

**Application to
 Gateshead Community Network
 Small Grants Fund
 for support towards the costs of
 IT equipment from Express IT**

Gateshead Community Network invite applications to the Small Grant Fund to support Voluntary and Community groups in Gateshead by purchasing reconditioned IT equipment from the new Social Enterprise Express IT.

If you need help identifying your IT needs Express IT would be happy to advise you. Their phone number is 0191 492 2807.

Section 1. About your organisation

Name of group
 Address of group.....

Post Code.....
 Contact name.....Tel. no.....
 Email address.....

Summary of your aims.....

Which geographical areas of Gateshead do you operate in? ie:
 Bensham, Felling

How long has your group been running?.....

How many people benefit from your work?.....

Section 2. The Process

GCN Steering Group meet every month any applications received in this period will be assessed at the meeting. Resources will be allocated equitably, so we might not be able to fund all of the items identified. Further rounds may be announced depending on funding. In the event of your group ceasing to function the equipment must be returned to the Birtley Community Hub, 16 Harrington Terrace, Birtley, Co. Durham, DH3 2QG.



Section 2. About your IT equipment needs

Please indicate all your IT equipment needs from Express IT.

	IT equipment in package	Cost per package	How many needed	Total
A	Desk top monitor, hard drive, mouse and keyboard	£120		
B	As above plus printer	£140		
C	Printer	£20		
	Total cost			£

The computers are provided with a 1 year guarantee on the hardware, an operating system and 1 year Avast anti-viral software. Open Office software is also included. Open Office is free to access and includes word processing, spreadsheets, presentation software and graphics. This software provides a good basic start. Groups can purchase and install Office software at your own expense if Open Office does not meet your needs.

Section 3. IT equipment use, access and security

What will the equipment be used for? E.g. training, administration, internet access, use by members, finance etc.....

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How will the use of the equipment benefit your members?.....

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Where will the equipment be stored and who will have access to it?

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Do you have insurance to cover the equipment? Yes No
(This is a requirement of the grant)

Signature Printed name.....

Role

Date

If you require support completing this application please contact Gateshead Community Network on 0191 478 4103 and we will be happy to provide guidance.

**Please return completed applications to
Gateshead Community Network, GVOC, 8/9 Gladstone Terrace, NE8 4DY**