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| **Longhirst Hall Educational Trust (working title - Northumberland Children’s Trust)**  **GRANT APPLICATION FORM** |  | | | | |
|  | For official use only | | | |
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**Longhirst Hall Educational Trust** provides grant funding in furtherance of the education and training of children and young person (up to age 21) in the Northumberland, Tyneside and Newcastle areas (the ‘Relevant Area’) in accordance with this Trust Deed that sets out the Objects of the Trust to be:

*The Trustees shall apply the Trust Fund and the income thereof:*

1. *In furtherance of the education and training of*
2. *any Child or Young Person who is or who at any time has been in the care of, or provided with accommodation by, or under the supervision of a local authority within the Relevant Area;*
3. *any Child or Young Person in need within the meaning of section 17(10) of the Children Act 1989.*
4. *In payment to any charitable or voluntary organisation whose objects include the education and training of Children or Young Persons for the furtherance of the education and training of those Children or Young Persons mentioned in subclauses (i) or (ii) above.*
5. *in any year ending upon the Anniversary Date it has not been possible to expend all of the income of the Trust Fund arising in that, or the immediately preceding year, in discharge of the above objects, the Trustees, without prejudice to any power to accumulate the same, may apply the excess of such income arising in the year*
6. *in furtherance of the education and training of any Child or Young Person resident in the Relevant Area;*
7. *in payment to any charitable or voluntary organisation whose objects include the education and training of Children or Young. Persons for the furtherance of the education and training of Children or Young Persons in the Relevant Area.*

Grants are made to organisations whose activities support the general education and training of children and young person. It is, however, the Trust’s current policy not to consider applications from individuals.

The Trust welcomes applications limited to single year project delivery. Applications for sums in excess of £5,000.00 will only be considered in exceptional circumstances.

Mrs Cath McEvoy-Carr

Chair

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| **ABOUT YOUR GROUP/ORGANISATION** | | | |
| **Applicant** | | **Group / Organisation** | |
| **Name:** |  | **Name:** |  |
| **Address:** |  | **Address:** |  |
| **Telephone:** |  | **Telephone:** |  |
| **Email:** |  | **Email:** |  |
| **Position:** |  | **Web:** |  |

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| **Please give a brief description of your group/organisation.** | | | | | | | |
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| **What is the status of your group/organisation?** (Tick all that apply) | | | | | | | |
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|  |  | Registered Charity | | Charity Number: | |  |  |
|  |  | Community Group | |  | Voluntary Organisation | |  |
|  |  | Other, please specify: |  | | | |  |
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| **ABOUT YOUR PROJECT** |
| **Please describe the project/activities that you plan to use your grant for.** |
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| **Please provide details of how the project / activities meet the stated objects of the Trust Fund** |
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| **Please tell us how you identified the need for this project/activity?** | | | |
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| **Who will be the main beneficiaries of the activity/project? Please give numbers and, where appropriate, age range(s).** | | | |
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| **Where will the project/activity take place?** | | | |
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| **Estimated Start date** |  | **Estimated end date** |  |

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| **ABOUT YOUR GRANT** | | | | | |
| Please state the total project costs needed and what they will be used for. If your organisation is eligible to recover the Value Added Tax (VAT) you must only show the net amount. | | | | | |
| **Item of expenditure (include all costs of the project)** | | | | | **Cost** |
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| **Total** | | | | |  |
| Please list all contributions towards the project costs, including any cash, grants, volunteered time (per person per day @ £50 labour, £150 skilled, £350 professional), donations, and your own resources. | | | | | |
| **Sources of Funding** | | | **Current Status**  **(secured or pending)** | | **Amount** |
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| **Total** | | | | |  |
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| **Amount that you are requesting from the Northumberland Children’s Trust** | | | | |  |
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| I confirm that to the best of my knowledge and belief that all the information provided is true and correct. I understand that Northumberland Children’s Trust reserves the right to recover all or part of any grant award in the event of non-compliance with the terms of the grant including but not limited to the use of the grant funding for any purpose than the Project as detailed in this application.  I confirm that all relevant documentation has been provided and that the group/organisation is adequately covered for all liabilities from the running of the activity/project.  I accept that Northumberland Children’s Trust, its partners, agents or employees are not liable for any costs, losses or damages incurred as a direct result of the activity or project taking place. | | | | | |
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| **Signature:** |  | **Name:** | |  | |
| **Date:** |  | (Please print) | | | |
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| **Return to:** Neil Masson, Honorary Secretary, Northumberland Children’s Trust, c/o Northumberland County Council, County Hall, Morpeth NE61 2EF.  **Email:** ChildrensTrust@northumberland.gov.uk | | | | | |

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| **FINISHING YOUR APPLICATION** | |
| **We can only process your application if:**   * You complete all the questions on this form; and * You send us **all** of the necessary documents. | |
| **ESSENTIAL** - you must provide the following: | **Please tick** |
| Completed, signed application form. An application submitted via email will be considered to be signed. |  |
| Evidence of at least two quotations for any goods or services your organisation will purchase with a value of £1,000 or more from an individual supplier. |  |
| End of year accounts for the most recent financial year together with a minimum of 3 months bank statements from all accounts held by the group including, savings, deposits and investments. |  |
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| **WHERE APPLICABLE** - by ticking the boxes, you are confirming that you have the following: | **Please tick** |
| Constitution/Articles of Association etc. |  |
| Current Liability Insurance. |  |
| Safeguarding policy. |  |
| Relevant Planning permissions. |  |
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| **Any other relevant policies and procedures for working with the target group, please list:** | **Please tick** |
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