



Craven Community Grant Scheme

Application Form 2015-2016

Before completing this form please read the attached guidance notes and supporting information.

If you would like advice on how to present your project, or would like assistance in completing the application form, please contact Kate Senior, Partnerships Officer on 01756 706414 kseior@cravenc.gov.uk

Craven District Council Community Grants are assessed against a set of 10 standard criteria. Please ensure that you answer all of the questions so that we can judge how well your projects meets each of these criteria, which are listed below.

- Addresses one or more of the Council priorities as set out in the 2015-18 Council Plan <http://www.cravenc.gov.uk/councilpriorities>

The Council's Priorities for 2015 – 2018 are :-

- 1) Enterprising Craven**
- 2) Working with Communities**
- 3) Greener Craven**
- 4) Financial Resilience**

- Local need for the project
- Extent of community benefit
- Benefit to those in most need
- Local involvement in planning the project
- Local community support
- Parish Meeting, Parish Council or Town Council support
- Value for Money
- Effectively managed, run and monitored
- Forward strategy

Further information about how we assess each of these criteria is provided in the attached guidance notes.

Please be concise in your application, use bullet points if this helps you to summarise your answers more easily.

You may include extra pages but please ensure they are clearly marked with the project name and the relevant question.

If the total cost of your project is £20,000 or more you must enclose a business plan as supporting evidence.

Please ensure that the Chair, Vice-chair, Secretary or Treasurer of the group, has signed the application form and that you have completed all 6 sections.

Please email your completed application form including any supporting papers to: kseior@cravenc.gov.uk Kate Senior, Partnerships Officer, Craven District Council, 1 Belle Vue Square, Broughton Road, Skipton, North Yorkshire BD23 1FJ

Section 1: The Organisation				
Name of the Group				
Name of the Project				
Group Contact details Your organisation must be based in Craven District to apply for Craven District Council Funding.				
Main Contact Name and Role in the Group				
Main Contact Daytime Phone number, Email Address and Postal Address				
How long has the group been in existence?				
Type of group? (please indicate all which apply)	Registered charity		Charity number	
	Company limited by guarantee		Reference number	
	Parish Meeting, Parish, Town or community council			
	Unregistered group with formal rules			
	Other – Please state			
What are the main objectives & activities of the group ?				
How many people are on your Management Group?		How many people are general group members?		How many local people per year take part in activities / use your services?
Who will manage, run and monitor the project?	Please state all those involved, their project roles and previous experience			
Please describe the plans you have put in place, to make sure the project is delivered on time & within budget. How you will check that the aims of your project are achieved?	Please provide project milestones. Milestones are key events, with dates that show clear stages or progression in the delivery of the project.			
Is there a constitution or set of rules for conducting the business of the group? If yes, please provide a copy.				
Is the group VAT registered?		If 'YES' please supply your VAT registration number.		

Section 2: The Project

<p>Please provide a brief description of the project in under 250 words.</p> <p>Bullet points are encouraged.</p>	
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Where will the project take place

Town / village (please state)		Craven wide	
Estimated project start date		Estimated project completion date	

<p>Craven District Council priorities. Please explain how your project contributes to one or more of Craven District Councils Corporate Priorities.</p>	1) Enterprising Craven
	2) Working with Communities
	3) Greener Craven
	4) Financial Resilience

<p>Local need for the project. Please explain the local need for the project, demonstrated by evidence such as surveys, local research, customer feedback, parish plans.</p>	
<p>Extent of community benefit. Please explain what your project will achieve. List any new/additional benefits or improvements that will be provided to Craven residents.</p>	Types of benefit could include expected number of new users, being able to use a building for new activities or new groups of people that will be able to take part.
<p>Benefit to those in most need. Please explain how the project will benefit groups or individuals from the most disadvantaged sections of your community.</p>	
<p>Local involvement in planning the project. Please explain how the people that will benefit from the project have had a say in planning how the project will run.</p>	

Local community support. Please attach letters or other evidence of support from community groups and members of the community who will benefit from the project.	
Parish Meeting/ Parish Council / Town Council support. Please attach letters of support and / or confirmation of financial contributions.	

Does your project involve capital works?	Yes		No	
If yes, please explain what capital works are involved and enclose any plans.				
For capital works to land or buildings – do you have a lease or licence to work on the land or property?				
Is the freehold, leasehold or licence already in place or is it still to be obtained?				
What is the expiry date of the proposed leasehold/ licence?				
Does the project require planning permission?	Yes		No	
If yes has the proposal been discussed with local planning officers and a full application submitted?	Yes		No	
If planning permission is required, please provide your planning application reference number and any further information here.				

