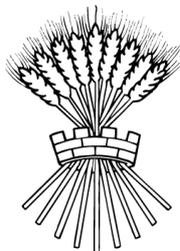


RYEDALE
DISTRICT
COUNCIL



**Public Open Space and
Recreation Grant
(Section 106 Funds)
2020 / 21**

GUIDANCE NOTES

The Public Open Space and Recreation Facilities Grant uses funding from 'Section 106' Planning Agreements. Funding is provided by Developers of projects such as house building or retail development projects, to create or improve local facilities within a given geographical area and timescale - the exact nature of this is identified in a 'Section 106' agreement for each site. Ryedale District Council and your Town or Parish Council will have information on what is available in your area. A table of current agreements is on the RDC Web site [community grants page](#) . The Grant is open to any Ryedale community based organisation or group, for projects that provide or improve Public Open Space and Recreation facilities in line with the relevant S106 Agreements. This includes facilities such as

- Parks, Gardens, Amenity Green space
- Natural and Semi-Natural Open Space
- Play areas
- Sports facilities (outdoor pitches, indoor or outdoor courts, sports halls and equipment)
- Allotments

Funding Criteria Overview

- Any community or voluntary (not for private profit), organisation and Local Authority, (including Town or Parish councils) are eligible to apply.
- Private sector organisations are not eligible to apply.
- All applications will be appraised by officers of the Council. Views of Town and Parish Councils and Ryedale District Council Ward Members will be included.
- Applications will be considered by the Policy and Resources Committee at three meetings; 30th July 2020, 12th November 2020 and 18th March 2021. Completed applications must therefore be submitted by **15th May 2020, 1st September 2020 and 4th January 2021**.
- Applications will be considered for capital projects, which meet the eligibility criteria as above and also within the context of the relevant S106 Planning Agreement.
- Priority will be given to those applications which can demonstrate added value by attracting match funding.
- All successful applicants will be required to submit an evaluation report to the Council at the end of the project.
- Applications should be submitted electronically (by email). A scanned / electronic signature is acceptable.
- 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.
- All applications must be made on the Grant Application Form and must be accompanied by the following documents:
 - Signed constitution or rules. (For Voluntary / Community Groups)
 - 2 years 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.

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

Ryedale District Council Public Open Space and Recreation (S106 Grant) 2019/20

What can you apply for?

Applications will be considered for projects requiring capital expenditure. For example, new or improved play area equipment. Eligible projects must fall within the description and location identified on the Grant Availability spreadsheet, available on the RDC website at <http://www.ryedale.gov.uk/services/community-living/community-grants.html>

Where the description is 'in the vicinity', this is taken to mean within the parish boundary, unless particularly described alternatively.

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.
- 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 relevant Section 106 Planning Agreement. 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. This is available to download at <http://www.ryedale.gov.uk/services/community-living/community-grants.html>. You should submit this electronically, although hard copy is acceptable. Submit the completed form to **grants@ryedale.gov.uk**

Applications will be considered by the Policy and Resources Committee at three meetings; 30th July 2020, 12th November 2020 and 18th March 2021. Completed applications must therefore be submitted by **15th May 2020, 1st September 2020 and 4th January 2021**.

All applications must be accompanied by the following:-

- A copy of the signed constitution or rules for your organisation as adopted by the Chair (for voluntary / community groups).
- 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
- 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. 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 S106 Planning Agreement for Public Open Space and Recreation.
- Responds to a clearly identified need and has community support.
- 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, term 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 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 / emails 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 community 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 // 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.