



Local Neighbourhoods Scheme Application Form 2024/2025

PLEASE COMPLETE ALL SECTIONS OF THE FORM. INCOMPLETE FORMS WILL BE RETURNED

Contact Details

Name of Organisation applying for funding	
Contact Name & Address	
Telephone number	
Email address	

Financial Information

If this is your first application or your bank account details have changed since your previous award, please provide:

Account Name				
Name of Bank/Building Society				
Account Number and Sort Code	a/c No		Sort Code	

Organisation Status and Information

Registered Charity		Applying for charitable status		Community Interest Company	
LEA School		Other School		Residents Association	
Friends of Group		Sports Club		Other (please state below)	

What are the main aims and objectives of your group	
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Which of the Council's ambitions does your project support?

Residents will have access to good quality jobs, skills and learning		Residents will enjoy good mental wellbeing and physical health throughout their lives	
Residents will be financially secure		Part of strong communities	
Targeting support to make things fairer			

Project Details

Please indicate which type of project you are seeking funding for, ***you can only apply for one project***

Community Event (open to the community)		Event for organisation members only (£500 maximum)	
Purchase equipment		Other (please state below)	

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What is the event date/start date of your project?	
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If you are seeking funding for a community event you must seek event safety advice by contacting safetyadvisorygroup@southtyneside.gov.uk

Have you quotes for any items to be purchased?	Yes		No		N/A	
Will you source suppliers from within South Tyneside? If not, why?	Yes		No		N/A	

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<p>Project Details – please provide your project details below including how many people you expect to benefit from the project and how they will benefit from your project.</p>	
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Please note that any grant awarded is as the discretion of the CAF. You may be awarded less than the grant sought. If there are any changes to the project details or costs please contact the Council before the project starts.

Please note that groups must evidence a financial contribution towards the total cost of the project. **Receipts must be submitted for any spend exceeding £500.**

You must provide quotes for any items to be purchased.

The maximum grant you can apply for is £1,000 towards equipment, community wide events or projects with a long-term benefit. £500 for one off events such as parties and day trips or £500 towards running costs

Please indicate which items will be funded by the CAF and which items will be funded by the group

Item	Name of Supplier	Amount	CAF	Group
Total Cost				
Group Contribution				
Total CAF Grant applied for				
Have you attempted to raise funds from elsewhere towards this project?	Yes		No	
If yes, please describe				

Have you looked into funding from elsewhere via the council's funding support website? You can access the site at www.idoxopen4community.co.uk/southtyneside .	Yes		No	
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Terms and conditions relating to payment of grant funding: Local Neighbourhoods Scheme

Organisations receiving grant funding are required to:

- Implement project/event and spend funding in the same financial year in which it is awarded
- Submit required invoices and receipts at the earliest opportunity
- Promote the scheme at events and in respect of purchases funded by including the Council logo or the words 'Supported by South Tyneside Council' on publicity and advertising

The whole of the grant assistance paid, or part thereof, may become repayable if any of the above conditions are not met, or if false information is knowingly given in the application form submitted. Failure to submit required invoices/receipts will stop further applications being processed and may require repayment of all or part of the grant awarded.

For the purposes of the Data Protection Act, South Tyneside Council is the Data Controller. The personal information you have provided on this form will be used to provide information on your funding application. Your contact details may be shared with Inspire South Tyneside who may contact you regarding other funding opportunities. Other than Inspire South Tyneside, your information will not be shared with third parties unless we are legally obliged to do so, or have gained your consent to.

Your personal information will be kept secure and held for 3 years.

For a full version of our privacy notice please visit www.southtyneside.gov.uk/team/privacy.
(www.southtyneside.gov.uk/privacynotice)

If you wish to access the personal information that we hold you should contact South Tyneside Council Information Governance, data.protection@southtyneside.gov.uk Telephone: 0191 424 6539

You must allow at least 8 weeks between submission of your application form and the date of your event.
Applications received 8 weeks or less from the start date may not be considered.

You are encouraged to apply early in the new Municipal Year. CAF funding is limited and considered on the basis of date received. Applications sent after 31 December 2024 are unlikely to be considered.

If you have any queries please contact the team on 0191 424 7104 or email caf.grant@southtyneside.gov.uk Completed application forms and supporting documents should be sent to: caf.grant@southtyneside.gov.uk

Declaration

1. I have authority to make this application on behalf of the organisation I represent
2. I certify that the information contained in this application is correct to the best of my knowledge
3. I have enclosed the supporting documents required. I understand that this application may not be processed without the required documentation
4. If the information in the application changes substantially, I will inform the Civic and Members Support Team via caf.grant@southtyneside.gov.uk
5. I have read and understand the terms and conditions of Council funding and agree that they will be complied with
6. I agree to provide any self-evaluation or report in respect of expenditure of funding as may be required by the Council
7. I give permission for the Council and Inspire South Tyneside to contact my organisation by phone, email or post with information about their activities and about funding opportunities
8. I agree that, should this application be successful, the group will promote the scheme at all events and on all purchases funded by the scheme by using the words 'Supported by South Tyneside Council' on all publicity and advertising. Permission to use the Council's crest must be sought from the Council Communications Team.
9. I agree that any grant awarded must be spent within South Tyneside, unless this is not considered possible
10. I understand that if the date of the event is 8 weeks or less from the date the application is received, the application will not be processed and that applications must be made by the end of December 2024.
11. I understand that all grants awarded are at the discretion of the Forum(s) that consider the application

Please ensure that the correct postage is used if returning a paper application. This form can be completed electronically and submitted to caf.grant@southtyneside.gov.uk

Please sign or print name and date below

Name	Date
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