When is a decision expected?			
Where planning permission has been granted please include a copy of the approval notice.			
Section 3. Financial Details			
If you are VAT registered and able to reclaim VAT, then the costs should exclude VAT. If you are not VAT registered, then the figures below should include VAT.			
Is your organisation	VAT Registered		Not VAT Registered
Are the figures below	VAT inclusive		VAT exclusive
Item Please give a breakdown of all the costs for the project (attach an extra sheet if needed).	Cost		Estimate or Quote?
Total			
Value for money Please explain how you have made sure that the figures listed above demonstrate good value for money.			

For all Items costing over £1,000 attach the required number of quotes as detailed below. If you are unable to get the required number of quotations, please contact us for advice.

Estimated Total Contract Value (excluding VAT)	Competitive Procurement Method
£1,000 to £4,999	Invitation to quote – minimum of two written quotes, based on a clear written specification of requirement.
£5,000 to £19,999	Invitation to quote – minimum of three written quotes, based on a clear written specification of requirement. Best practice is to advertise in the public domain.
£20,000 to £49,999	Invitation to quote – minimum of four written quotes, based on

	a clear written specification of requirement. Best practice is to advertise in the public domain.
Over £50,000	Invitation to tender – four to six formal competitive tenders invited. Mandatory requirement to advertise in the public domain.

How will the project be funded?

Name of Funder	Amount Applied For	Is this for a specific part of the project ?	Is this funding confirmed?	If not confirmed, when will you find out if you have been successful?
Craven District Council Community Grant				
Parish /Town Council				
Total				

Please provide details of any grants or support from CDC or NYCC over the last 3 years, including date awarded and value of the support.	
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Section 4. Forward Strategy

<p>Future Plans for your Project</p> <p>Please explain what will happen to your project once the initial funding has been spent.</p> <p>Please explain how the</p>	
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project will keep going and let us know about any fundraising plans you have for the future.	
Section 5. Checklist	

<p>All applications must be accompanied by the following: Please tick those which have been enclosed. Please note that if the Council does not receive all the required information with your completed form, your application will not proceed through the approval process.</p>	✓
A copy of the signed constitution or rules for the organisation	
Copy of the organisation's protection policy if the project involves working with children, young people or vulnerable adults	
3 most recent bank statements, further information could be requested at appraisal if required	
If you do not have a Bank Account you must attach a signed declaration from a group or organisation that will be managing these funds on your behalf.	
The correct number of quotes for any items of expenditure over £1,000.	
Any specific surveys, research work associated with the project (such as a feasibility study)	
Evidence of community support (e.g. surveys, letters of support from local organisations, local individuals who will benefit from the project and your local parish Council, Town Council or Parish Meeting).	
Evidence of match funding (if applicable)	
If the total cost of your project is £20,000 or more you must provide a business plan.	
Evidence of planning permission and/or planning reference number (if applicable)	

Evidence of leasehold, freehold or licence – for projects involving capital works to buildings or land (if applicable)	
Any other additional information (if applicable)	
Section 6. Declaration	

I declare that the above information is true and complete and any further information required by Craven District Council will be provided on request and that if funding is secured for this project through the Community Grant Scheme I will:

- a) provide accounts and a full audit trail discrete to the project which will be kept and made available to Craven District Council or its advisers on request;
- b) enter into a formal agreement guaranteeing the proper use of such funds in accordance with the submitted project application and the Community Grant Scheme;
- c) agree to provide progress reports and other information to a standard format and frequency (quarterly or any other period specified) which will be fed into research/monitoring reports;
- d) give permission for the project to be inspected at all reasonable times prior to, during and upon completion of the grant aided works,
- e) ensure that all publicity and promotional material produced during the delivery of the project will give full acknowledgement to Craven District Council,
- f) if the project is offered a grant must fully comply in claiming the grant in accordance with the timescales set out in the offer letter,
- g) any grant not claimed within the specified timescales will be lost.

For and on behalf of:

(insert name of group/organisation)

Signature:

Position in the Group :

Date:



CRAVEN COMMUNITY GRANT SCHEME

Guidance Notes and Assessment Framework



What is the Craven Community Grant Scheme?

The Scheme is open to any community-based organisation or group within Craven, for projects that will benefit the local community.

The Council will consider the merits of any project, so long as it delivers added value to the local community. Generally it is expected that the funding will be used to support tangible projects, such as village hall improvements, refurbishment of play areas, setting up youth clubs, creation of community gardens, organising activities/events. The Scheme will not fund the replacement of equipment, general repairs and maintenance.

All projects must demonstrate that they have local support and that the local community has been consulted.

