



SMALL GRANT APPLICATION FORM – 2025–26

1. Organisation Details

Organisation Name:

Contact Name:

Position:

Address:

Telephone:

Email:

Preferred contact method:

☐ Letter ☐ Telephone ☐ Email

2. Organisation Information

Status of organisation (tick):

☐ Charity ☐ Community Group ☐ CIC ☐ Other: _____

Brief description of your organisation and activity:

3. Grant Request Details

Amount requested (£500 maximum): £_____ *(include details below)*

Costs	Amount (£)



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4. About the Grant and Who It Will Benefit

Please complete this section carefully — the information you provide will help us understand your need and impact. Where the number of eligible applications exceeds the funds available in a grant round, this section may be used to help determine which projects are supported.

a) What will the grant be used for?

Tell us clearly what you are applying for, why it's needed, who it will benefit, and when the funding will be used.

Example: "We are applying for £480 to purchase safety vests and tools for our community gardening group. The items will support our weekly sessions for local volunteers and allow us to expand to a second site."

Your response: *(continue on separate sheet if necessary)*

b) Who will benefit from this grant?

Tell us about the people who will take part in or benefit from this activity. Include an estimate of numbers and whether they live in Ashington.

Example: "Up to 30 young people aged 12–16 from Ashington attend our sessions weekly. We estimate 90% live within the town."

Your response: *(continue on separate sheet if necessary)*



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c) Are you working with any other local organisations or community groups?

☐ Yes ☐ No

If yes, please tell us who you are working with and how they are involved:
(continue on separate sheet if necessary)

d) Are you seeking or using other funding for this activity?

☐ Yes ☐ No

If yes, please give details below. Include any other funders approached, whether funding has been confirmed or is still pending, and how this grant fits in.

Example: "We've applied to Northumberland Community Chest (£400, pending) and have raised £150 from local donations. The Council grant would allow the project to go ahead in full."

Your response: (continue on separate sheet if necessary)

5. Essential Policies

We understand that some groups may not yet have all the required policies in place. If that's the case, please don't be discouraged — we strongly encourage you to contact us for advice and support. We can signpost you to templates and guidance to help you put these policies in place. You will not be eligible for a grant in this round without them, but getting them ready will allow you to apply in a future round



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Please confirm you have the following policies in place, and enclose you're your application *(please tick)*

- ☐ Health & Safety
 - ☐ Equality & Diversity
 - ☐ Safeguarding (if applicable)
 - ☐ Data Protection & GDPR
 - ☐ Risk Management
 - ☐ Complaints Procedure
-

6. Finance and Reserves

Please attach the following:

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

Breakdown of reserves and reserve policy explanation:

- Total unrestricted reserves: £ _____
- Total designated/restricted reserves: £ _____

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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7. Declaration

Please confirm the following (tick to agree):

- ☐ All information is accurate and complete
- ☐ We are based in Ashington and serve Ashington residents
- ☐ We understand that Council publicity credit is a condition of the grant
- ☐ We have attached a copy of our constitution and recent financial information
- ☐ We have attached the required policies
- ☐ We agree to share photos, updates, or acknowledgements for use by the Council

Signed:

Print Name:

Position:

Date:

FOR OFFICE USE ONLY

Date Received:

Application Complete? ☐ Yes ☐ No

Notes/Conditions: