

LAND OF LEAD AND SILVER COMMUNITY GRANTS SCHEME

Community Grants Application Form

Please read the accompanying guidance before completing this application form. Answer all questions and enclose all documents requested.

(If you type into this form the text boxes will expand).

If you need any assistance in completing this form, please contact the Land of Lead and Silver Interpretation and Engagement Officer on 01388 528801 or rebecca@northpennines.org.uk.

SECTION 1. ABOUT YOU/YOUR ORGANISATION

1a. Name and address of your organisation *(if applying as an individual go to question 1b)*

- Give your official or registered address.
- The name should be the same as on your constitution.

Organisation's website *(if it has one)*:

1b. Details of main contact person

This must be the person who can talk about your application in detail.

Name:

Position:

Address (if different from Q1a):

Full postcode:

Daytime phone number (include area code):

Email address:

1c. Legal status of your group (organisations only)

When was your organisation formed?

How would you describe your group: e.g. constituted voluntary/community group; school; Parish Council; registered charity; social enterprise?

Registered Charity
Number (if applicable):

Registered Company
Number (if applicable):

1d. Describe your organisation's main purpose and regular activities (organisations only) – word count guidance 50–75 words

1e. Banking Arrangements (organisations only)

Does your organisation have a bank account?

Yes

No

Does this bank account require the signatures of two unrelated people, living at separate addresses to access the account?

Yes

No

1f. Are you VAT registered?

Yes

No

If yes, give your registration number:

Please remember that if you are registered for VAT, you cannot apply for the cost of recoverable VAT.

1g. Public Liability Insurance

Do you/your organisation have public liability insurance?

Yes

No

If yes, please provide evidence along with your application. If no, please discuss with the project staff.

SECTION 2. ABOUT YOUR PROJECT

2a. Name of your Project

2b. Address (or location) of where your project will take place.

Full postcode: _____ or Grid Reference _____

2c. Describe your proposed project. (word count guidance 300)

2d. How does your project relate to lead and silver mining? (word count guidance 200)

2e. Who will benefit from your project? If working with specific groups, please specify them here (word count guidance 100)

2f. Please state the timescales for your project

Project start date:

Project end date:

Please remember that no retrospective expenditure is eligible.

2g. Which of the Land of Lead and Silver objectives will your project meet?

Please tick all that are relevant		
1	More and/or a wider range of people have engaged with, and learned about North Pennines lead and silver mining heritage	<input type="checkbox"/>
2	North Pennines Lead and Silver mining and processing heritage is in a better condition	<input type="checkbox"/>
3	Communities within the North Pennines are better supported in accessing their heritage	<input type="checkbox"/>
4	More and/or a wider range of people will have volunteered time	<input type="checkbox"/>
5	More and/or a wider range of people will have developed skills	<input type="checkbox"/>

2h. How will your project meet the objective(s) you have selected?

2i. Will your project involve buildings, land or objects? If so, do you own these outright? If no, go to section 2j

- If you do not own the land, building or item, tell us who does.
- Have you obtained permission from **all** owners?
- Please provide evidence to show permissions have been sought and granted.

If your project involves buildings or land, do you hold a lease of at least 10 years that cannot be terminated by the landlord?

Yes No

If your project involves buildings or land, please tick the statement which is applicable to you, and provide evidence from the local authority.

Planning permission is NOT required Planning permission is required and has been granted

2j. Does your project involve working with people under the age of 18 and/or vulnerable adults?

Yes No

If yes, please tick to confirm the following is in place:

All employed staff and volunteers who work with under 18s/vulnerable adults within regulated activity have an up to date DBS (CRB) check.	<input type="checkbox"/>
DBS (CRB) checks are renewed every 3 years.	<input type="checkbox"/>
A child protection policy (if applicable)	<input type="checkbox"/>
A vulnerable adults policy (if applicable)	<input type="checkbox"/>

SECTION 3 – PROJECT COSTS

3a. What will be the total cost of your project?
(include value of in-kind and volunteer contributions in the total cost)

3b. How much are you requesting from the Land of Lead and Silver Community Grants Scheme?

