**S106 HOUSING DEVELOPER FUND**

**All questions on the form must be answered (if not applicable – please state this on the form)**

**Please do not leave questions blank as this may delay your application.**

**To aid completion of this application form, please refer to the following supporting documentation which can be downloaded from the *NCC website - Funding for Sport and Play page:***

* **Guidance Notes**
* **Additional Notes to support completion of the application form**
* **Evaluation Criteria**

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| **SECTION ONE: ABOUT YOUR ORGANISATION** |
| 1. **Organisation / Group Name:**
 |
| **Address (or meeting place):** **Postcode:** |
| **Telephone:**  | **Email:** |
| **2. Principal Contact Name:** | **Title: Mr/Mrs/Miss/Ms/Other** |
| **Position in Organisation:** |
| **Address (for correspondence):** **Postcode:** |
| **Telephone:** | **Email:** |
| **3. Please summarise the general aims and objectives of your organisation? (Include information on what your organisation does and who uses your services, please do not include details of your project here, that comes later.)**  |
| **4. What is the status of your organisation?** **Registered Charity**  **Voluntary Organisation**  **Community Group****Tenants Association** **Other (please specify below)**  |
| **5. What date did your organisation start?** |
| **6. Is your organisation legally constituted and not-for-profit?**

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| --- | --- |
| **Yes**  | **Please enclose a signed and dated copy of your constitution *(not applicable for Town and Parish Councils)*.****Please provide 3 years (out of 5) audited accounts for your organisation.** |
| **No** | **Unfortunately, you are not eligible to apply for money from the Housing Developer Fund** |

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| **7. In which areas of Northumberland does your organisation work?** |
| **8(a) In addition to submitting your most recent audited accounts, please complete summary below (if applicable): Account year ending: \_\_\_ \_\_\_ / \_\_\_ \_\_\_ / \_\_\_ \_\_\_ \_\_\_ \_\_\_ (*date/month/year)***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Total Gross Income** | **£** |  | **Total Expenditure** | **£** |
| **Profit / Loss for Year** | **£** |  | **Savings (cash, reserves, investments)** | **£** |

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| **8(b) Is your organisation able to reclaim VAT?****Yes** **No**  |

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| **SECTION 2: ABOUT YOUR PROJECT** | **GUIDANCE NOTES** |
| **9a) Please give details of the project including exact location(s) including postcode in the above box - (please include all supporting information i.e. plans, drawings or photos, etc) you may use additional pages if necessary):** | ***IMPORTANT:****Please refer to the evaluation criteria sheet and ensure you include as much information as possible as your application will be considered against this.* *Photos/drawings (before and after) can help the panel visualise your project.* |
| **9b) Please give details of accessibility for those with disabilities to include consideration of 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. It is not a requirement that all play equipment should be fully accessible to all, but the s106 panel would need to be content that consideration has been given to the needs of the disabilities when funding play provision.** | ***IMPORTANT:****Please demonstrate what consideration has been given to those with disabilities.* |
| **10. Please give full details:****a) How was the need for this project identified?  *(Provide justification for the need for the project and include any supporting evidence i.e. results from community consultation, letters of support, feasibility study report, inspection report etc)***               **b) What will be the outcomes of the project? *(What impact will it have? How will you know if the project has been successful?)*** | ***IMPORTANT:*** *Please read Evaluation Criteria sheet.* *Please demonstrate how you know there is a need for this project/activity. Is there evidence of consultation, has your project been discussed with relevant organisations. Please include dates, letters, copies of surveys.*     *Make sure you give details of what the project will achieve (ie widening/ sustaining sports opportunities, involvement of young people, healthier lifestyles, increase number of teams. Who will benefit from the project? What will it do for the community?)*  |
| **11. If property or land is involved in the delivery of this project/activity, please complete the following grid regarding permissions** (you **must** include evidence of permissions already granted)

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| --- | --- | --- | --- |
| **Property/Land Name** | **Name of Owner** | **Owner Permission** | **Planning Permission** |
|  |  | Sought / granted / not applicable |  |
|  |  | Sought / granted / not applicable |  |

 **12. If your organisation is not the owner of the land, is there is a lease agreement between yourselves and the owners of the land?** **Yes**  **If yes, please state the length & date:** **Please provide a copy of your lease agreement****No**  **If no, please circle: Not Required / Under discussion / Own Land / Other and explain the reason(s):** | *We need to know if owner/leaseholder consent has been sought/granted and also whether the appropriate planning procedures have been undertaken.* *If your organisation does not own the land then we must have evidence of a long lease (usually 10 years)* |
| **13. Please give details below of who will manage the delivery the project?:** **14. How will the project be managed after completion?:** **15(a): Please give details of any maintenance costs and how they will be met?:****Annual maintenance cost £ will be met by:** **15(b) Please demonstrate what consideration has been given to sustainability, maintenance and longevity of the play equipment, recreation space or sports facility etc. *(If relevant, provide supporting evidence such as design plans, supplier guarantees, maintenance programmes, details of sinking funds).*** | *Please explain how your group intends to manage the project and maintain the facility and how any running costs will be met after completion.* |
| **16. Please give an estimate of how many people will benefit from the proposed project / activity weekly and include the breakdown in the chart below?**

