

Newcastle City Council's Small Grants fund

Guidance to Applicants

Introduction

This fund is aimed at smaller, grassroot organisations in the city making a real difference in our communities and is ideal for small projects or essential funding injections to support core delivery costs. It will have a simple application and evaluation process and will award grants for activity taking place between May 2023 and March 2024.

The Application Process

Applications must be completed and submitted online and can be accessed via The Newcastle Fund web page, using the link for Microsoft Forms (<https://forms.office.com/Pages/ResponsePage.aspx?id=wLSfsgQNn0q0YsEpSx4bRwmPsTU9ri5FmSo5qhu7zalUOEIVWE1KSzc0S0gwSEtSR0NRRIZBVUpBSi4u>).

PLEASE NOTE THAT PAPER SUBMISSIONS WILL NOT BE ACCEPTED.

Applications must be submitted by 5pm on 24 February 2023. The funding is for activity delivered between May 2023 and March 2024.

Any submissions received after the deadline will not be considered.

Tips for completing an application

- Read the application guidance carefully
- Ensure you provide clear and detailed information but do not exceed the stated word limits
- Do not assume assessors will be familiar with your organisation or activity
- Do not leave any sections blank (unless specified in the application form)
- Provide the information asked for in the correct place in the application form
- Ensure relevant information is contained in your answer to each question, even if you have to repeat yourself
- Supply only the information that is asked for on the application form at this stage
- Do not include tables, graphics, appendices or web links.

Section 1 – Organisation Details

- ✓ Organisations must meet all requirements set out in the eligibility section of the application form (Section 1) to be considered for funding.
- ✓ Your organisation must have appropriate Health and Safety and Safeguarding Policies/procedures in place to protect service users, public, staff and volunteers. You must have an Equality and Diversity Policy. Your policies must have been reviewed in the last three years and comply with current legislation.
- ✓ Your organisation must hold valid Insurance certificates.
- ✓ If your proposed activity involves working with young people or vulnerable adults, staff must hold a valid DBS check certificate before 1st April 2022.

Section 2 – Activity Description

Clearly and concisely explain the amount applied for and what the funds will be spent on. Please do not use this section to add details about your activity, this will be required in Section 3.

Please choose **one** of the priority areas that is closest linked to your proposed questions.

Section 3 – Impact Questions

Complete each question within the word count specified for each of the three questions.

Question 17 – 250 words

Question 18 – 500 words

Question 19 – 250 words.

Clearly and Concisely describe what your proposed activity will deliver, using the subtitles to guide your answers. Remember, the assessors may not be familiar with your work or your organisation. Consider how evidence can demonstrate the need for your activity, from community consultation to local and national research. Tell us how you are using and building local assets in your activity – this could be buildings and resources or residents' skills and experience.

The Assessment Process

We will assess applications that meet the eligibility criteria, section 1 of the application form. Proposed activity will be scored using the following framework:

Impact questions weightings;

Section 3, Question 17 holds a weighting of 35%

Section 3, Question 18 holds a weighting of 35%

Section 3, Question 19 holds a weighting of 30%

We use an Assessment Tool to score applications as objectively and transparently as possible. Scores are then presented to the Newcastle Fund Assessment Panel who make final recommendations for applications to receive funding.

Award

Your offer letter contains the terms and conditions of your grant award, the level of funding awarded and output requirements. You are also required to produce and submit the documents and policies listed within the application form that are related to your organisation.

Monitoring and payments

The grant award will be paid in one payment. In return for payment, we expect to receive and impact report at the end of March 2023, detailing the activity you have received grant funding for. The information you submit not only tells us about the important work you are doing, but also enables us to understand the collective impact of the Small Grants fund on the city.

Commitment to transparency

In line with our commitment to transparency and openness, the Council will publish details of applications to the fund (name of organisation and activity description only) and of successful applications (further including the amount of grant awarded). Unsuccessful applicants can request feedback on why their application was not funded. Details of this process are contained in the letters notifying applicants of the outcome of their application.