What type of projects can be funded?

The projects that will be considered by the Scheme can be varied and diverse; however they must be able to show that they make a positive contribution to at least one of the Council's Corporate Priorities.

Priority will normally be given to projects that:

- Will deliver “added benefit”, such as by reaching new audiences, improving the standard of provision, increasing the number of new users and/or increasing participation levels.
- Are supported by evidence of need, such as local research, consultation with the local community
- Attract match funding
- Can demonstrate that there are plans in place to cover on-going revenue costs once the project has been completed

What activities are ineligible?

The Scheme will not fund the following activities:

- The replacement of equipment, general repairs and maintenance, and operational costs
- Repeat projects/events unless they have a new dimension
- Projects that have previously been funded by other organisations
- Fundraising activities
- Parish Council and Church noticeboards
- Opportunities for individuals that has no additional community benefit
- Expenditure that takes place prior to grant approval, including planning fees and professional fees
- Organisations/projects already in receipt of core funding from Craven District Council
- Running costs of the organisation and/or facility
- Activities which are of a political or exclusively religious nature
- Activities which may bring Craven District Council into disrepute
- Statutory provision e.g. school activities which are part of the national curriculum

Please note that the Council reserves the right not to fund any costs that it feels are inappropriate.

Who can apply?

Any locally based and formally constituted community groups, voluntary organisations, charities, community interest companies and companies limited by guarantee that are non-profit distributing.

Organisations that have tax raising powers such as Parish Meetings, Town and Parish Councils may also apply; however the maximum intervention rate is set at 25% of eligible project costs.

How much funding can be applied for?

Applications will be considered for projects requiring capital or revenue costs.

Applicants can apply for up to £2,000, although the maximum grant will be 50% of total eligible costs (whichever is the lesser). The amount of grant assistance being requested must be clearly stated on the application form. Projects of an exceptional nature may be awarded a higher level of funding.

The funding is awarded entirely at the Council's discretion and an offer of funding from another organisation does not guarantee that an award will be made by Craven District Council.

How do we apply for funding?

You must submit your application for funding using the application form provided by the Council. Copies can be downloaded from the Council's website (www.cravendc.gov.uk).

Completed funding applications must be returned to the Council by the following dates.

- 13th September 2015 for a decision on 5th October 2015
- 22th November 2015 for a decision on 14th December 2015
- 28th February 2016 for a decision on 21rd March 2016

We cannot accept applications for activity that has already taken place, so make sure you submit your application in plenty of time.

All applications must be accompanied by the following:

- A copy of the signed constitution or rules for the organisation
- Copies of all offers of matched funding
- Evidence of community support (e.g. surveys, letters of support) for your project
- Three most recent bank statements
- The correct number of quotes for any items of expenditure over £1,000 (see table on page 17).
- Copy of the organisation's protection policy if the project involves working with children, young people or vulnerable adults
- Evidence of planning permission (if applicable)

Please note that if the Council does not receive all the required information with your completed form, your application will not proceed through the approval process.

How will applications be assessed?

If the application is complete and includes all the information requested, it will be assessed against the criteria on pages 14 and 15. We assess your application to make sure that:

The organisation:

- Is well managed and financially sound
- Reflects the community it serves
- Takes into account the needs and aspirations of the community in its work

The 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 consultation or offers of help in kind
- Will deliver clear outcomes for the communities and citizens of Craven
- Has a budget which is accurate and reasonable
- Includes details of how delivery of the project will be monitored (milestones) and how achievement will be measured (outputs).

- Demonstrates value for money in terms of measurable results for the funding invested
- Demonstrates that there is a clear forward strategy

Please bear the above points in mind when completing the application form. It is important to answer all questions fully, in order to help the Sub-Committee consider of your request.

Who will consider applications?

Relevant elected District Councillors will be invited to comment on applications relating to projects that will be delivered within their ward.

All applications will be considered by the Council's Community Grants Sub-Committee in October 2015, December 2015 and March 2016.

Please note that the Scheme is discretionary and any offer may be at a lower level than applied for subject to the merits of the application and the availability of funding.

What happens if the application is successful?

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

Grants are paid retrospectively, by bank transfer, with notification being sent to the 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 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 a completed claim form and appropriate invoices.

The physical delivery of the project must commence within six-months of accepting the award. If not, the Council reserves the right to withdraw its offer of grant assistance.

Getting help

If you need help filling in the form or require assistance with developing your application, please contact the Partnership and Engagement Team at Craven District Council.

