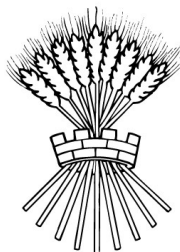


RYEDALE  
DISTRICT  
COUNCIL



**COMMUNITY  
GRANT GUIDANCE  
NOTES 2020/21**

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# 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:

## Sustainable Growth:

- Promoting a strong economy with thriving businesses and supporting infrastructure
- Capitalising on our culture, leisure and tourism opportunities
- Managing the environment of Ryedale with partners
- Enabling provision of housing that meets existing and anticipates future need
- Minimising homelessness, improving the standard and availability of rented accommodation and supporting people to live independently

## Customers and Communities:

- Helping our partners to keep our communities safe and healthy
- Supporting communities to identify their needs, plan and develop local solutions and resilience.

## Funding Criteria Overview

- Private sector businesses, Local Authorities and 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, and presented to the Council's Policy and Resources Committee for approval. The relevant Ward Councillor will also be consulted.
- Applications will be considered for capital and revenue projects.
- A grant of up to £5,000 or 25% of eligible project costs (whichever is the lesser) will be considered.
- For projects with a total project cost of up to £1,000, 100% grant funding will be considered (i.e. a possible full project cost grant). However, priority will be given to those applications which can demonstrate added value by attracting match funding.
- Projects must be completed within 18 months of the grant offer being made.
- Grants will be paid in two instalments; 50% of the grant will be paid in advance, 50% on completion.
- Applications will be considered by the Policy and Resources Committee at three meetings; 30<sup>th</sup> July 2020, 12<sup>th</sup> November 2020 and 18<sup>th</sup> March 2021. Completed applications must therefore be submitted by **15<sup>th</sup> May 2020, 1st September 2020 and 4th January 2021.**
- 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. Applications should be submitted electronically. A scanned / electronic signature is acceptable.
- All applications must be made on the Ryedale District Council Grants 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 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

It is advisable to discuss a project idea prior to submitting an application. Help and advice is available from the Ryedale District Council Community Officers for your area, **Email:** [communityteam@ryedale.gov.uk](mailto:communityteam@ryedale.gov.uk) or contact them on 01653 600666. Additional forms can be downloaded from [www.ryedale.gov.uk](http://www.ryedale.gov.uk), search for Community Grants.

# Ryedale District Council Community Grant 2020/21

## What can you apply for?

Applications will be considered for projects requiring capital (for example buildings or equipment) or revenue funding (for example training or staff costs). Previous examples include:

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

## 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. Project costs of 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.

## Ineligible Expenditure

- Any expenditure that takes place prior to grant approval, including planning fees and professional fees. Consequently 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.
- Existing running costs of your organisation and existing salary costs.
- Fundraising costs.
- Previously funded projects.
- VAT that your organisation can recover.
- Political or religious activities.
- This funding is not intended to replace existing statutory funding or for projects that have previously been funded by other organisations, such as streetlighting, highways improvements and 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 2. 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, particularly if funding has already been secured.
- 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 available on the website <https://www.ryedale.gov.uk/living-here/community-living/community-grants> You should submit this electronically, although hard copy is acceptable. **Submit your completed application to [grants@ryedale.gov.uk](mailto:grants@ryedale.gov.uk).**

Applications will be considered by the Policy and Resources Committee at three meetings; 30<sup>th</sup> July 2020, 12<sup>th</sup> November 2020 and 18<sup>th</sup> March 2021. Applications can be received throughout the year.

Completed applications must therefore be submitted by:

**15<sup>th</sup> May 2020 for a decision on 30<sup>th</sup> July 2020.**

**1<sup>st</sup> September 2020 for a decision on 12th November 2020.**

**4th January 2021 for a decision on 18th March 2021.**

**All** applications must be accompanied by the following:-

- A copy of the signed constitution or rules for your organisation as adopted by the Chairman.
- 2 years' audited accounts for existing organisations or 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 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.

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 or group, please contact the Community Officers 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, including finding match funding.

The primary contact is [Communityteam@ryedale.gov.uk](mailto:Communityteam@ryedale.gov.uk). Tel 01653 600666

We would recommend you make contact prior to completing the application form and we can meet with you to discuss your project.

## **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 priorities.
- 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 within 18 months of the grant offer date.

## **Monitoring**

We will monitor the impact of all projects funded by the Council. This will demonstrate the outcome 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 we 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, terms and any special conditions of the award.

You must agree to abide by the Council's standard grant conditions when accepting any award.

## **Payment of Grant**

Grants are paid 50% in advance, with the remaining 50% paid on evidenced project completion (by sending copies of all relevant receipted invoices to the Council at the point of claiming the grant). Grants are paid by bank transfer, with notification being sent to the contact as specified on the application form. We will ask for bank details when an offer of grant is made. Work may be inspected before payments are made. Alternative payment arrangements can be made by request.

## **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.
- Ryedale District Council has the ability to withdraw the grant offer if an organisation takes any action which could bring the District Council in to disrepute.

## **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.

## **Your Information**

In order to consider your application we must process your information, some of which is personal (for example your name, address, email address etc). We are allowed to process this information because administering the grants is part of our statutory function. As part of the grant application process we will share the details on the application form with Elected Members and Officers of Ryedale District Council and other relevant organisations such as grant making bodies and Town and Parish Councils in order to consult with them regarding the application. Information in relation to your grant application will be retained

by the Council for 2 years following the completion of the project. Please see the Privacy Notice on the website.

If you would like to see the information held about you by the Council (known as a subject access request) or have any queries or concerns about how the Council processes your personal information you can do so by contacting :

Information Governance Office

Veritau Ltd, County Hall, Racecourse Lane, Northallerton. DL7 8AL [DPA@ryedale.gov.uk](mailto:DPA@ryedale.gov.uk)

// 01609 53 2526

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

Please contact the 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).