- Please remember that for grants over £2,000 you can apply for a maximum of 80% total project costs up to a maximum of £10,000.

3c. If applicable, how will the remainder of the project costs be funded?

- Have you applied to any other grant funders? If so, what is the status of this application(s)?
- If the remainder of costs will be funded from more than one source, please specify the amounts. Please note which are in-kind contributions, up to half of the match funding (i.e. no more than 10% of the total project costs), can be met by in-kind and volunteer contributions

Is there anything that adds value to your project? E.g. are volunteers involved

3d. Please provide a breakdown of all of the project costs (you may attach a separate budget sheet if necessary). Include here also items and activities that will be provided through in-kind contributions: where this is volunteers’ time tell us what activities they will be doing, valued at what rate, and the minimum number of days’ work they will contribute (e.g. 2 volunteers @ £50 per day @ 3 days each = £300)

Item or activity	Cost
	£
	£
	£
	£
	£
	£
TOTAL	£

3e. How will you evaluate the success of your project?

SECTION 4 – DECLARATION

Please be aware that you are making this application at your own risk and we cannot be responsible to anybody for any loss, damage or costs arising directly or indirectly from this application.

- I have read, understand and accept the notes that came with this application form. I understand and agree to you using and publishing the information in this application. I agree that you can check the information in it and any supporting documents with other people and organisations.
- The project, and my organisation's role in it, falls within my organisation's powers and purposes.
- My organisation has the power to accept a grant, under your terms, and the power to pay back the grant if the terms are not being met.
- I understand that any misleading statements (whether deliberate or accidental) I give at any point during the application process, or any information I knowingly withhold, could mean my organisation's application is not valid, in which case you will cancel the grant and claim back the money we have received, stop assessing and return the application, or withdraw any grant offered to my organisation.
- The project has not started yet and will not do so until my organisation receives permission from you.
- I understand you will treat this information in line with the General Data Protection Regulations and have read the Data Protection statement in the guidance notes. I accept that you may make this form available to members of the public under the Freedom of Information Act 2000 and in that event, notification will be given. Personal information will be processed in line with General Data Protection Regulations.
- On behalf of my organisation, I agree that if we receive any grant from you for our project, we will keep to the standard terms of grant and any further terms and conditions set out in the Grant Offer Letter.

We take from your signature(s) on this form as confirmation that you:

- Have understood we have legal responsibilities under the General Data Protection Regulations and the Freedom of Information Act 2000.
- Accept that we will not be responsible for any loss or damage you suffer as a result of us meeting these legal responsibilities.

Finally, I am authorised to put forward this application on behalf of my organisation and sign this declaration.

Print Name

Position within Organisation
(organisations only)

Signature

Date

SECTION 5 - CHECKLIST

Please go through the following checklist to ensure that you have enclosed all the information you need to make an application. Applications will not be considered if incomplete.

- A completed Land of Lead and Silver Community Grant application form that is signed and dated by an appropriate person.
- If a request for capital items or equipment, at least 2 quotes for each item. Three quotes are required for items over £1,000. What is sent needs to show you have researched the costs and that the price within your project costs demonstrates best value for money. If unsure, please call us.
- Any necessary written permission required from land/building owner(s) if your application concerns land or buildings.
- Copy of planning permission and/or building regulations or a statement regarding the planning permission if your application concerns land or buildings.
- Child protection policy (if applicable)
- Vulnerable adults policy (if applicable).
- Evidence of appropriate disclosure within Disclosure and Barring Service (previously known as CRB) e.g. Name, disclosure number and date. Do not send the DBS (CRB) checks themselves. (if applicable)

Please note that this is a legal requirement if your organisation works with children or vulnerable adults within regulated activity. See www.homeoffice.gov.uk for guidance.

- Any other information regarding the proposed project you feel will evidence what you have written in your application form.

Organisations only

- A signed and dated copy of your constitution/governing documents.
- Most recent set of accounts or records of expenditure. (If you are a new organisation then a letter from your bank giving your organisation's name and account number).
- An original bank statement which is dated 4 months ago or less. This will be returned to you. Most recent is best.