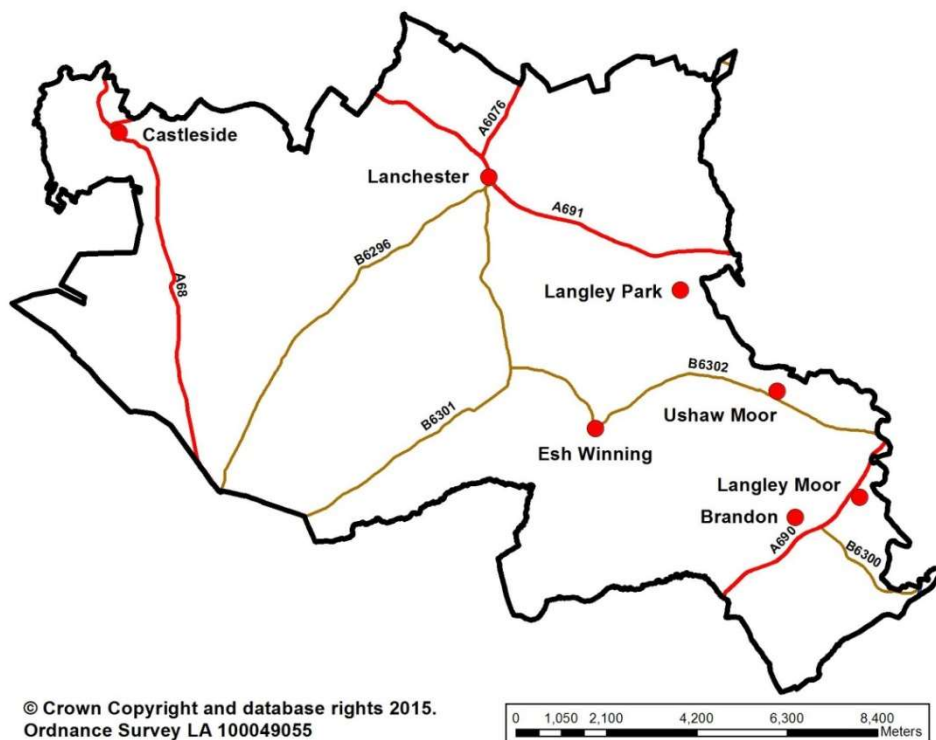


MID DURHAM AREA ACTION PARTNERSHIP

SMALL GRANTS FUND

APPLICATION FORM AND GUIDANCE NOTES



The Mid Durham AAP area takes in a number of villages:

Brancepeth	Esh Winning	Meadowfield
Brandon	East Hedleyhope	New Brancepeth
Broompark	Healeyfield	Quebec
Burnhope	Holmside	Satley
Castleside	Lanchester	Ushaw Moor
Cornsay	Langley Moor	Waterhouses
Cornsay Colliery	Langley Park	West Butsfield
Esh Village	Maiden Law	

WHAT IS THE SMALL GRANTS SCHEME?

The aim of the Small Grants scheme is to support local groups working within the Mid Durham AAP area and in doing so improve the lives of local people. Priority will be given to those applications that address Mid Durham AAPs Priority Themes:

- Activities for children and young people
- Support for older people
- Road safety and highways
- Support for the voluntary and community sector
- Employment and job prospects

We welcome applications from all voluntary and community groups and ask that all applications have some match funding if possible. If successful in gaining a grant, we would expect at least one representative from your group should attend a minimum of one of our village events per calendar year.

HOW MUCH CAN I APPLY FOR?

- The minimum grant will be £200. Maximum will be £400.
- You may only apply for ONE grant per financial year.
- Please note, you can only apply for the same project/activity every other year. However, if you do apply for a grant for the same project/activity 2 years running, you will only receive 50% of previous grant awarded.

WHO CAN APPLY

- Any local not for profit group within the Mid Durham AAP area
- Volunteer led groups (i.e. with largely volunteer based input)
- Groups may apply on behalf of an individual connected with it so long as there is a benefit to that group (eg training for a volunteer or to enable a group member to participate in sporting excellence).
- Faith based groups if the activity/project is for the benefit of the community and not solely for religious benefit.
- School projects must show community focus and the application must be submitted by a community/voluntary organisation eg Friends of the school group, PTA group

If your group fits any of the above you should have:

- A constitution or governing document (help can be provided where these do not exist)
- Have a bank account in the group's name that requires at least two non-related people to sign each cheque withdrawal.
- Produce annual accounts or a predicted income and expenditure sheet for new groups
- Have relevant policies in place that are linked to your project eg insurances, DBS checks, food handling certificates, Children & Young People's policies.

