
RYEDALE GRANTS

Main Programme

Revised April 2011

Economy & Community Services Unit
www.ryedale.gov.uk

Information and Application

RYEDALE
DISTRICT
COUNCIL



Guidance

Introduction

In order to work towards the fulfilment of its stated aim, the Council operates grant schemes to provide financial assistance to voluntary organisations, community groups and registered charities based within the Ryedale District. Some organisations from outside the district may also qualify for assistance if they receive support from, or give service to, a significant proportion of Ryedale residents.

The Council's overall aim:

“Ryedale as a place where all residents can enjoy a good quality of life, with strong, prosperous and welcoming communities.”

The Council's relevant priority objectives include:

“To have economic success

”Environment”

“To have safe and inclusive communities”

“To have active communities”.

The Economy and Community Services Unit of Ryedale District Council administer the Community Grant Scheme. Having read the guidance notes please do not hesitate to contact the Cultural Services Unit for advice or further information. We are here to help you develop your project successfully.

Tel: 01653 600666

Economy & Community Services Manager Jos Holmes Ext 240 jos.holmes@ryedale.gov.uk

Arts & Heritage Officer Yvette Turnbull Ext: 241 yvette.turnbull@ryedale.gov.uk

Community Projects Officer Sport & Recreation Chris Chatten Ext: 260 chris.chatten@ryedale.gov.uk

Technical Support Sara-Jane Hill Ext: 326 sara-jane.hill@ryedale.gov.uk
Technical Support Angela Snowden Ext: 326 angela.snowden@ryedale.gov.uk

Copies of this form are available in PDF format from our website www.ryedale.gov.uk

Important Information

Who can apply for a grant?

Applicant organisations must:

- Be a properly 'not for profit' constituted charity, community group or voluntary organisation
- Allow its membership to be open to all;
- Be capable of raising funds and have a locally controlled bank account
- Existing groups should have a good record of self-help.
- New groups should show evidence of intent to achieve the above.

What can you apply for?

Capital Grant Schemes

These grants will be awarded up to a maximum of 20% of total capital project costs, subject to a maximum level of £25,000.

Project Grants

Applications will be considered from any voluntary organisation for grant aid towards the costs of capital projects for cultural facilities. (Sport and active recreation, arts, heritage and play.) Improvements to access for people with disabilities are included.

Village Hall Grants

Applications will be considered from village halls for grant aid towards the cost of capital projects. This includes refurbishment and new build.

Revenue Grant Schemes

These grants are not awarded on a specific percentage basis. Sums will usually be of a nominal nature up to £1000. Projects up to 3 years duration can be supported.

Grants for arts organisations are also available, but you will need to complete a different application form. Contact Yvette Turnbull or download an application form from the website.

Nominal Grants

This grant is for a sum of up to £100 and is available to groups such as playgroups, organisations catering for the needs of the elderly or disabled, young people and groups providing other non-statutory social services. If you would like to apply for this grant, you will need to request a different application form. (Available from Technical Support Ext: 326 or from the website).

Talented Youth Grants

This grant is for the sum of £150 and is available to those residents of Ryedale who are between 12 and 18 and demonstrating exceptional levels of achievement in the field of sport or the arts. If you would like to apply for this grant, you will need to request a different application form. (Available from Technical Support Ext: 326 or from the website).

How much can you apply for?

Eligible Expenditure

Capital Grants

These are the costs of tangible and lasting items such as buildings and fixed equipment and can include refurbishment and major improvements. VAT, which cannot be reclaimed, is also eligible. Check this with Customs & Excise www.hmrc.gov.uk

Revenue Grants

You can apply for a grant to cover the revenue costs of your project. The amount can include any additional administrative costs that you will have to meet to undertake the project. Other typical costs include:-

- Insurance
- Training
- Project accommodation
- VAT that cannot be reclaimed
- Professional fees

Ineligible Expenditure

Any work undertaken before the receipt of an offer of funding from the Council.

Capital Grants

These include:-

- General maintenance and repair work
- Non-fixed equipment
- Provision of social amenities including bars, kitchens and cafeterias. This condition may be waived for village halls.

Revenue Grants

These include:-

- Existing running costs of your organisation
- Existing salary costs
- Prize money or profit making activities.

