

## Active North Tyneside Community Fund application form

<b>Name of group or organisation:</b>	
<b>Name of main contact:</b>	
<b>Group / main contact's address (including postcode):</b>	
<b>Telephone number:</b>	
<b>Email address:</b>	
<b>Group bank account details:</b>	

**Please provide a brief description of the event / activity you would like funding for (100 words max), please include how you have identified a need for this event/activity i.e participants feedback, consultation with local community:**

**Address of where the proposed activity / event will take place (include the full address and postcode):**

**Please state how you will recruit participants from Active North Tyneside's priority areas and how you will promote your activity to them:**

**Estimated number of people who will be involved in the activity and their age range:**

Age	Number
Under 8 years	
8 – 15 years	
16 – 25 years	
26 – 40 years	
41 – 60 years	
60 + years	

**Proposed date(s) of activity:**

**Provide a brief description of how you will evaluate your project:**

**Please explain how you might sustain your project, and will there be an exit route or signposting to other activities:**

**Please let us know the details of the organisation or instructor delivering the event/activity:**

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**Please identify what you will purchase with the funding (please accurately include all costs which may include items such as instructor costs, venue hire, transport, sports equipment, PPE etc and list any 'in-kind' funding you may offer in addition, for example venue hire or sports equipment:**

<b>Expenditure</b>	<b>Cost (£)</b>
<i>Example- venue hire x 12 weeks @ £16 per hour</i>	<i>£192</i>
<i>Example- Fitness Instructor x 12 weeks @ £22 per hour</i>	<i>£300</i>
<b>Total</b>	

<b>Date:</b>	
<b>Signature of main contact:</b>	

## Criteria:

Applicants can apply for support of up to £500, however applications exceeding this may be considered. Applicants will receive written confirmation within four weeks of whether they have been successful. For full terms and conditions, please contact us.

What can the grant be used for? Examples include:

- facility hire charges
- instructor or sports coach costs
- transport to and from an activity
- purchase or hire of equipment
- promotional materials such as leaflets or posters
- training costs to support project development
- incentives to aid retention

This list is not exhaustive; please contact Active North Tyneside if you require any further clarification or have any additional ideas.

What is excluded?

- payments to individuals
- repeat grants or more than one application from any organisation or delivery partner i.e. coach/instructor/provider per financial year
- multiple projects of the same nature
- overseas trips and/or holidays
- activities or projects which other agencies should fund as part of their work
- activities or projects which do not promote healthy lifestyles to communities
- staffing for co-ordinating events (coach and instructor fees are accepted)
- large one-off activities with no sustainable exit route or lead in activities
- school-based activities
- activities for already active groups
- applications for the continuation of already existing activities and/or events

Before you apply, you will need the following:

- a new activity or project plan that will promote healthy lifestyles to its participants, designed for a minimum of 10 participants for a period of six

weeks or more (if your project is a one-off event, you must provide a sustainable exit route or lead in activity for those involved)

- an activity or project plan that will take place in North Tyneside for inactive and/or hard to reach residents who live in the most 20% deprived areas of the borough
- deliver a recognised sport or physical activity session
- a group bank account with two unrelated signatories who do not reside at the same address
- to be a registered group or charity (legal unregistered charities may apply but must be able to provide evidence of a constitution)
- a voluntary management committee of at least three people (chair, secretary and treasurer)
- your latest annual accounts or if your group is new, a copy of your last three bank statements

All successful applicants must be able to:

- evidence a gap or need in the community for a project
- deliver their activity free of charge for all taking part
- spend their grant within six months
- obtain copies of receipts for proof of expenditure
- complete a report and data collection sheet
- inform Active North Tyneside immediately of changes in circumstances or plans
- display Active North Tyneside branding at your event(s)