



Ryedale District Council
LEADER Small Scale Enhancements Scheme (SSE Scheme)
Guidance for Applicants

1.0 INTRODUCTION

- 1.1 The SSE Scheme forms a subsidiary project to the main LEADER Programme and is delivered in Ryedale by Ryedale District Council.
- 1.2 The aim of the SSE Scheme is to co-ordinate and deliver small scale projects which will contribute to the development and renewal of the village environment and the conservation and enhancement of rural heritage across the LEADER area of Ryedale.

2.0 THE SMALL SCALE ENHANCEMENTS SCHEME

- 2.1 The SSE Scheme relates to small projects where work amounts to a total maximum of £5,000.
- 2.2 Funding is provided by LEADER and can amount up to 100% of the project costs. However projects which bring in some match funding will be favoured. Where match funding is available, the total project costs must still not exceed £5,000 if they are to be funded through this Scheme.
- 2.3 All funding is agreed through Ryedale District Council and will be confirmed by the completion of a signed Agreement prior to work commencing.

3.0 ELIGIBILITY

- 3.1 Proposals are favoured if they are generated by the local community through either the Parish Council or local interest groups. The decision of Ryedale District Council is final when assessing Project Idea Forms. Repeat applications from villages or organisations will be sifted for maximum eligibility and priority given to those projects maximising on the aims of the scheme. The scheme aims for an equitable spread of funding over the whole of the Ryedale LEADER area. Projects should fall within either of the two themes listed below:
- 3.2 **Village Renewal and Development** - aimed at projects that provide enhancement to the local village environment, strengthen and generate community cohesion or encourage community activities and village events such as:
- Local events and festivals;
 - Village environmental schemes and green spaces;
 - Small scale enhancement and regeneration projects;
 - Community led village improvement activity.
- 3.3 **Conservation & Heritage** – aimed at increasing the understanding of the working landscape and helping to protect traditional skills. Projects should seek to raise awareness through interpretation, appreciation and maintenance of local heritage and cultural features such as;
- Improved understanding and usage of heritage and historic assets;
 - Local rural, agricultural, and industrial heritage initiatives;
 - Support for training and traditional skills;
 - Support communities to celebrate and conserve their heritage and identify related opportunities;

- Utilise the area's assets/sense of place for the benefit of people;
- Supporting/assisting conservation related projects and environmental improvements;
- Biodiversity/environmental demonstration and pilot projects;

4.0 IMPLEMENTATION OF PROJECTS

4.1 By filling in the Project Idea Form, we hope that all the relevant and necessary information will be provided to suitably assess your proposal and ensure that it fits the criteria of the Scheme. Once a preliminary check and assessment has been made by the Scheme Co-ordinator you will be contacted, usually by letter, usually within 20 working days. This letter is likely to form three possible outcomes:

1. Your proposal is considered to adhere to the aim of the Scheme and an Agreement is enclosed for signing. This is a legally binding contract and therefore please read the information thoroughly and if you have any questions please contact the Scheme Co-ordinator for further assistance before signing.
2. Your proposal requires further information before it can be assessed.
3. Your proposal is not considered to comply with the requirements of the LEADER funding and a full explanation will be provided.

4.2 Due to the diverse range of projects that may be proposed, a flexible approach will be adopted regarding the implementation of each project. All projects will be managed by the Scheme Co-ordinator. Project implementation has to be undertaken by Ryedale District Council; however it is important to the Council to involve the local community throughout the process.

4.3 **If the community is directly seeking quotes for work, a written record of the works proposed and the estimated value should be created. Works with a value greater than £2,500 should invite 3 written quotes. Quotes must be returned clearly marked 'quotation' and all opened at the same time in the presence of at least two members of the group. A written record should be kept summarising all the results, signed and dated by those present. If the lowest quote is not accepted, this must be justified in writing and agreed by the Scheme Co-ordinator. Please submit a copy of this when sending in completed agreements.**

4.4 Where an unforeseen alteration is required to the Agreement, for example additional costs are to be incurred; Ryedale District Council will need to review the situation and any amendments to the Agreement will need to be agreed in writing.

5.0 FUNDING

5.1 The funding does not form a normal 'grant'; but instead Ryedale District Council procures the works directly. This will involve an agreement being signed to hand over responsibility of the project to Ryedale District Council whilst works are being carried out. Responsibility will then revert back to the Parish Council, landowner or community group once the work is completed.

5.2 Works carried out before the Agreement is signed cannot be funded by this scheme.