Priorities

The resources available under the Council's grant programme are constantly under pressure and every year the budget is over subscribed with requests for funding. All applications for grant aid will be assessed against the priorities as published in the Council's various strategies, particularly those for Culture, Sport, the Arts, Community Safety and Rural Transport and in Local Development Strategies such as a village appraisal. The following would be considered as high priority schemes:

Capital Grants

- Provision of a new community facility
- Schemes which improve the standards of provision or increase participation in the arts and active recreation;
- The acquisition and adaption of existing buildings or facilities;
- Partnership ventures
- Community ventures which increase community activity and participation;

Revenue Grants

- Provision of new services or those that will allow the scope of the existing service to be extended, particularly with regard to Ryedale residents.
- Special projects whose aims and outcomes are in line with the Council's published strategies for the development of sport and the arts. Executive summaries of these are available from Gail Stephenson or from the website under "Guide to Services".
- Provision of a community service not otherwise readily available within the district.

How to apply

Applicants are required to apply formally for a grant using the application form attached. (If you wish to apply for a Talented Youth Grant or a Nominal Grant please request the appropriate forms).

All applicants must be accompanied by the following:-

- A copy of the constitution or rules for your organisation;
- Two years audited accounts for existing organisations or financial projections for new organisations;
- Copies of all offers of match funding (identify where the remaining funding for the project is coming from).
- A copy of your most recent annual report, or AGM Minutes, or
- If you are a new organisation, a copy of your business or project plan.

Applications for capital grant aid 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;

Getting Help

If you need help filling in the form or require assistance with developing your project and application, please contact the Economy & Community Services Section of Ryedale District Council. Officers can also direct you to other agencies and funding bodies that may be able to help with your project. (See page 2 for Contact details).

Site Visits

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

Who considers your application?

The Council has delegated the authority to make decisions on grant applications to a Grant Fund Panel, which includes project officers and senior officers of the Council. This group will meet a minimum of six times a year. When your application is received it will be acknowledged and you will be informed of the date of the meeting at which your application will be considered. We will also check your application for eligibility and for inclusion of all the information required. If we require any further information we will request it.

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 against the following criteria:-

About your organisation

- Is your organisation well managed and financially sound?
- If awarded a grant, would your organisation be able to manage the project?
- Does your organisation reflect the community it serves and take account of their needs and aspirations in its work?

About your project

- The project responds to a clearly defined need, and is in line with the Council's stated aims in relation to Sport and play, the Arts, Community Safety, Rural Transport or your own local development plan, such as a village appraisal.
- You have anticipated the possible impact on or value to the Ryedale Community of your project. You have support from your local community/community of interest. (Evidence will be required)
- The project has clear objectives and a clear development or business plan.
- The project budget is accurate and reasonable with a realistic plan to secure matching funding.
- For revenue grants, there is a clear plan to secure new funding if the project is expected to continue beyond the term of any grant awarded by the Council.
- For capital projects, there is a clear and realistic projection of income for the future maintenance of the facility.

- How the project will be monitored and evaluated against your stated objectives and business plan.
- Your project must be deemed viable. You must demonstrate that you have thoroughly considered all the project activities included in the application. We will consider the level of planning and the feasibility of the project when assessing your application. You will also need to show that the project is likely to lead to the stated outcomes.

Monitoring

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

- The activities you have undertaken
- 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 will also arrange to make a monitoring visit 6 months after the completion of your project.

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.

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. This does not apply to certain preliminary work, such as the drawing of plans, which is necessary in preparing the application for submission.
- In urgent cases, 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
- After taking account grant aid from all sources, not less than 10% of the approved project costs must be funded by the applicant organisation from their own funds.
- 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 28 years, unexpired security of tenure at the date of the grant application, although a shorter term may be acceptable in some cases.
- Support in any one year does not imply continued support for subsequent years.
- The Council may use the project for publicity purposes and the applicant's details may be passed on to other interested parties as an example of best practice.
- A wall plaque (provided by the Council) must be displayed for projects supported with the grant.
- That information on any monitoring requirements are provided on request, to officers of the Council.
- If grant aid is awarded "subject to the funding package being confirmed", the applicant must provide the Council with copies of all successful offers of funding. Should these offers exceed those stated in the applicant, the grant may be reviewed to ensure that the proportional contribution of the Council does not exceed 20% or as that described in the grant offer letter.
- Grants may be claimed up to 18 months after the date of offer. This period can be extended with permission of the Economy & community Services Manager.
- The grant is awarded for the project detailed on the application form. Should any details change from those stated, the Council must be notified in writing, and the changes agreed by the Council. Failure to do this may result in the grant being withdrawn.

