

Wylam Parish Council

Grant Application Form

SECTION 1 – To be completed by the applicant (Please complete all sections)

PROJECT NAME :	Furniture and Equipment for the Falcon Centre		
Name of Organisation:	Falcon Centre Action Group		
Contact Address	C/O Steve Grinter 25 Bluebell Close Wylam NE41 8EU		
Contact Name	<u>Steve Grinter</u>	Telephone No. 07711156177	
Position in Organisation	<u>Chair</u>		
Email address	<u>stevegrinter@yahoo.com</u>		
Bank account name. Please give A/c number and sort code	<u>Falcon Centre Action Group</u> <u>A/c Number: 61658588</u> <u>Sort Code: 53 50 46</u>		
Please confirm that you are a “not for profit” organisation with a governing document, annual accounts and bank account in the name of the group with at least 2 unrelated signatories? We reserve the right to request evidence of this if necessary	YES	Charity or Company Registration Number (if applicable) N/A	
About Your Project - Description of project to be funded and how the money will be spent. Please be specific about what you will spend our grant on. Tell us how your project will be delivered, who will be involved and what their role is?	The Falcon Centre Action Group comprises users and representatives from stakeholders sharing a common goal to secure the future of the Falcon Centre as a community hub. The FCAG has identified a number of ideas to help secure the future of the Centre and has consulted widely in the community to develop these ideas and priorities. The aims of the Action Group as set out in the draft constitution are: <i>To benefit the residents of Wylam and the surrounding area without distinction of sex, sexual orientation, race or of political, religious or other opinions by providing, in conjunction with local authorities, voluntary and other organisations as appropriate facilities for recreation, education, arts</i>		

Document E

Tell us who will be responsible for maintaining and insuring the project in the future.

and culture, heritage, environment, health and wellbeing and community based business activity in the former school building and site (known as the Falcon Centre) on Falcon Terrace, Wylam or elsewhere in the village and to encourage a community spirit, with the overall objective of improving the conditions of life for the residents.

We have been awarded a Community Chest Grant of £2,500 via the Tynedale Local Area Committee of Northumberland County Council (NCC). The award is for furniture and equipment. Specifically we want to purchase chairs, folding tables a projector, stereo speakers and screen with stand.

The Community Chest award includes a requirement for a 25% counterpart contribution amounting to £625.00. It is this amount for which we are applying to Wylam Parish Council. If FCAG is unable to provide this match funding and make the related purchases as a matter of urgency, NCC has asked that the full amount of the Grant be returned and this valuable resource will be lost to the Community.

The furniture is badly needed for meetings and various activities in the Falcon Centre. We anticipate that the equipment and furniture will make the Centre more attractive to existing and future users of the Falcon Centre.

In the unlikely event that the Centre should close, change use or if for any other reason the furniture and/or equipment should no longer be needed then the FCAG undertake to donate it to another community organisation within the village who can continue to make use of it, and that WPC can make the determination of the most worthy recipient.

Project Start Date	Mid August 2024	End Date	End October 2024
---------------------------	-----------------	-----------------	------------------

<p>Please give a breakdown of the items/activities to be funded with the grant and how much you are requesting from the Parish Council.</p> <p>Please make sure costs are accurate and based on quotations where appropriate</p>	Item/Activity	Total Cost	Amount Requested
	22 x Swift Chrome Conference Chairs	£667.2	£166.8
	Gopak Economy Folding Tables (small trolley bundle)	£1103	£275.75
	Projector Optima HD29HST or similar	£793	£198.25
	Stereo Speakers (x 2) £15 each	£30	£7.50
	Screen with stand	£130	£32.50
	Total	£2723.2	£680.80

If the total project cost is higher than the amount requested please tell us where the rest of the money is coming from?

As explained above we are requesting the 25% counterpart contribution

Do you have all necessary permissions, insurances, safeguarding arrangements etc. in

YES (If No, please give details)