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Weekly Number** | **Category** | **Weekly Number** |
| **Those aged 5 and under** |  | **Men over 65** |  |
| **Those aged 6-16** |  | **Those with disabilities** |  |
| **Those aged 17 - 65** |  | **Registered unemployed** |  |
| **Women over 65** |  | **Ethnic minorities** |  |

**Weekly total =**  **Annual total =**  ***(in most cases this will be the weekly total x the number of weeks the activity takes place)*** |  |
| **17. When are you planning for your project/activity to take place:** **Start Date (month/year)** **End Date (month/year)** | *NB: goods, services, project activity that takes place prior to the date of decision cannot be funded* |

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| **SECTION THREE: FUNDING FOR YOUR PROJECT** |
| **18. a) First we need to know the total cost for your project as a whole:**

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| **PLEASE STATE THE TOTAL COST OF YOUR PROJECT****NB: we will need you to supply at least two competitive quotations to support this** | **£** |

  **b) Next we need to know about all the contributions to your project:**

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| **Please list all the organisations/amounts of additional funding for this project and state whether already secured** (include any amounts contributed by your organisation and/or town/parish council in this section): |
| **Contributor Name** | **Secured / Not Secured** | **Date Secured or Decision Date** |  |
|  |  |  | **£** |
|  |  |  | **£** |
|  |  |  | **£** |
|  |  |  | **£** |
|  |  |  | **£** |
| **TOTAL CONTRIBUTIONS** | **£** |

 **c) Finally we need to know the amount you are requesting from the Housing Developer Fund** (this would normally be the difference between the amount listed in **a** and the amount listed in **b** above):

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| **AMOUNT OF GRANT REQUESTED FROM HOUSING DEVELOPER FUNDS (subject to fund availability)** | **£** |

AMOUNT OF GRANT REQUESTED FROM HOUSING DEVELOPER FUNDS (subject to fund availability) | *You must include TWO written quotes to support the cost of all the work to be undertaken in your project. (18a)**Please give names & amounts of other contributions to make up the full cost of the project including whether the monies have been secured or not**Please state here the actual amount you are requesting from the Housing Developer Fund* |

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| SECTION FOUR: ADDITIONAL INFORMATION FOR SPORTS CLUBS/ORGANISATIONS |
| 19. Does your club/organisation have a quality mark or equivalent accreditation  YES NO NB: If Yes, please give enclose a copy of your quality mark.  20. Does your club/organisation have a recent business/development plan?YES NO NB: If Yes, please give enclose a copy of your business/development plan.  21. Has there been consultation with NCC Sports Development Team or NCC Countryside and Green Spaces Team and/or the National Governing Body for the sport involved? ***Please highlight the option below which applies***:* Both NCC and National Governing Body
* Either NCC or National Governing Body
* Neither NCC nor National Governing Body

***Please give details (name and contact email/tel. no) of the person/people you have consulted with.*** | Please ensure you provide evidence of a Quality Mark and Business Development Plan by enclosing a copy with your application |