Payment of Grant

Capital Grants

Grants are paid retrospectively for capital projects. Therefore, in order for grant payments to be made, it is essential for the organisation to send copies of all relevant paid/receipted project invoices to the Council. It is possible for interim payments to be made on receipt of appropriate invoices or certificates. The work may be inspected before all payments are made.

Revenue Grants

Grants will be paid in two parts. 50% will be paid at the start of the project and 50% on successful completion. Payment will be made by cheque or BACS where possible.

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 residents
- To adhere to the principles of equal opportunities
- That you undertake to deliver a high quality of service

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 10 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 & Community Services Unit at the Council and we will arrange for an officer to visit your project to discuss possible ways to take your scheme forward.

You should send complaints about the application process to the Economy & Community Services Manager. The Council's leaflet "How to Complain" explains the Council's complaints procedure in more detail.

Please note that the decisions of the grants panel are not subject to the complaints procedure.

Application Form

Ref No _____ **Date received** _____ (for office use only)

What type of grant are you applying for?

Capital Funding	Yes	No
Revenue Funding	Yes	No
Both	Yes	No

1. _____
Project Title

Organisation Details

2. _____
Name of applicant organisation

3. _____
Official or registered address of applicant organisation

_____ Postcode

_____ Telephone number _____ Fax number

4. _____
E-mail address
Name of main contact regarding this application

_____ Position within organisation

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

6. _____
Address for contact person if different from question 3

_____ Postcode

_____ Telephone number _____ Fax number

_____ E-mail address

13. Is planning permission required? Yes No

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

	applied for	granted
Outline		
Full		
Listed building consent		
Other statutory consent (please specify)		
Planning authority	Ryedale D C	North York Moors National Park Authority

14. 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

The length of any lease

The unexpired term

Is there or will there be a mortgage or other encumbrance on the property? Yes No

If yes, please give details

15. Please summarise your project (100 words max. Please include a Business Plan for projects seeking £10,000 or more grant aid).

16. Why is the project needed?

17. Please give details of any public consultation undertaken in planning your project eg: questionnaires or village appraisals

18. Please indicate how you will measure the success of your project

19. How does your project meet the strategic aims of the Council?

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

21. Please state your current maintenance and running costs

Before completion of the scheme

Estimated costs after completion

22. If your project is applying for revenue funding, how will you ensure the long-term viability of the project beyond the current funding package?

Capital Project Budget

Capital Project Expenditure

23.	Estimate of total project costs	Year 1	Year 2	Year 3
	<u>Amount</u>	<u>£</u>	<u>£</u>	<u>£</u>
	Acquisition of land			
	Acquisition of Buildings			
	Construction/refurbishment Costs			
	Fees			
	Other			
	VAT			
	Total Capital Costs			

Are you able to reclaim VAT? Yes No

Capital Project Funding

Where will your partnership funding come from?

Source	Year 1	Year 2	Year 3
<u>Amount</u>	<u>£</u>	<u>£</u>	<u>£</u>
Ryedale District Council			
North Yorkshire County Council			
European Funds (please specify)			
Parish/Town Council			
Other Public Body (please specify)			
Lottery (please specify)			
Charities / trusts (please specify)			
Private Sector			
Local fundraising			
VAT reclaimed			
Other (please specify)			
Total Funding			

Please note the Total Expenditure should equal the Total Funding

Revenue Project Budget

Revenue Project Expenditure

24. Estimate of total project costs	Year 1	Year 2	Year 3
Amount	£	£	£
Salaries			
Rent			
Rates			
Heat/Light/Power			
Materials eg stationery			
Travel			
Professional Fees			
Other (Please specify)			
Total Revenue Costs			

Revenue Project Funding

Where will your partnership funding come from?

Source	Year 1	Year 2	Year 3
Amount	£	£	£
Ryedale District Council			
North Yorkshire County Council			
European Funds (please specify)			
Parish/Town Council			
Other Public Body (please specify)			
Lottery (please specify)			
Charities / trusts (please specify)			
Private Sector			
Local fundraising			
VAT reclaimed			
Other (please specify)			
Total Funding			

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

Supporting Statement

Please include a supporting statement for your project from a respected member of your community, who has knowledge of your project.

