



## ANNUAL GRANT AID APPLICATION 2025–26

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### 1. Organisation Details

**Name of Organisation:**

**Contact Name:**

**Position:**

**Address for Correspondence:**

**Telephone:**

**Email:**

**Preferred Contact Method:**

☐ Letter    ☐ Telephone    ☐ Email

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### 2. Organisation Information

**Status of Organisation (please tick):**

☐ Registered Charity

☐ Voluntary Organisation

☐ Community Group

☐ CIC or Company Limited by Guarantee

☐ Tenants' Association

☐ Other – please specify: \_\_\_\_\_

**Brief description of your group and its aims/priorities for the year ahead:**  
(please write below)

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### 3. Ashington Impact and Membership

### Do you work in partnership with any other organisations?

☐ Yes      ☐ No

If yes, please give details: *(please write below)*

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**Number of users or beneficiaries:**

### Do users/members pay a subscription?

☐ Yes      ☐ No      If yes, amount: £ \_\_\_\_\_

**Number of paid staff:**

**Number of volunteers:**

**Estimated percentage of users living in Ashington:**

If unknown, describe how your organisation benefits Ashington residents: *(please write below)*

[illegible]

#### 4. Grant Request Details

**Amount of Grant Requested: £** \_\_\_\_\_

**Type of Grant (tick all that apply):**

- ☐ Project Funding
- ☐ Start-up Costs
- ☐ Maintenance/Running Costs

**Please describe the purpose of the grant and how it will be used:**

(continue on a separate sheet if necessary) *(please write below)*

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### How will you demonstrate success and impact of this funding?

(e.g. number of beneficiaries, outcomes, feedback, community benefit) *(please write below)*

[illegible]

## 5. Finances and Reserves

### Please attach the following:

- ✓ Constitution/governing document
- ✓ Latest independently examined or audited accounts
- ✓ Most recent bank statement(s)
- ✓ Reserve breakdown (see below)
- ✓ Required policies (see Section 6)

### Breakdown of reserves and reserve policy explanation:

- Total unrestricted reserves: £\_\_\_\_\_
- Total designated/restricted reserves: £\_\_\_\_\_
- Reserve policy purpose and justification: *(please write below)*

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Running Costs (average over past 2 years): £\_\_\_\_\_

Calculation of reserves as % of running costs: \_\_\_\_\_%

### Why can't this project be funded from reserves?

(Include justification if reserves exceed 20%) *(please write below)*

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## 6. Funding Profile

Please complete the following to show how the requested grant will be used and how it fits within your wider budget.

**Is your application for:**

- ☐ A specific project
- ☐ Ongoing running costs
- ☐ A mix of both (please explain below):

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**If you are applying for project funding, please complete this section:**

Project Funding Breakdown	Amount (£)
Total cost of the project	
Funding already secured	
Amount requested from ATC	
Expected additional funding (if any)	

**Brief project description and use of the grant:**

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**If you are applying for running cost support, please complete this section:**

<b>Running Costs (2025–26)</b>	<b>Amount (£)</b>
Total expected income	
Total expected expenditure	
Amount of unrestricted reserves	
Amount requested from ATC	

**Please indicate which running costs the grant will support** (e.g. premises, staff, admin, utilities, insurance):

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#### **Match Funding and Sustainability**

**Have you approached any other funders or undertaken any fundraising?**

☐ Yes    ☐ No

**If yes, please give details including amounts raised, pending, or anticipated:**

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**How do you intend to sustain this activity or cost in the future (if applicable)?**

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## 7. Required Policies Checklist

(please tick all included or indicate if support is needed)

- ☐ Health & Safety
  - ☐ Equality and Diversity
  - ☐ Safeguarding (if applicable)
  - ☐ Data Protection & GDPR
  - ☐ Risk Management
  - ☐ Complaints Procedure
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## 8. Bank Details

**Bank Account Name (must be in the name of the organisation):**

**Sort Code:**

**Account Number:**

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## 9. Declaration

- ☐ I confirm that all information is accurate and complete
- ☐ I agree to the monitoring and publicity conditions
- ☐ I understand decisions are based on merit and scored using the Council's assessment framework (see Guidance Appendix A)
- ☐ I agree to submit monitoring reports as required, including interim reports for awards of £2,500+
- ☐ I understand that failure to provide required evaluation will affect future funding eligibility
- ☐ I understand the Council's decision is final and based on recommendations to the Finance & General Services Committee
- ☐ I have included all required documents and evidence

**Signed:**

**Print Name:**

**Position:**

**Date:**

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**FOR OFFICE USE ONLY**

**Date Received:**

**Application Complete?** ☐ Yes ☐ No

**Notes/Conditions:**