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| SECTION FIVE: STANDARD TERMS AND CONDITIONS OF THE HOUSING DEVELOPER FUND (SPORT & PLAY) GRANT |
| ⦁ Prior to the commencement of the project all permissions (including planning) being in place to complete the project ⦁ There is security of tenure for the land and buildings concerned. This would normally be through evidence of ownership or a lease of 10 years when the application for funding was made.⦁ Prior to commencement of the project all funding being in place to complete the project⦁ The recipient organisation shall use the grant only for the Purpose of Award as set out in the grant offer letter. The grant shall not be used for any other purpose without the prior written agreement of Northumberland County Council.⦁ Northumberland County Council has made the award based on the project details and costs provided in your application. If there is any change to these project details, and/or project costs and/or supplier, you must notify Northumberland County Council in writing for approval, contact: ⦁ maureen.dixon@northumberland.gov.uk⦁ Increased costs - if at any time the total expenditure for the project exceeds the estimated amount stated in the application, there will be no corresponding increase in the S106 grant even if additional costs arise that were previously unforeseen⦁ The recipient organisation shall keep all invoices, receipts and accounts and any other relevant documents relating to the grant for a period of 7 years following receipt of any grant monies. Northumberland County Council shall have the right to review, at our reasonable request, the recipient organisation’s accounts and records that relate to the expenditure of the grant.⦁ The recipient organisation will agree to monitoring (visit and/or form completion) to verify eligible spend and adherence to equality and diversity legislation⦁ The recipient organisation shall, on request, provide Northumberland County Council with such information, explanations and documents as Northumberland County Council may reasonably require in order for it to establish that the grant has been used properly in accordance with these conditions. Northumberland County Council Auditors have the right to inspect relevant documents.⦁ Northumberland County Council’s intention is that the grant will be paid to the Recipient Organisation in full in arrears on completion of the project. However, without prejudice to any other rights and remedies, the Northumberland County Council may at its discretion withhold or suspend payment of the grant and/or require repayment of all or part of the grant if:* The recipient organisation uses the grant for purposes other than those for which it has been awarded;
* The grant has not been spent in accordance with the timescales specified in the grant offer letter;
* The project is incomplete and work has not been carried out to the required standard (inspection may be made by Northumberland County Council officers where required);
* Where required, planning permission has not been issued and/or planning conditions have not been discharged in line with the planning permission granted;
* There is concern over the security for tenure of the land and/or building. This would normally be through evidence of ownership or a lease with at least 10 years duration when the application for funding was made. If the facility which has received funding is disposed of or ceases to be used for the intended purpose within 10 years of payment being made, Northumberland County Council will be repaid in full.
* The recipient organisation obtains funding from a third party which, in the reasonable opinion of Northumberland County Council, undertakes activities that are likely to bring the reputation of Northumberland County Council into disrepute;
* The recipient organisation provides Northumberland County Council with any materially misleading or inaccurate information;
* The recipient organisation commit or committed any prohibited act in breach of legislation;
* Any member of the governing body, employee or volunteer of the recipient organisation has (a) acted dishonestly or negligently at any time or (b) taken any actions which, in the reasonable opinion of the Council, bring or are likely to bring the Northumberland County Council’s name or reputation into disrepute;
* The recipient organisation ceases to operate for any reason, or it passes a resolution (or any court of competent jurisdiction makes an order) that it be wound up or dissolved (other than for the purpose of a bona fide and solvent reconstruction or amalgamation);
* The recipient organisation becomes insolvent, or it is declared bankrupt, or it is placed into receivership, administration or liquidation, or a petition has been presented for its winding up, or it enters into any arrangements or composition for the benefit of its creditors, or it is unable to pay its debts as they fall due; or
* The recipient organisation fails to comply with any of the terms and conditions of grant and fails to rectify any such failure within 30 days of receiving written notice detailing the failure

⦁ Arrangements are in place to ensure an adequate level of community use ⦁Acknowledgement of the fund in all publicity and promotion of the facility with Northumberland County Council having sight of all press releases prior to publication ⦁Northumberland County Council may use the project/activity to promote the Housing Developer Fund scheme. |

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| SECTION SIX: DECLARATION |
| I/We confirm that to the best of my/our knowledge the information provided on the application form is correct and I/we have read and agree to the standard terms and conditions of grant.  Signed: ………………………………………….. Print Name: ……………………………………………. On behalf of (Organisation Name): …………………………………………………………………………………………. Position within Organisation: ……………………………………………….. Date: ………………………………….  |

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| SECTION SEVEN: CHECKLIST |
| Before you submit your application, please ensure you have included the following:Please remember if you have not answered all relevant questions and included all the information and documentation we requireyour application may be delayed.

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|  | Tick here to confirm you have included a signed & dated copy Constitution of the organisation (if applicable) |
|  | Tick here to confirm you have included 3 years (out of the past 5 years) audited accounts (to include a balance sheet and an income and expenditure account) (if applicable) |
|  | Tick here to confirm you have included a copy of your lease agreement (if applicable) |
|  | Tick here to confirm you have included evidence of planning permission granted (if applicable) |
|  | Tick here to confirm you have included two written realistic like-for-like estimates for all the goods/ works/ activity involved |
|  | Tick here to confirm you have included (where appropriate) documentation evidence to support the need for the project e.g. results of community consultation, letters of support, inspection report etc |
|  | Tick here to confirm you have supplied evidence of any planning permissions granted (if applicable) |
|  | Tick here to confirm you have supplied evidence of your club/organisation quality mark (if applicable) |
|  | Tick here to confirm you have supplied evidence of any club/organisation development plan (if applicable) |

**Please return this form to: Maureen Dixon, Northumberland County Council, County Hall, Morpeth, NE61 2EF****Email:** **maureen.dixon@northumberland.gov.uk** |