Document E

<p>place to deliver this project?</p>												
<p>Does your project involve work on land or buildings? If yes, does your organisation hold the freehold or a least of a least 5 years.</p>	<p>Yes/No (If No Please give details) N/A</p>											
<p>Is a risk assessment in place for the project?</p>	<p>YES/NO (If No, please give details) N/A</p>											
<p>What Difference Will Your Project Make?</p> <p>To enable us to better monitor the performance of your project we would like you to tell us more about the key outcomes, milestones and performance indicators that you aim to achieve.</p> <p>In doing so you should show how the project will fit with the Council's Guiding Principles and current priorities</p>	<p>Outcomes (the specific changes that will happen as a result of the project e.g. local people have improved access to community facilities)</p> <ol style="list-style-type: none"> 1. Procurement of the identified items of furniture and equipment to support Community activities in the Falcon Centre 2. Expand and increase the Community usage, for local people, of the Falcon Centre as a result of the improved facilities. 3. Assist Northumberland County Council to make provision for the management and increased use of the Falcon Centre in the first instance with the objective of the transfer of the Falcon Centre to a Community run resource. 4. Establish and maintain an asset record and management system to control the usage and location of the new items of furniture and equipment to ensure availability to donate to another village non profit organisation, as directed by Wylam Parish Council, in the event that The Falcon centre is no longer available for Community activities. <p>Milestones (we want to be able to track the progress of your project so please tell us about the activities, tasks etc. and when they will be completed)</p> <table border="1" data-bbox="499 1597 1500 2128"> <thead> <tr> <th data-bbox="499 1597 1294 1659">Description</th> <th data-bbox="1294 1597 1500 1659">Date</th> </tr> </thead> <tbody> <tr> <td data-bbox="499 1659 1294 1742"></td> <td data-bbox="1294 1659 1500 1742">Next meeting of WPC Finance Cttee(August 2024)</td> </tr> <tr> <td data-bbox="499 1742 1294 1899"> <ol style="list-style-type: none"> 1. Secure agreement of WPC to the provision of match funding for the provision of the listed items of furniture and equipment. Agree date of transfer of the funds to FCAG bank account. </td> <td data-bbox="1294 1742 1500 1899">Next meeting of WPC Finance Cttee(August 2024)</td> </tr> <tr> <td data-bbox="499 1899 1294 2033"> <ol style="list-style-type: none"> 2. Finalise competitive quotations for the items to be procured and confirm agreement to any necessary modifications in supply to comply with the budgetary requirements . </td> <td data-bbox="1294 1899 1500 2033">Mid/late August 2024</td> </tr> <tr> <td data-bbox="499 2033 1294 2128"> <ol style="list-style-type: none"> 3. Place the orders based on the successful quotations and arrange delivery and storage to Falcon centre. </td> <td data-bbox="1294 2033 1500 2128">mid September 2024</td> </tr> </tbody> </table>		Description	Date		Next meeting of WPC Finance Cttee(August 2024)	<ol style="list-style-type: none"> 1. Secure agreement of WPC to the provision of match funding for the provision of the listed items of furniture and equipment. Agree date of transfer of the funds to FCAG bank account. 	Next meeting of WPC Finance Cttee(August 2024)	<ol style="list-style-type: none"> 2. Finalise competitive quotations for the items to be procured and confirm agreement to any necessary modifications in supply to comply with the budgetary requirements . 	Mid/late August 2024	<ol style="list-style-type: none"> 3. Place the orders based on the successful quotations and arrange delivery and storage to Falcon centre. 	mid September 2024
Description	Date											
	Next meeting of WPC Finance Cttee(August 2024)											
<ol style="list-style-type: none"> 1. Secure agreement of WPC to the provision of match funding for the provision of the listed items of furniture and equipment. Agree date of transfer of the funds to FCAG bank account. 	Next meeting of WPC Finance Cttee(August 2024)											
<ol style="list-style-type: none"> 2. Finalise competitive quotations for the items to be procured and confirm agreement to any necessary modifications in supply to comply with the budgetary requirements . 	Mid/late August 2024											
<ol style="list-style-type: none"> 3. Place the orders based on the successful quotations and arrange delivery and storage to Falcon centre. 	mid September 2024											

Document E

	4. Take delivery and establish furniture and equipment control system with NCC staff	end September 2024
	5. Included discussions on expanding the Falcon Centre usage on the Agenda of a proposed meeting with NCC to discuss FCAG proposals for a Community asset Transfer.	October 2024 or as soon as possible thereafter
<p>Performance Indicators (tell us about the specific activities that will be delivered by the project and how many people will benefit e.g. No. of new users, No. of people engaged in voluntary work, No. of people accessing improved community facilities.)</p>		
	Description	Target No.
	Successful procurement and Community availability of the listed items	As attached list
	The items identified are urgent requirements if we are to achieve our goal of increasing usage and eventually securing the future of the Falcon Centre as a community hub. There is a lack of furniture making it difficult to host meetings of more than half a dozen people.	Increasing comfortable meeting/class facilities for sizes to around 25 persons.
	We anticipate a significant increase within six months in community use of the Falcon Centre facilities including the Library, the Railway Museum as well as room bookings and occasional bookings for activities such as children's parties and classes such as yoga etc.	Realistically we can expect a net increase of three additional room bookings with a target of more than doubling existing usage in the first six months
	Most of the additional participants in this early stage of our project are likely to be predominantly in the 50 -70 age range. However we intend to encourage greater participation from the younger demographic with activities such as a youth club for teenagers.	Encourage an increase in young peoples use of the Falcon Centre and the project furniture and equipment.
<p>Total Number of Beneficiaries</p>	The total number of people who will benefit from your project is	in first six months anticipated increase of around 100 persons using the Centre

Document E

	How many of these are from the Wylam Parish Council area (approx.)	almost all from WPC area with some museum visitors
--	--	--

Equality and Diversity

Wylam Parish Council expects all projects to comply with equality legislation and to ensure fair treatment for all involved.

Please confirm that you understand this requirement and will ensure your project complies with it.

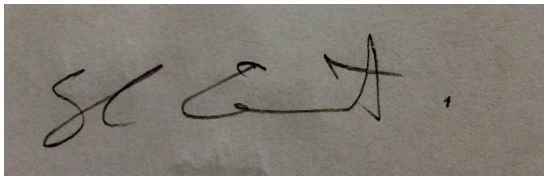
Yes No

Please confirm that it is your policy to consider the needs of disabled people and make reasonable adjustments to allow them equal access.

Yes No

Declaration

- I confirm that I am authorised to sign this declaration on behalf of the applicant organisation.
- I confirm that this application and proposed project within it has been authorised by the management committee or other governing body or board.
- I confirm that the information given in this application is true.
- I confirm that I have attached a signed copy of the governing document, latest annual accounts and most recent bank statement
- I confirm that the organisation will not use this grant to pay for any spending commitments it has made before the date of this application.
- I confirm that the grant will be used for the purposes detailed within this application and that where costs incurred are less than the grant offered the organisation will return any unspent grant to the Council when requested unless permission is granted for it to be used by the applicant for an acceptable purpose.
- The organisation shall ensure that all parties involved with the project comply with their legal obligations. (We reserve the right to request evidence of this if necessary).

Signed (on behalf of organisation)	Signature		Date 4.8.2024
Name	BLOCK CAPS	STEVE GRINTER	4 TH August 2024

Please return completed forms to

Tracey Wood,

Clerk to Wylam Parish Council,

Wylam Institute,

Church Road,

Wylam

Document E

NE41 8AP

Email: clerk@wylamparishcouncil.org.uk