The primary contact is:

Kate Senior
Partnership Officer
Tel: 01756 706414
Email: ksenior@cravendc.gov.uk

Craven Community Grant Scheme

Assessment Framework

	Criteria	Evidence	Summary	Max Score
1	Council priority	The extent that the project contributes to the Council's priorities	A strong contribution to more than one priority	4
			Contributes to one priority	2
			Does not make any contribution	0
2	Local need for the project	Factual evidence demonstrating the need for the project such as surveys, local research, customer feedback, parish plans	Clear evidence of need provided	4
			Some evidence of need provided	2
			No evidence of need provided	0
3	Extent of community benefit	Measured against the added benefits that the project will deliver such as number of new users, increased participation levels and reaching new audiences	Added benefit for at least two categories of beneficiaries	4
			Added benefit for one category of beneficiaries	2
			No added benefit	0

4	Benefiting those in most need	The project will help the most disadvantaged sections of the community	Benefits at least two specific disadvantaged groups	4
			Benefits one specific disadvantaged group	2
			Does not benefit any specific disadvantaged group	0
5	Local involvement in planning the project	The project should demonstrate that the proposed beneficiaries have been involved in the planning.	Strong evidence of beneficiaries have been involved in the planning	4
			Some evidence of beneficiaries have been involved in the planning	2
			No evidence of beneficiaries been involved	0
6	Local community support	Letters or other evidence of support from members of the local community and/or beneficiaries	Clear evidence of support and/or four letters of support provided	4
			Some evidence of support and/or less than four letters of support provided	2
			No evidence of support provided	0

Continued

	Criteria	Evidence	Summary	Max Score
7	Local Parish Support	Letters and or financial support from your local Parish Meeting, Parish Council or Town Council	Confirmed financial contribution	4
			Letter of support	2
			No evidence of support provided	0
8	Value for Money	The extent that the project provides value for money	Demonstrates added value by attracting matched funding; goods and services have been procured in accordance with the Council's Contract Procedure Rules; delivers a reasonable cost per beneficiary	4
			Goods and services have been procured in accordance with the Council's Procedure Rules; delivers a reasonable cost per beneficiary	2
			No evidence of value for money consideration been given; delivers an unreasonable cost per beneficiary	0
9	Managing, running and	What arrangements are in place to ensure the timely delivery of the project	Appropriate arrangements, with clear lines of responsibility for managing, running and monitoring	4

	monitoring	within budget and that achievement of desired outcomes are monitored	Some arrangements in place; however, not adequate for the scale and complexity of the project	2
			No arrangements in place	0
10	Forward Strategy	What plans are in place for the project after the period for which the funding has been requested: a) If the project is to continue - how will on-going costs be met; or b) If the project is to stop - how will it be closed down to ensure that the beneficiaries are not adversely affected	Clear plans for the future of the project are in place, including realistic financial projections	4
			Consideration has been given to the future of the project; no financial provision in place	2
			No plans are in place	0

Craven Community Grant Scheme

Best Practice Standards for Applicants

We expect all groups applying for funding to conform to the standards listed below. If you need help with setting up your group or meeting any of the following standards, please contact the organisations listed in section 11.

1. Governance:

In order to apply for assistance under the Craven Community Grants Scheme your organisation must have a written governing document such as a constitution, set of rules or trust deed. This document must explain what the organisation is set up to do (objects), how the organisation will do these things (powers), who will run the organisation (committee), internal arrangements for meetings voting and looking after money and finally what happens if the organisation decided to stop running.

Further information about writing a governing document is available from Craven Community and Voluntary Services or North Yorkshire Forum for Voluntary Organisations.

2. Financial Details:

In order to apply for assistance under the Craven Community Grants Scheme your organisation must have its own bank account. If your organisation is very small or new we may consider it acceptable for you to get a larger community organisation to manage your funds for you; if this is the case tell us on the application form. We will also want to know

how much money your organisation currently has and if the organisation has been running for over 12-months we will also want to see a copy of your annual accounts.

For help with getting a bank account, book-keeping, preparing budgets and financial planning contact the North Yorkshire Community Accounting Service (www.canny.org.uk).

3. VAT:

You may need to pay VAT on purchases you make as part of your project. You must only include VAT in the amount you request from us if you cannot claim it back from HM Revenue and Customs. If you later find that you can recover VAT that we have included in our grant you must repay this amount to us.

4. Showing Value for Money When Buying Goods and Services

When pricing up the cost of your project and purchasing goods and services you should make sure that you are getting the best price by getting more than one quote. You should also accept the lowest price offered (unless there are good grounds for accepting a more expensive offer on quality grounds). If you want to do this, you must ask us first.

Make sure that all documents relating to quotations and purchases are kept in case we or our Auditors need to see them.