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
- Details of any research, or consultation, which has informed the development of the project eg village appraisal
- Evidence of match funding commitments, formal grant offer letters
- Two competitive estimates for all capital works
- Relevant plans and drawings
- Supporting statement (evidence of community support)
- Latest annual report, AGM minutes and project business plan

Please return completed forms to:

Sara-Jane Hill & Angela Snowden
Economy & Community Unit
Ryedale District Council
Ryedale House
Malton
YO17 7HH

GRANTS AND FUNDING GUIDE

The following notes are intended as a general guide for approaching any funding application to any organisation. Ryedale Voluntary Action provides a funding advice service. Contact them on 01653 600120.

HOW TO APPLY

Application Forms

- Photo copy the original and give copies to all those involved.
- Do a rough copy first.
- Always answer **ALL** the questions, they are there for a reason. If you can't see the relevance of a particular question for your organisation either check with the funder or explain why it isn't relevant. Do not simply write **Not Applicable**.
- Be clear and concise. If the question asks you to briefly outline the project – be brief! You will probably have the opportunity to add further supplements later.
- Be accurate in your details – Tell the Truth! They may – and usually do – check!
- Know the subject inside out. Ensure that the person signing the form eg The Chairman of the group is clear about the aims of the organisation and the project for which funding is sought.
- Be business like in your approach – however do try to add some personality or local anecdotal examples. Grant assessors for some funds or trusts are based in London and will not necessarily have any local knowledge. Although your village hall is vitally important to you and your community to them it is just another hall unless you make it sound special.
- For larger projects, produce a business plan to bring all the relevant information together.

Understand the terminology they use eg Outputs, Impacts, Milestones.

- Outputs – what you will actually be producing eg. One upgraded hall, one new car-park
- Impacts – the wider community benefits eg. An attractive meeting place for xx number of groups ... a safe environment for young people to play, a space for the village post-office to operate, a facility which will benefit xx people in the village. Describe how you would meet your community's needs.
- Milestones – a timetable of work
- Ensure that the sums add up. The expenditure should always equal the income or projected income. Indicate whether grants are secured or applied for.

Example of Funding Package

Expenditure:	Fees	£2,500
	Building Costs	£35,000
	VAT	£6,600
	TOTAL	£44,100
Income:	Ryedale DC	£8,820
	Lottery	£20,000
	Parish Council	£500
	European	£10,000
	Own Funds	£4,780
	TOTAL	£44,100

- Always state clearly how much you are applying for.
- Ensure that the form is signed.
- Ensure that you have enclosed any supplementary papers and that they are clearly marked.
- If there is a closing date, try to send your application in advance of this – they may operate on a first come first served basis when funds are oversubscribed.

Application by Letter

- Always try to personalise the letter. If you don't have a person's name at least ensure that their address appears at the top of the letter.
- If possible use a Word processor and mail merge.
- Always personally sign them – photocopied signatures stand out a mile!
- Include the following information:
 - **Who** you are, who will be involved and who will benefit
 - **What** your project is eg a new village hall, an oral history project and publication of a book
 - **Why** you are carrying out the project, eg why the new hall is needed
 - **Where** you are located
 - **When** it will take place
 - **How** they can support you – how much you need, what elements could be supported eg help with printing or materials at cost
- If necessary follow-up with a call
- Keep the top letter short and concise, add supplements – attractive NOT expensive
- If you are applying to a commercial sponsor – tell them what you will offer in return for their money eg if you will print their company name or logo on all publicity state how many and where they will be distributed. Make sure what you offer does not exceed the value of their sponsorship eg if a company gives £250 towards the costs of a concert and they are offered 40 free tickets valued at £10 each in return you are out of pocket! Sounds obvious but it does happen.

Please contact officers of the Economy & Community Services Section of Ryedale District Council if you are planning to apply for funding or are planning a project or development within your community. We are always pleased to offer support and advice to such groups, their activities and projects.