EXCLUSIONS

- Any group with more than one year's running costs that are not already allocated
- Any activities that promote politics or religion

- Applications from an individual – unless it is to enable a group member to participate in sporting excellence and applicant must be a relevant sports club. Only one individual per club may be funded in any 12 month period.
- Loans or interest payments
- Any statutory responsibilities
- Retrospective costs
- Recoverable VAT
- Liability arising out of negligence
- Profit making organisations
- Grant cannot be part of a large capital development with the exception of preliminary costs ie planning permission, drawings etc
- Cannot fund purchase of alcohol.

EXAMPLES OF WHAT CAN BE FUNDED

- Purchase of equipment e.g. computers, furniture
- Contribution towards exceptional or unanticipated costs
- Start-up costs for new groups
- Activities that support community action e.g. Community newsletters
- Training for volunteers
- Community event - please note applications for events should allow 8 weeks for processing of the application and any payment granted.

HOW TO APPLY

Read the guidelines and once you are sure that you are eligible complete the application and send it **along with all of the relevant documentation to:-**

**Mid Durham AAP Grants Scheme
The Miners Institute
Church Street, Langley Park
Co Durham, DH7 9TZ**

If you do not enclose all the relevant documentation with your application it will not be submitted to the next Appraisal Group Meeting.

Please note the grant must be used within 6 months.

If you need any advice or support on completing the application contact **Mid Durham AAP on 07557541413**

Mid Durham Area Action Partnership Forum Member

By applying to this small grants scheme you and your organisation will automatically become one of our Forum members.

As a Forum member you can, if you wish:

Help steer and monitor the progress of the AAP.

Participate in one of our priority task groups.

Receive regular updates on Board business and be invited to attend both Forum and Board meetings.

If successful in gaining a grant, we would expect that at least one representative from your group would attend a minimum of one of our village events per calendar year.

So what is an AAP?

Mid Durham is the name of your Area Action Partnership, or AAP for short, if you live in the Parishes of Brancepeth, Brandon and Byshottles, Healeyfield, Lanchester, Greencroft, Burnhope, Esh, Hedleyhope, Cornsay and Satley.

The AAP is a way of involving local people in the work of your County Council, Parish Councils, Housing, Health, Police and emergency services, local businesses and the voluntary and community sector, placing you at the heart of local decision making.

We would like you to work with your AAP to identify and address your local issues and in turn improve the area you live in, its services, its facilities and its appearance.

The AAP has 3 levels. The **Board** which is made up of various partners including local residents meets bi monthly. The **Public Forum**, who help provide the Board with their direction, are made up of anyone who lives, works or is educated in the Mid Durham area. Finally our **Task and Finish** groups who come together regularly, to examine the common themes and see if they can develop local solutions, these are made up of Board, Forum and Partners.

For Further information on your AAP please get a web update by logging onto <http://www.durham.gov.uk/mdaap> or contact the AAP team on 07818 510370.

‘Your Area, your Action, your Partnership!’

For office use only:

Date received:
Date of meeting:
Outcome:



Mid Durham
Area Action Partnership

Small Grants Application

Name of Group:

Name of main contact:

Address of main contact (all correspondence will be sent to this address):

Postcode:

Telephone:

Mobile:

Email:

Information about your group:

When was your group set up:

Please describe the purpose of your group (as stated in your constitution):

Is your group:

Registered Charity:

(Please give Registration No:

)

Residents/Voluntary Group

Sports Group:

Youth Group:

Other (please specify

)

How many people are involved in managing the group:

About your project:

Tell us about your project/event/activity and what you will do with the money:

When will the project take place?
Is the grant for a one-off project?
Who will benefit from this project - which villages will they come from?

How many will benefit if you receive a grant?
Have you received a Small Grant before?
If yes, when and what for?

How much will your project cost? How much will each item or activity cost and how much are you requesting from the Small Grants pot?

Item or activity	Total Cost	Amount requested
Total:		

If the total cost is more than the amount requested please tell us how you will raise the additional funds (match funding)

Please give us your bank account details:

Name on account:

Bank address:

Sort code:

Account number:

Building Society roll number

How many people have to sign each cheque or withdrawal

Please ensure that the following are included with your application:

- 1. Constitution or governing document**
- 2. Copy of latest accounts or if you are a new group, an estimate of income and expenditure for your first year.**
- 3. Copy of your most recent bank statement.**
- 4. "What Difference Will Your Project Make" form**
- 5. Signed Terms and Conditions form.**
- 6. Priority Themes form.**

I confirm to the best of my knowledge and belief that the information in this application form is correct. Any information found to be false or misleading may lead to the application being withdrawn. I understand that you may ask for more information at any stage of the application process.

Signature: _____ **Date:**

Position in Organisation _____

Data Protection Act 2018

Durham County Council complies with all relevant statutory obligations. Personal information processed by the Council will be handled in accordance with the Council's privacy statement, which can be accessed here www.durham.gov.uk/dataprivacy. If you have any concerns about how your data is handled, please contact either the Data Protection Officer at DPO@durham.gov.uk or the Information Commissioner's Office casework@ico.org.uk.