the regular Ward Committee cycle.

### **When should applications be submitted by?**

We accept applications at any time but you should allow a minimum of **two months** for an application to be processed and heard at a Ward Committee.

If you are keen to receive funding quickly, it's best to submit your application before the agenda deadline for the relevant Ward Committee(s). These deadlines can be obtained from your Ward Co-ordinator or the Grants Officer. They are also given at the end of Ward Committee agendas.

### **Is there a step by step guide to the process?**

A flowchart is attached to this document which shows how applications are processed.

### **What happens if your application is successful?**

You will hear if your application has been successful at the Ward Committee meeting. The day after the Ward Committee, the Grants Officer will write to you to say how much money you will receive and send you details of the standard conditions for Ward Committee Grant Aid. They will also let you know about any other conditions relating to your grant.

**Before any funding can be released, you must sign and return one copy of the green grant aid conditions form** to say that you agree to these conditions.

Once the Grants Officer has received the signed conditions form, they will arrange for the money to be transferred directly into your bank account. This will take a maximum of 28 days after the receipt of the signed conditions form.

You will also receive a monitoring form with your decision letter so you can keep this and fill it in as you run your project.

## **What happens if your application is unsuccessful?**

If your application has been unsuccessful you will hear at the Ward Committee meeting along with the reason why you have not received funding. The day after the Ward Committee, the Grants Officer will write to you to confirm the reasons why your application has not been agreed.

If you would like more information on other sources of funding for your project please contact your Ward Co-ordinator.

## **What monitoring information needs to be provided after you have received funding?**

We measure how successful Ward Committee Grant Aid has been. Every organisation receiving grant aid **must** complete and return a monitoring form.

You will receive a monitoring form with your conditions letter – this is so you can fill this in as you run your project. We'll also send you an envelope to keep your receipts in.

The form asks for the following information:

- Details of how the grant has been spent
- Confirmation that all of the grant has been spent
- Details of how the organisation has benefited from the grant
- Invoices and/or receipts for all purchases

It's particularly important to **ask for and keep all receipts** relating to your project. You will need to send these with your monitoring form.

**Three months** after you have received your grant, the Grants Officer will send you a letter to ask you to return your monitoring form and receipts. You must send these back as soon as possible – if you have any questions about the form then please contact the Grants Officer who will be happy to provide advice and support.

You cannot apply for any more grant aid until we have received all the monitoring forms and receipts from previous grants.

If we still don't receive a completed monitoring form and receipts after all reasonable attempts have been made then future applications from your organisation will not be considered and money may be reclaimed.

## **What happens if you need to change what you said you would spend the funding on?**

You must spend the funding on what you said on your application form. If there are any changes to your plans (e.g. if an event has to be cancelled) you **must tell us immediately**. You should do this by contacting your Ward Co-ordinator.

We will look into whether you will need to pay some of your grant back or whether we can allow you to re-allocate it for another use. Re-allocation needs to be agreed at a Ward Committee and **you should not make any plans for this** before you have received written agreement from the Ward Committee.

## **What can be done if you have any concerns about the process?**

If you have any concerns about the process then you should contact your Ward Co-ordinator or, alternatively, the Principal Ward Co-ordination Manager.

If this doesn't resolve the problem, you can make a formal complaint in writing. This will be investigated by a Senior Manager. This process is set out in stage 2 of the council's complaint procedure.

You can then seek a review of the complaint by writing to the Head of Democratic Services (This is stage 3 of the council's complaint procedure).

Depending on the outcome of your complaint, a report may need to be submitted to Neighbourhood Committee. They have overall responsibility for Ward Governance issues. You can contact the Local Government Ombudsman (0845 602 1983) about the handling of your complaint at any time.

You can also raise concerns under procedures relating to the voluntary sector compact (see below). In addition, the council operates a policy for confidential reporting of concerns ('whistleblowing').

Information about these procedures can be obtained from the City Council's Complaints Officer on 0191 211 5116 or [complaints@newcastle.gov.uk](mailto:complaints@newcastle.gov.uk)

## **Voluntary Sector Compact**

The relationship between the council and the voluntary and community sector is governed by the Compact and the supporting codes of practice.

In particular, grant funding falls under the procedures set out in the Compact Funding Code of Practice.

There is also a procedure through which community and voluntary organisations can raise a concern about issues where they feel the principles of the Compact and Funding Code of Practice have not been followed.

For further information contact:

Bryan Beverley, Service Development Lead Specialist – 0191 2773593 or by email [bryan.beverley@newcastle.gov.uk](mailto:bryan.beverley@newcastle.gov.uk)

Newcastle Council for Voluntary Service – 0191 232 7445 or by email [ncvs@cvsnewcastle.org.uk](mailto:ncvs@cvsnewcastle.org.uk)

### **What happens if the council has any concerns about an organisation?**

If you have financial problems or other difficulty that may affect your grant, you should tell the council about the situation and any action you are taking as soon as possible.

If the council becomes aware of any problems, it will formally notify you in writing.

In both cases, the Neighbourhood Services Directorate will speak to the council's lawyers and auditors to decide what action needs to be taken.

### **Who can be contacted for further information?**

If you have any questions about the administration of Ward Committee Grant Aid (e.g. requesting application forms and other documents, queries about payments, discussing outstanding paperwork that needs to be included with your application), contact the **Grants Officer**:

Nadine Curbison, Grants Officer  
Community Engagement and Empowerment,  
Room 248  
Civic Centre  
Newcastle upon Tyne  
NE1 8PR

Telephone: 0191 277 3584 Fax: 0191 277 3689

[nadine.curbison@newcastle.gov.uk](mailto:nadine.curbison@newcastle.gov.uk)

If you would like to find out more about applying for Ward Committee Grant Aid (e.g. whether your organisation or project is eligible, which wards you can apply to, what to expect at a Ward Committee, dates of Ward Committees and deadlines) contact your **Ward Co-ordinator**:

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Benwell/Scotswood & Fenham	<a href="mailto:paul.mckinnell@newcastle.gov.uk">paul.mckinnell@newcastle.gov.uk</a> 0191 2773628
Blakelaw & Woolsington	<a href="mailto:ann.gilks@newcastle.gov.uk">ann.gilks@newcastle.gov.uk</a> 0191 2773571
Byker & South Heaton	<a href="mailto:caroline.collinson@newcastle.gov.uk">caroline.collinson@newcastle.gov.uk</a> 0191 2773564
Castle	<a href="mailto:sue.wannop@newcastle.gov.uk">sue.wannop@newcastle.gov.uk</a> 0191 2773536
Dene & Walkergate	<a href="mailto:susan.johnson@newcastle.gov.uk">susan.johnson@newcastle.gov.uk</a> 0191 2773496
Denton & Westerhope	<a href="mailto:christine.earl@newcastle.gov.uk">christine.earl@newcastle.gov.uk</a> 0191 2773584
East & West Gosforth	<a href="mailto:victoria.powell@newcastle.gov.uk">victoria.powell@newcastle.gov.uk</a> 0191 2773598
Elswick & Wingrove	<a href="mailto:dorothy.procter@newcastle.gov.uk">dorothy.procter@newcastle.gov.uk</a> 0191 2773640
Lemington and Newburn	<a href="mailto:chris.mason@newcastle.gov.uk">chris.mason@newcastle.gov.uk</a> 0191 2773527

Fawdon	<a href="mailto:helen.hindmarch@newcastle.gov.uk">helen.hindmarch@newcastle.gov.uk</a> 0191 2773537
Kenton	<a href="mailto:rob.gillie@newcastle.gov.uk">rob.gillie@newcastle.gov.uk</a> 0191 2773569
North & South Jesmond	<a href="mailto:amy.redpath@newcastle.gov.uk">amy.redpath@newcastle.gov.uk</a> 0191 2773635
Parklands	<a href="mailto:amy.stillwell@newcastle.gov.uk">amy.stillwell@newcastle.gov.uk</a> 0191 2773612
Walker & North Heaton	<a href="mailto:debra.lagun@newcastle.gov.uk">debra.lagun@newcastle.gov.uk</a> 0191 2773625
Ouseburn & Westgate	<a href="mailto:elizabeth.grace@newcastle.gov.uk">elizabeth.grace@newcastle.gov.uk</a> 0191 2773518 <a href="mailto:cass.winlow@newcastle.gov.uk">cass.winlow@newcastle.gov.uk</a> 0191 2773554

## Other sources of Funding

General funding advice, information and support is available from Newcastle City Council and from Newcastle Council for Voluntary Service (NCVS). The details of who to contact are set out below.