Economy & Community Services
Ryedale District Council
Ryedale House
Malton
North Yorkshire
YO17 7HH

Tel: 01653 600666 Ext: 326

Contact List

Ryedale District Council

Economy & Community Services Department
Ryedale House
Malton
North Yorkshire
YO17 7HH

Tel: 01653 600666

Website: www.ryedale.gov.uk

Contact: Jos Holmes, Economy & Community Services Manager, Ext 240,
jos.holmes@ryedale.gov.uk
Yvette Turnbull, Community Projects Officer, Arts & Heritage, Ext 241
Yvette.turnbull@ryedale.gov.uk
Chris Chatten, Community Projects Officer, Sport & Recreation, Ext 260,
chris.chatten@ryedale.gov.uk

North Yorkshire County Council

County Hall
Northallerton
DL7 8AQ

Tel: 01609 780780

Website: www.northyorks.gov.uk

Contact: Norma Hood, Economic Development
Economic Development
General Grants

Also Committee Clerk
Section for Ryedale
Area Committee Grants

Ryedale Voluntary Action

Pauline Reeve
Funding Officer
Community House
Wentworth Street
Malton
North Yorkshire
YO17 7BN

Tel: 01653 600120

E-mail: pauline@rva-cvs.org.uk

Fax: 01653 695377

Access to information on a wide range of funding opportunities

York and North Yorkshire Partnership Unit

12 Clifton Moor Business Village
James Nicholson Link
Clifton Moor
York
YO30 4XG

Tel: 01904 477970

Fax: 01904 477977

Website: www.ynypu.org.uk

Co-ordination of European and other funding, including training in North Yorkshire

North Yorkshire Forum for Voluntary Organisations

Unit 5
Alanbrooke Industrial Park
Station Road
Topcliffe
Thirsk
YO7 3SE

Tel: 01845 578228

Fax: 01845 578249

Website: www.nyfvo.org.uk

Rural Action Yorkshire

Unit A
Tower House
Askham Fields Lane
Askham Bryan
York
YO23 3NU

Tel: 0845 3130270

Fax: 08453130271

Contact: Community Consultations, North Yorkshire , Sustainable Rural Building Officer.
Village Hall advice and information

Sport England

4th Floor
Minerva House
East Parade
Leeds
LS1 5PS

Tel: 08458 508505

Fax: 0113 2422189

Website: www.sportengland.org

Arts Council (Yorkshire)

21 Bond Street
Dewsbury
WF13 1AX

Tel: 0845 300 6200

Fax: 01924 466522

Website: www.artscouncil.org.uk

Big Awards For All

2 St James Gate
Newcastle-Upon-Tyne
NE1 4BE

Tel: 0191 376 1600

Website: www.awardsforall.org.uk

Heritage Lottery Fund

7 Holbein Place
London
SW1W 8NR

Tel: 020 75916000

Website: www.hlf.org.uk

Big Lottery Fund

3rd Floor
Carlton Tower
34 St Paul's Street
Leeds
LS1 2AT

Tel: 0113 2245300

Fax: 0113 2440363

Website: www.biglotteryfund.org

Foundation for Sports & The Arts

Walton House
55 Charnock Road
Walton
Liverpool
L67 1AA

Tel: 0151 2595505

Fax: 0151 2300664

Website: www.thefsa.net

Charity Commission

12 Princes Dock
Princes Parade
Liverpool
L3 1DE

Tel: 0845 3000 218 (General Enquiries)
Tel: 0151 7031500 (Registration Helpline)
Website: www.charity-commission.gov.uk

York & North Yorkshire Community Foundation

Primrose Hill
Buttercrambe Road
Stamford Bridge
York
YO41 1AW

Tel: 01759 377400
Fax: 01759 377401
Website: www.ynycf.org.uk

Yorventure

Angela Pease
Boston House
214 High Street
Boston Spa
W Yorks
LS23 6AD

Tel: 01937 848858
Website: www.yorventure.co.uk

Howardian Hills AONB

The Mews
Wath Court
Hovingham
York
YO62 4NN

Tel: 0845 034 9495
Website: www.howardianhills.org.uk

North York Moors National Park Authority

The Old Vicarage
Bondgate
Helmsley
York
YO62 5BP

Tel: 01439 770657

Website: www.northyorkmoors.org.uk

Leader Project

The Old Vicarage
Bondgate
Helmsley
York
YO62 5BP

Tel: 01439 770657

Website: www.moorscoastandhills.org.uk
