



Northumberland

County Council

Housing Developer Fund (Sport and Play) **Additional Notes to Support Completion of the Application Form**

When completing your grant application, the following notes may assist you:

1. Please make sure you include all mandatory documentation (see checklist at end of the form)
2. **Make sure you answer all questions, if any question is 'not applicable', please state this. Do not leave questions blank.**
3. Funding cannot be awarded for projects which have been started or contractually committed prior to receipt of a written offer of an award, unless prior written consent has been obtained.
4. **SECTION TWO, Question 9(b) - Details of accessibility for those with difficulties and/or disabilities.**

PLAY - It is not a requirement that all play equipment should be fully accessible to all, but the s106 panel will need to be content that consideration has been given to the needs of those with disabilities when funding play provision. The application must provide details of accessibility for those with disabilities to include consideration to those with mobility impairments (including wheelchair access to the play area and use of the equipment), visual impairments and hearing impairments. This list is not exhaustive, so consideration can be given to other disabilities such as Autistic Spectrum Disorder (ASD) or any other disability identified from local community consultation).

SPORT - The application must demonstrate inclusivity and accessibility for those with disabilities where reasonable.

5. **SECTION TWO, Question 10 : How was the need for the project identified.** The application must give full details and justification of the need for the project. providing, where appropriate, supporting evidence ie. results of community consultation, letters of support, feasibility study report, inspection report.

6. **SECTION TWO, Questions 11: Planning Permission** – if in doubt, contact your local area Planning Department – if planning permission is required, confirmation in writing will be expected.
7. **SECTION TWO, Question 12: Confirmation of Land Ownership or Lease Agreement.** If the land is not owned, there must be evidence of a lease of normally 10 years duration when you submit your application.
8. **SECTION TWO, Question 15(b): Maintenance and Sustainability.**

PLAY - Demonstrate how the play/recreation space has been designed with sustainability and maintenance in mind. If relevant, provide supporting evidence ie. design plans and justification for the choice of play equipment and materials, details of supplier guarantees, planned maintenance programmes etc.

SPORT - Where applicable, the application to demonstrate what consideration has been given to the sustainability and maintenance of the sports facility and/or sports equipment.

9. **SECTION THREE, Question 18: Funding for your Project**
 - i) Estimated total cost of Project – this must be supported by **TWO** realistic competitive like-for-like quotes as, if your application is successful, your award will be based on these quotes. If, upon completion, the actual cost is less than that originally quoted, you may receive less monies.
 - ii) Increased costs - If the total project expenditure exceeds the estimated amount stated in the application, there will be no corresponding increase in the Housing Developer Fund grant, even if additional costs arise that were previously unforeseen.
 - iii) For information and advice as to whether there is money available for your area in the Housing Developer Fund, please contact Maureen Dixon, on 01670 623880 or email: maureen.dixon@northumberland.gov.uk

10. **SECTION FOUR - Additional Information**

This section applies mainly to Sport Organisations/Clubs applying for Sport money from the Housing Developer Fund.

Quality Mark - Please indicate clearly whether or not your organisation has a Quality Mark or equivalent accreditation. If YES, you must provide evidence of this by enclosing a copy of the Quality Mark with your application.

Business/Development Plan - Please indicate clearly whether or not your organisation/club has a recent Business/Development Plan. If YES, you must provide evidence of this by enclosing a copy with your application.

10. Monies will be paid in arrears on completion of your project. How to claim your grant will be explained in the Grant Offer Letter.

11. You will be notified within seven working days of the panel meeting the outcome of your application (NB: applications over £100k will be subject to a longer decision process).
12. Feasibility Studies – a feasibility study as a stand-alone project is not eligible for funding from the Housing Development Fund. However, if a feasibility study is undertaken and as a result progresses to a full capital project, an application for funding from the Housing Developer Fund for this capital project can include the cost of the initial feasibility study within its project costs. In such cases the feasibility study becomes an eligible cost. A copy of the feasibility study together with evidence of cost must be submitted with the S106 funding application for the capital project.