

NEDDC Community Action Grants Application Form



North East Derbyshire
District Council

Purpose of the NEDDC Community Action Grants: £tbc funding has been agreed to enable constituted groups operating in North East Derbyshire District to access up to £500 grant funding for projects taking place in the District that support NEDDC's Council Plan.

BEFORE YOU FILL IN THIS FORM

- Check your proposed project activity is eligible – see page 5.
- Check that your group can meet the grant conditions – see page 6.
- Read through the whole application form before you start to fill it out. This will help you to answer each question appropriately.

ABOUT YOUR GROUP

Name of Group	
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Your group must

- Be formally constituted i.e. have a Governing Document that has been approved by the organisation and signed by an office bearer
- Have a Managing Body (e.g. committee or similar body) which meets regularly
- Have elected office bearers e.g. chairperson, secretary and treasurer
- Have a bank account with at least 2 unrelated signatories
- Be not-for-profit

Name of project	
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Contact name	
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Telephone number	
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Email address	
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Contact address for correspondence inc. postcode	
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In which area does your group work? E.g. district, parish, town, village etc.	
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Please describe what regular activities your group undertakes.	
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ABOUT THE PROJECT YOU WOULD LIKE US TO FUND

Project information

Describe the activity that you wish to receive funding for.

Be specific about what it will do, how you will do it and what you will be spending the grant on.

If this is to support a project with match funding please give details and whether it is secured.

What evidence do you have that people in your area want/need this project?

Where is the project being delivered? How have you identified a need for this project in your area?

What benefits do you expect from this project and how will it contribute to the achievement of the priorities set out in our Council Plan at [INSERT HYPERLINK](#)
Who will benefit and which NEDDC priorities will it support?

How will you know that this project has been successful and has a lasting impact?
How will you know what benefit the project has delivered for your area and how will you evidence this?

ABOUT THE GRANT YOU ARE APPLYING FOR

Amount of grant requested	
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Total cost of project	
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Project start date	
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Project end date	
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What will the grant pay for? (Please provide a detailed breakdown of cost, showing how you have calculated the cost for each item)	Cost £
<i>E.g. Training for two volunteers Level 2 Food Hygiene courses at £25 each</i>	£50
Total	

If you are applying for a grant which involves working with children or vulnerable people, please put an x in appropriate boxes to confirm you have the following in place:

Safeguarding Policy

DBS Checks

Are there any NEDCC councillors connected to your organisation? (e.g. trustee/board member, employee or volunteer) please say YES/NO	
If YES please provide the name(s) of the councillor(s)	

FINISHING YOUR APPLICATION

On behalf of the organisation I confirm that the information in this application is correct and that the relevant supporting documentary evidence can be provided on request.

In the event of a grant being awarded I also confirm that the organisation will abide by the conditions of grant and will inform the NEDDC of any change in circumstances that would affect this application.

Signed		Date	
Position in organisation			
Bank/Building Society		Account Name	
Sort Code		Account Number	
Please tell us how you found out about NEDDC Community Action Grants			

If you are completing this form electronically and are unable to provide an electronic signature, you will be asked to sign before a grant is released.

Sending us your application:

- **By email:** Save your electronic application form, attach it to an email and send it to: sue.dixon@ne-derbyshire.gov.uk
- **By post:** Sue Dixon, NEDDC, DCO, 2013 Mill Lane, Wingerworth, S42 6NG

TIMESCALES

Applications will be assessed at period panels depending on the time of submission. If you miss a certain deadline the application will be assessed at the next panel, therefore there may be a significant period between submission and assessment. Subject to funds remaining, the bidding rounds will be:

- 31st March 2020
- 30th September 2020
- 31st December 2020

Please check [our website](#) before applying to ensure the scheme is open.

Submitted Application Forms will be acknowledged within 10 working days. Proposals that have not been fully completed may be returned.

CONTRACTING

Supported groups will be sent a formal offer letter which will include any conditions applicable to the grant. These will usually relate to reporting project progress (monitoring) information so we can see how successful a project has been. Organisations must agree to these conditions before any funding can be released. Once agreed, payment will be made via BACS and the project can start.

INELIGIBLE ACTIVITY

We will **not** consider applications for the following:

- Core running costs (e.g. member subscriptions, room hire, insurance)
- Equipment which has already been purchased
- Direct grants to individuals
- Activities of a political or exclusively religious nature
- The direct recruitment of permanent staff
- Projects which duplicate or replace statutory activity

NEDDC COMMUNITY ACTION GRANTS CONDITIONS

North East Derbyshire District Council retains the right to reclaim, at any time, all or part of the awarded money if it is not spent for the purpose it was awarded. North East Derbyshire District Council retains the right to reclaim, at any time, any asset purchased from the awarded money which is no longer being used for the purpose it was awarded. The organisation must inform the council immediately if it is unable to accept or comply with any of the following conditions:

- The group applying for funding is properly constituted. This means having a governing document or a list of governing members and a set of rules. A photocopy of the signed constitution/governing document to be provided if requested.
- Funding from the Community Action Grant Fund will be used for the specific purpose for which it is granted.
- No asset purchased using the grant will be sold or transferred without agreement from North East Derbyshire District Council.
- The support will be recognised as a 'one off' award and does not imply that North East Derbyshire District Council is committed to any future funding.
- The award will be spent within 12 months of being received or otherwise returned to North East Derbyshire District Council.
- North East Derbyshire District Council's logo will be used in any publicity about the project.
- The organisation will provide receipted invoices if requested by the council where awarded money is used to purchase goods/services. The grant award will be recorded in the organisation's accounts/cashbook/bank book/bank statement/inventory which will be made available for inspection by North East Derbyshire District Council if required.
- The organisation agrees to co-operate in any monitoring and publicity of the benefits and use of the grant and will complete a simple monitoring report at the end of the project.
- North East Derbyshire District Council will not be held responsible for any action of the organisation or anyone acting on its behalf.
- The organisation will recognise and support North East Derbyshire District Council's commitment to safeguarding the environment, equal opportunities and diversity and will endeavour to ensure that the project does not have a detrimental impact.



North East
Derbyshire
District Council

We speak your language

Polish

Mówimy Twoim językiem

French

Nous parlons votre langue

Spanish

Hablamos su idioma

Slovak

Rozprávame Vaším jazykom

Chinese

我们会说你的语言

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