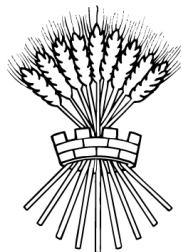


**RYEDALE  
DISTRICT  
COUNCIL**



**COMMUNITY  
GRANT**

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**DRAFT FOR POLICY AND RESOURCES COMMITTEE  
19 JUNE 2014  
ANNEX B**

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# APPLICATION FORM & GUIDANCE

**The Community Grant is open to any Ryedale community based organisation or group, for projects that make a positive impact on the community owned or managed facilities and activities in Ryedale, such as village halls, play areas, sports facilities, village owned shops and activities that support the local community.**

**The projects, considered by the fund can be varied and diverse but must be able to show that they make a positive contribution to at least one of the Council's stated priorities as follows:**

**To support the conditions for economic success**

*Providing opportunity for people, increasing skills and wage levels with better jobs*

**To have a high quality clean and sustainable environment**

*Maintaining the quality of our local environment and increasing pride of place*

**To encourage active and safe communities**

*Encouraging active lifestyles in communities where people feel safe*

- Town or Parish councils (and other organisations with tax raising powers) or organisations already in receipt of core funding or service level agreements are not eligible to apply.
- All applications will be appraised by Officers of the Council or appointed external advisors and presented to the Council's Policy and Resources Committee for approval following recommendations from the Community Grant Working Party. The relevant Ward Councillor will also be consulted. Information on the application form and supporting documents may be disclosed to the public.
- Applications will be considered for capital and revenue projects, which meet the eligibility criteria.
- A grant of up to £5,000 or 25% of eligible project costs (whichever is the lesser) will be considered.
- For funding requests of up to £1,000, 100% grant funding will be considered (i.e. a possible full project cost grant). Priority will be given to those applications which can demonstrate added value by attracting match funding
- Projects must be completed by March 2017.
- 2-14/15 applications will be considered by the Policy and Resources Committee at two meetings; 25 September 2014 and 5 February 2015. Applications will be received throughout the year and funding will be allocated on a first come, first served basis. Completed applications must therefore be submitted by **29 August 2014** and **2 January 2015**.
- All successful applicants will be required to submit an evaluation report to the Council at the end of the project.
- All applications must be made on the attached application form and must be accompanied by the following documents:
  - Signed constitution or rules as adopted by the Chair
  - 2 years audited accounts for existing groups or 3-6 months bank statements for new organisations in lieu of accounts
  - Any relevant Business Plans or Annual Reports, supporting evidence such as parish plans and/or community questionnaires.
  - 2 quotes for items of capital expenditure, demonstrating value for money

If you require any advice or help in completing the form or wish to discuss an idea prior to submitting an application please contact:

**Gail Cook  
Community Partnerships Officer  
Economy and Community Unit  
Ryedale District Council  
Ryedale House  
Malton  
YO17 7HH**

**Tel: 01653 600666 ext 314      Email: [gail.cook@ryedale.gov.uk](mailto:gail.cook@ryedale.gov.uk)**

# Community Grant

## What can you apply for?

Applications will be considered for projects requiring capital or revenue funding. These are the costs of tangible and lasting items such as buildings, fixed equipment, insulation or disability access and can include refurbishment and major improvements. . Example projects include;

- Provision of a new community facility
- Schemes which improve the standards of provision or increase participation
- The acquisition and adaptation of existing buildings or facilities
- Community ventures which increase community activity and participation

Priority will normally be given to those bids which:

- Attract partnership or match funding.
- Are initiated by community based organisations or groups.
- Are supported by evidence of need such as consultation or a parish plan.
- Can demonstrate community support and participation, for example through offers of help in kind.

## How much can you apply for?

You can apply for up to £5,000, although the maximum grant will be 25% of your project costs. Applications for up to £1,000 are eligible for 100% of project costs. The amount of grant being requested must be clearly stated on the application form. This will be a competitive process and we anticipate that demand will exceed the funding available. Projects of an exceptional nature may be awarded a higher level of funding.

## Ineligible Expenditure

- Any expenditure that takes place prior to grant approval, including planning fees and professional fees
- Existing running costs of your organisation and existing salary costs
- Fundraising
- This funding is not intended to replace existing statutory funding or for projects that have previously been funded by other organisations, such as highways improvements, school facilities.

## Priorities

The resources available under the Council's grant programmes are constantly under pressure and every year the budget is over subscribed with requests for funding. All applications for grants will be assessed against the priorities on page 1. Projects which contribute to these would be considered as high priority schemes:

Priority will normally be given to those bids which:

- Attract partnership or match funding.
- Are initiated by community based organisations or groups.
- Are supported by evidence of need such as consultation or a parish plan.
- Can demonstrate community support and participation, for example through offers of help in kind.

## How to apply

Applicants are required to apply formally for a grant using the application form attached.

2014/15 applications will be considered by the Commissioning Board on 23 January 2014 and 20 March 2014. The following deadlines will apply.

**29 August 2014 for a decision on 25 September 2014.**

**2<sup>nd</sup> January 2015 for a decision on 5<sup>th</sup> February 2015.**

**All applications over £250 must be accompanied by the following:-**

- A copy of the signed constitution or rules for your organisation as adopted by the Chair
- 2 years' audited accounts for existing organisations or 3-6 months bank statements for newer organisations
- Copies of all offers of match funding (or identify where the remaining funding for the project is coming from)
- 2 quotes for items of expenditure, demonstrating value for money

Applications for **capital** grant aid over £250 should additionally be supported by the following:-

- Copies of deeds, lease agreements or other title documents;
- Copies of all plans, estimates, schedules or work, tenders, and specifications of work;
- Copy of all planning approvals where appropriate;

Applications for capital or revenue **under** £250 must provide

- Copy of signed constitution or rules
- Bank statement or accounts from the previous year.

Email links to documentation available on the web can be included in your application.

## Getting Help

If you need help filling in the form or require assistance with developing your application, please contact the Economy and Community team at Ryedale District Council. Officers can also direct you to other agencies and funding bodies who may be able to help with your project.

The primary contact is:

Gail Cook

Community Partnerships Officer

Tel: 01653 600666 ext 314

Email: [gail.cook@ryedale.gov.uk](mailto:gail.cook@ryedale.gov.uk)

We would recommend you make contact prior to completing the application form.

## Site Visits

Before an application can be considered by the Council, the applicant organisation will be contacted by an officer of the Council and capital projects will be discussed on site.

## How we assess your application

If your application is complete and includes all the information requested and your organisation is eligible for consideration, we will assess your organisation and project against the following criteria:-

### Your organisation

- Is well managed and financially sound
- Would be able to manage the project if a grant was awarded
- Reflects the community it serves
- Takes into account the needs and aspirations of the community in its work.

### Your project:

- Contributes to the delivery of the Council's stated aims
- Responds to a clearly identified need and has community support, and this should be evidenced with research such as a parish plan or village appraisal or offers of help in kind
- Will deliver clear outcomes for the communities of Ryedale and the impact of the project has been anticipated and is supported by evidence
- Has a budget which is accurate and reasonable with a realistic plan to secure matching funding.
- Has a clear and realistic projection of income for the future maintenance of the facility and a plan for its future operation
- Includes details of how it will be monitored and evaluated i.e. how will you show that the project has delivered the desired outcomes in Ryedale and share lessons learned?
- Must be deliverable by March 2016.

## Monitoring

We will monitor the impact of all projects funded by the Council. This will demonstrate the "result" of awarding grant aid and benefit to the communities of Ryedale. Aspects of your project which will need monitoring may include:-

- The benefits the project has achieved
- How many people or organisations have benefited

When we award a grant and before the grant begins, we will agree with you the things we would like you to monitor. We may also request materials such as photographs which may use in future to promote the work of the fund or share best practice.

## **If you are successful**

We will send you a grant offer letter detailing the amount, term and any special conditions of the award. You must agree to abide by the Council's standard grant conditions when accepting any award.

## **Standard Grant Conditions**

- No work must be started or firm contracts made in respect of any project before the grant application has been considered and a written offer of grant received.
- In urgent cases, at the request of the applicant and with prior consent of the Council, some schemes may proceed before the application for grant aid has been considered. In such cases the applicant will be notified by letter specifying the work which may be undertaken "without prejudice" to the application.
- Not less than two competitive tenders should be obtained for all capital schemes
- In respect of projects involving the purchase of, or improvements to land or property there must be no outstanding loans, mortgages or charges on, or in respect of the land or property involved unless under full guarantee against foreclosure.
- If the application relates to land or property which is not owned by the applicant organisation there should be not less than 10 years unexpired security of tenure at the date of the grant application, although a shorter term may be acceptable in some cases.
- The Council may use the project for publicity purposes and case studies may be prepared by the Council in consultation with the applicant.

## **Payment of Grant**

Grants are paid retrospectively for capital projects, by bank transfer, with notification being sent to the chairman of the organisation or other appointed official as specified on the application form. Therefore, in order for grant payments to be made, it is essential that we have your bank details (section 11 on the application form) and for the organisation to send copies of all relevant receipted invoices to the Council at the point of claiming the grant. It is possible for interim payments to be made on receipt of appropriate invoices or certificates. Work may be inspected before payments are made. Grants are paid in advance for revenue projects.

## **Your Commitment**

In order to achieve the best return for the Ryedale community from the grants we award the Council expects the following from grant recipients:-

- That you undertake to monitor and evaluate your service or project and its benefit to the Ryedale community.
- To adhere to the principles of equal opportunities
- That you undertake to deliver a high quality of service
- Recognition of the funding contributed by Ryedale District Council in promotional material
- Providing information for inclusion in case studies

## **Our Commitment**

In order to provide a service which delivers grant aid to the voluntary sector in a fair and appropriate way we undertake the following:-

- To monitor and evaluate our service to ensure we provide the best service we can
- To assess all eligible applications against our criteria
- To acknowledge applications and answer letters within 5 working days of receipt
- To ensure that no applicant receives less favourable treatment for any reason

## **If you are not satisfied with the outcome of your application**

Please contact the Economy and Community Team and we will arrange for an officer to visit your project to discuss possible ways to take your scheme forward.

If you wish to make a formal complaint about the application process or administration of your award you can contact the Complaints Officer by phone on 01653 600666 or by email at [complaints@ryedale.gov.uk](mailto:complaints@ryedale.gov.uk).

# RDC Community Grant Application Form

**Ref No CG**

**Date received**

(for office use only)

1. Project Title

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## Organisation Details

2. Name of applicant organisation

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3. Official or registered address of applicant organisation

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Postcode

Telephone number

E-mail address

4. Name of main contact regarding this application

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Position within organisation

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5. Does this person have official authority to submit this application? Yes No

6. Address for contact person if different from question 3

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Postcode

Telephone number

E-mail address

7. When was your organisation established or incorporated?

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8. Type of Organisation \_\_\_\_\_

If a Registered Charity – please give number \_\_\_\_\_

VAT registration number, if any \_\_\_\_\_

9. Is this application from a consortium of organisations Yes No

If Yes, which organisations are included in the consortium? \_\_\_\_\_

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**Membership and usage**

10. Are you a membership organisation?      Yes      No

If yes, is membership open to all? \_\_\_\_\_

What is your current membership? \_\_\_\_\_

What are the annual membership fees? \_\_\_\_\_

11. Bank account details  
Account name and sort code.

\_\_\_\_\_  
Bank/Building Society Name

\_\_\_\_\_  
Address

\_\_\_\_\_

\_\_\_\_\_

**Project Details**

12. Where will the project take place?

\_\_\_\_\_

13. When do you expect the project to:

Start \_\_\_\_\_ Finish \_\_\_\_\_

14. Please summarise your project (100 words max)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

14. Why is the project needed?

\_\_\_\_\_

\_\_\_\_\_



15. Please give details of any consultation undertaken in planning your project with either the wider community or target audience for the project – what community support to you have? eg: parish plan or questionnaire.

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16. Please indicate how you will measure the success and impact of your project

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17. How does your project meet the aims of the Council?

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18. Please give details of any special fundraising activities for the project

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**For Capital Projects Only**

19. Is planning permission required?

Yes No

If yes, please indicate the status of any applications with dates

	applied for	granted
Outline, Full, Listed building		

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20. Does your organisation own the property for which you are seeking a grant?

Yes No

If no, do you have a lease on the property?

Yes No

Please give the name of the person or organisation who owns the building

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The length of any lease & unexpired term.

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**22 Project Budget**

<b>Capital Costs (list items of expenditure)</b>	<b>AMOUNT £</b>
Eg: site clearance	Eg £500
VAT	
<b>Total Capital Cost (a)</b>	
<b>Revenue Costs</b>	<b>AMOUNT £</b>
<b>Total Revenue Cost (b)</b>	
<b>Total Cost (a+b)</b>	

<b>INCOME (please specify how you will pay for the project)</b>	<b>AMOUNT £</b>
<b>Ryedale District Council Community Facility Grant requested</b>	
Own Funds	
Local Fundraising	
VAT (if you are able to reclaim it)	
In Kind	
<b>Total Income (c)</b>	

**Please note, your Total Costs (a+b) must equal your Total Income (c). The grant requested must not be more than £5,000 or 25% of Total Costs (a + b), unless you are requesting a grant of up to £1,000.**

**Declaration** I declare that:

- The information on this application form and the supporting information enclosed with it is accurate to the best of my knowledge
- The project falls within my organisation's purposes
- My organisation has power to accept a grant subject to the grant conditions as stated

The application form should be signed by the Chairman or Chief Executive of the applicant organisation.

Signed

\_\_\_\_\_  
Name & Position

Date

## Checklist

Please check that the following are included with your application

Copy of your constitution, e.g. trust deed, Memorandum and Articles of Association, set of rules

Two years audited or otherwise certified accounts including your last complete financial year (if required)

Details of any research, or consultation, which has informed the development of the project

Evidence of match funding commitments, formal grant offer letters

Two competitive estimates for all capital works

Relevant plans and drawings

Business Plans and Annual report (if required)


### Please return completed forms to:

Gail Cook  
Community Partnerships Officer  
Economy & Community Unit  
Ryedale District Council  
Ryedale House  
Malton  
YO17 7HH

Tel: 01653 600666 ext 314

Email: [gail.cook@ryedale.gov.uk](mailto:gail.cook@ryedale.gov.uk)