

DEVELOPING YOUR APPLICATION

Getting started

- Start off by thinking about your project, and how a **Homes for Northumberland** grant might help you, rather than asking 'What we can apply for?'
- Make a list of all the things you think we need to know about your project. Keep this as a checklist to make sure you have included everything in your application form.
- Get together a small group from your management Committee and go through the questions on the form and jot down the main points that answer them. Use your checklist to make sure you have not missed anything.
- If you are not sure what a question means, phone Julie Turner on 01670 542239 or email julie.turner@hfn.uk.com

Completing the form

- It is best for one or two people to have a go at a first draft rather than everyone trying to write it. Other people may be able to suggest improvements afterwards.
- There is no need to use jargon. In fact, we suggest you avoid it. Just make sure your answers are clear and easy to understand.

Checking your answers

- Make sure you explain how your project will deliver lasting benefits to the community.
- Your project budget must be accurate.
- Make sure you include any information/evidence you have which will support your application/project.

Before you send your application to us

- Check that you have answered every question. We will only assess complete application forms.

In order to complete the application form, you are required provide to the following information

Essential Information	✓
Name of the group/organisation	
Charity number (if applicable)	
Signed copy of constitution	
Lead contact details	
Bank details of group or organisation, including; <ul style="list-style-type: none"> • Branch address • Account name • Account number • Sort code Please include photocopies of up to date bank statements for one year (new groups 3 months or more)	
Income and Expenditure details for past year (new groups estimated)	
Location and description of project	
Total cost of project and amount of funding you require from HFN	
Up to date CRB documents (if applicable)	

Please ensure you have enclosed ALL requested/essential documentation before returning to Homes for Northumberland. We will only assess complete applications.

Once we have received all documentation we will;

- 1. Check the application is complete**
- 2 Completed applications will be assessed by the Community Fund committee, who will meet every three months in order to evaluate all applications received by HFN
- 3 Successful applications/applicants will be informed in writing. A cheque will be generated and you will receive your funding.