Items costing over £1,000 must be procured through competitive procurement procedures as laid out by Craven District Council, and as summarised below:

Estimated Total Contract Value (excluding VAT)	Procurement Method
£1,000 to £4,999	Invitation to quote – minimum of two written quotes, based on a clear written specification of requirement.
£5,000 to £19,999	Invitation to quote – minimum of three written quotes, based on a clear written specification of requirement. Best practice is to advertise in the public domain.
£20,000 to £49,999	Invitation to quote – minimum of four written quotes, based on a clear written specification of requirement. Best practice is to advertise in the public domain.
Over £50,000	Invitation to tender – four to six formal competitive tenders invited. Mandatory requirement to advertise in the public domain.

If you are unable to get the required number of quotations, please contact us for advice.

5. Projects working with children, young people or vulnerable adults:

If you are applying for a project to work with children, young people or adults who are vulnerable (because of their circumstances or problems) the organisation must have a policy that explains how you will make sure they will be safe. You must also be able to show in your application that your policy will be put into practice. It is your responsibility to have acceptable safeguarding policies and procedures for children, young people and vulnerable adults in place, which we may ask to inspect at any time if we offer you a grant.

Procedures need to be drawn up in line with the North Yorkshire Safeguarding Children Board (NYSCB) Guidance and Procedures (www.safeguardingchildren.co.uk)

The North Yorkshire Safeguarding Children Board recommends the guidance produced by the NSPCC. Publications are available from NSPCC website at www.nspcc.org.uk/inform

6. Equalities:

We expect projects to conform to the Equality Act 2010 and be open to all who want to be involved, unless you can give a good reason why this should not be the case. If you plan to restrict who can take part you should explain why in your application, so that we can consider whether this is acceptable.

7. Raising Other Funding:

If you need to raise funds from other sources you must be able to show that this will not delay your project. Further information about other sources of funding is available from York and North Yorkshire Funding Advice Network and Craven Community and Voluntary Services. www.ynyfundingadvice.org.uk

8. Insurance and Safety:

Depending on the type of project, you may need public liability insurance which covers your staff, volunteers management committee and project users, it is your responsibility to ensure you have adequate insurance in place. This should include cover for any assets you buy or events and activities you run using our grant. We may ask to look at these documents at any time. Depending on the activities you may also need qualified leaders and your organisation must be affiliated to a governing body if your project involves a potentially hazardous sport or activity.

9. Data Protection:

All personal information supplied by you on this form will be processed by Craven District Council in accordance with the Data Protection Act 1998. We will not sell or disclose your personal information to other organisations or individuals outside the Council without your consent.

10. Freedom of Information:

The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold. This includes information received from third parties, such as, although not limited to, grant applicants, grant holders, contractors and people making a complaint. If information is requested under the Freedom of Information Act we will release it, subject to exemptions, although we may consult with you first. If you think that information you are providing may be exempt from release, you should let us know when you apply.

11. Help and Advice:

For general advice on completing the application form contact:

Contact Kate Senior, Partnership Officer, Craven District Council,
1 Belle Vue Square, Broughton Road, Skipton, North Yorkshire, BD23 1FJ
Email: kseior@cravencd.gov.uk Website: www.cravencd.gov.uk
Telephone: 01756 706414

Voluntary Sector Support for Community Groups and Organisations:

The following organisations provide a range of support to local community groups, voluntary organisations and charities.

Craven CVS (Community and Voluntary Services)

Craven CVS support community organisations in Craven by providing a range of services including funding advice, community accounting setting up groups and help with writing constitutions and policies.

Contact Craven CVS
28a Newmarket Street, Skipton, North Yorkshire, BD23 2JD
Email info@cravencvs.org.uk Website www.cravencvs.org.uk
Telephone 01756 795 838

North Yorkshire and York Forum (NYYF)

The Forum provides a range of services in North Yorkshire and York including employment advice, help with writing policies and procedures and funding advice through York and North Yorkshire Funding Advice Network www.nyyfundingadvice.org.uk

Contact North Yorkshire & York Forum
BBP House, Keld Close, Barker Business Park, Melmerby, Ripon, HG4 5NB
Email info@nyyforum.org.uk Website www.nyyforum.org.uk
Telephone 01765 640552

Craven Volunteer Centre

The Volunteer Centre gives advice to volunteer-involving organisations around any issues concerning volunteers and provided information to prospective volunteers on opportunities around the Craven area.

Contact Craven Volunteer Centre
26 Otley Street, Skipton, BD23 1EW
Email info@cravenvb.co.uk Website www.cravenvb.org.uk
Telephone 01756 701648