### 1. Newcastle City Council

Advice about sources of funding can be obtained by accessing the following web site address [www.newcastle.gov.uk/grantnet](http://www.newcastle.gov.uk/grantnet) or by contacting:

Nadine Curbison, Grants Officer  
Community Engagement and Empowerment,  
Room 248  
Civic Centre  
Newcastle upon Tyne  
NE1 8PR

Telephone: 0191 277 3584      Fax: 0191 277 3689

[nadine.curbison@newcastle.gov.uk](mailto:nadine.curbison@newcastle.gov.uk)

2. Newcastle Council for Voluntary Services (NCVS)

The NVCS **Funding Advice Officers** can help your organisation to identify possible sources of funding and help you to prepare applications:

Louise McGlen or Chris Blenkarn

**Funding Advice Officers**

Newcastle Council for Voluntary Service

MEA House

Ellison Place

Newcastle upon Tyne

NE1 8XS

[fundadvice@cvsnewcastle.org.uk](mailto:fundadvice@cvsnewcastle.org.uk)

## **Is there any other guidance about Ward Committee Grant Aid?**

A number of guidance documents are currently being developed for applicants. For more information contact the Grants Officer or look at the Grant Aid web page [www.newcastle.gov.uk/wardcommitteefunding](http://www.newcastle.gov.uk/wardcommitteefunding)

We also have guidance documents produced by NCVS. These are available for you to download or request from the Grants Officer. They include:

- Choosing and using a bank account for voluntary organisations
- Criminal Record Bureau (CRB) checks
- Insurance for voluntary organisations
- Safeguarding children and young people, including child protection
- A basic funding strategy
- Application forms
- Do's and don'ts of funding applications
- What to do in a crisis

**Copies of this document can be provided in audio, Braille, large print or other languages. Please contact the Community Engagement and Empowerment Section.**

## Ward Committee Grant Aid

# Step by Step Guide to Applying

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Contact the Grants Officer or go to [www.newcastle.gov.uk/wardcommitteefunding](http://www.newcastle.gov.uk/wardcommitteefunding) to get a copy of the application form and guidance notes. If you have any questions at this stage contact your Ward Co-ordinator.



Complete the form and send a signed copy to the Grants Officer along with **all** accompanying paperwork.



Your form will be logged by the Grants Officer and given a unique reference number. The Grants Officer will check that all your paperwork is in order. If anything is missing or incorrect, the Grants Officer will write to you to ask you to send this. Your application won't go to the next stage until all the paperwork has been received.



Your form is then passed to the Ward Co-ordinator(s) for the ward(s) you are applying to. They complete an appraisal of your project and organisation to make sure you are eligible to receive grant aid.



The Ward Co-ordinator speaks to the Ward Councillors about your application and arranges for it to be included on the agenda for the next Ward Committee meeting. The Ward Co-ordinator will contact you to let you know

when and where the meeting is. If you have applied to more than one ward then you will need to go to more than one Ward Committee and may need to speak to more than one Ward Co-ordinator about this.

(continues on next page)

You should attend the Ward Committee(s) to talk about your project and answer any questions. The Ward Councillors will make a decision on your application at the meeting and tell you why they have made that decision.

The Grants Officer will write to you to confirm the decision of the Ward Committee. If you have been successful you will get a letter, two green grant conditions forms and a monitoring form. You must sign and return one copy of the green form to the Grants Officer in order to release the funding. You should not spend any money on your project until you have received your decision letter.

Funding will be transferred directly into your organisation's bank account within 28 days of the Grants Officer receiving your signed green form.

Three months after the decision has been made, the Grants Officer will write to you to ask you to return your monitoring form. You must complete and return this and also include all receipts for everything you have bought with the funding. Remember to **always ask for receipts** when you are buying anything for your project.

Once we have received a satisfactorily completed monitoring form then you are welcome to apply for Ward Committee Grant Aid again.