



Support for the
Voluntary and Community Sector
of Teesdale and Wear Valley



Volunteer Centre
Teesdale & Wear Valley

Member of NAVCA and
Volunteering England

2D is a Company Limited by Guarantee
Company No.3753635 Charity No.1085048

Unit 9
Crook Business Centre
New Road
Crook
Co. Durham
DL15 8QX

OUR REF:
DATE: 20/04/10

Thank you for your interest in the Three Towns Partnership Events Small Grants Fund.

Please find enclosed the application form and guidance notes which contain the information you need to apply to this fund.

The applications will be appraised by a Panel consisting of Board Members from the Three Towns Area Action Partnership.

The deadlines for receipt of completed applications are as follows.

- 4th May 2010 for events from 26th May 2010 onwards
- 23rd June 2010 for events from 21st July 2010 onwards
- 22nd September for events from 22nd October 2010 to 31st March 2011

Please note we can not fund activities or events that occur before the above dates.

If you have any further questions please contact 2D on 01388 762220 or enquiries@2d.org.uk

Tel: (01388) 762220
Fax: (01388) 762225

E-mail: enquiries@2d.org.uk
Web: www.2d.org.uk



INVESTOR IN PEOPLE



Altogether Better
Durham

3-Towns Partnership

Three Towns Action Partnership

Events Small Grants Fund

Application Form
and Guidance Notes



WHAT IS THE SMALL GRANTS SCHEME?

The small grants fund has been developed in response to the local needs identified by residents at the launch event for the Three Towns AAP where one of the main areas of need identified was 'support to the voluntary and community sector'.

The overall aim of the grants scheme is to support local groups working within the Three Towns AAP area and in doing so improve the lives of local people. Applications for event funding need to cover the following three priorities:- Healthy Lifestyles and Wellbeing, Local Environment, Community and Civic Pride and Crime and Community Safety.

We welcome all voluntary and community groups to apply and while we would encourage match funding, we will consider fully funding a project.

HOW MUCH CAN I APPLY FOR?

The minimum grant will be £100, maximum £1,000.

WHO CAN APPLY

- Any not for profit group working in the Three Towns AAP area
- Volunteer led groups (i.e. with largely volunteer based input)
- Faith based groups who operate activities and services which are not purely for religious benefit

If your group fits any of the above you must also have:

- A constitution or governing document (help can be provided where these do not exist)
- Have a bank account in the groups name that requires at least two people to sign each cheque withdrawal
- Produce annual accounts
- Use the grant within 6 months

EXCLUSIONS

- **Any group with more than one year's running costs that are not already allocated**
- **Any event already funded through the main AAP budget**
- **Any activities that promote politics or religion**
- **Applications from an individual (not connected to a group and only applying for self benefit)**
- **Loans or interest payments**
- **Any statutory responsibilities**
- **Retrospective costs**
- **Recoverable VAT**
- **Liability arising out of negligence**
- **Profit making organisations**

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:-

**2D, Unit 9
Crook Business Centre
Crook
Co Durham
DL15 8QX**

If you need any advice or support on completing the application contact either Phil Davies or Lindsay Wright, at 2D on 01388 762220

Application Form

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

Telephone	Mobile
Email:	

Type of group	
Registered charity <input type="checkbox"/>	Registration no. <input type="text"/>
Unregistered group <input type="checkbox"/>	Group Description <input type="text"/>
When was your group set up (month/year)	<input type="text"/>

How many people are involved in managing the group?	<input type="text"/>
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How many (if any) paid members of staff do you have?	<input type="text"/>
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When will the event take place?	<input type="text"/>
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Is this an annual Event?	<input type="text"/>
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Is the grant for a one off project?	Yes/No
What is the location and address of the event?	
Who owns the venue?	

Grant Benefactors: Where will they come from? (villages, towns)

What are the ages of the people who will benefit?

0-5

6-10

11-16

17-25

25-59

60+

all ages

Are any of the following groups likely to benefit from the grant?

**People with
Disability**

**People from
ethnic minority
groups**

**People from
LGBT groups**

**People from
particular
faith groups**

**People on low
income/
unemployed**

**How many people do you expect to attend?
What have you based this on?**

Please describe the event and what you want the grant for and why? Which of the three AAP priorities does your event meet and how?

How will you measure the success of your event?

What information will you collect to demonstrate the success of your event?

Does your organisation have the following? (where applicable)		
	Yes	No
Public Liability Insurance		
Leaders Qualification		
Affiliation to a governing body		
Other Insurance (EVENT Insurance)		
Please give details		

Does your event involve work with children, young people under the age of 18 or vulnerable adults?	Yes	No
If yes, does your group have safeguarding policies that are appropriate to your organisations work and the project you are asking us to fund?	Yes	No
Do all staff/volunteers have an enhanced CRB check every three years?	Yes	No

Please provide a breakdown of your costs (add onto extra sheet if needed)

Item or activity	Total cost	Amount requested
Totals		

If the total cost is more than the amount requested can you tell us how you will raise the additional funds

Please give us the bank account details of the group/organisation receiving the grant should you be successful.

Name on account

Address

Sort code

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Account number

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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 you first year**
- 3. Copy of your most recent bank statement**

I confirm that 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:

Three Towns Action Partnership Forum Member

If you and your organisation wish to become a member of the Three Towns AAP forum please tick the box below.

By signing up for the forum you can:

- Attend approx 2 forum events per year to help steer and monitor the progress of the Three Towns Action Partnership
- Join a task group.
- Receive regular updates on the Board business and invited to attend and input.
- Finally, you could receive support and advice from relevant partners including health, police, business, housing and many more.

So What is an AAP?

Three Towns Partnership is the name of your Area Action Partnership, or AAP for short, if you live in the towns of Crook, Willington, Tow Law and surrounding villages.

The AAPs are a new way of involving you 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; its very way of life!

For Further information on your AAP please get a web update by logging onto <http://www.durham.gov.uk/pages/service.aspx?ServiceId=6499> or contact the AAP team on 01388 761989.

‘Your Area, your Action, your Partnership!’