

**Individual application guidance notes 2023-2024**

Please read these notes before completing your application.

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**Section 1 Background of the small grants fund****1.1 Purpose of the funds**

Agreed in July 1992 the planning and development requirements (section 106 agreement) set out that the developers who built Morrisons supermarket on land in Starbeck (Octavious Atkinson and Taylor Woodrow) were to;

- Pay £300,000 to the council for the purpose of creation or improvement of recreation/community facilities in Starbeck And that the council;-
- Manage the Fund only for the improvement expansion or creation of recreation and/or community facilities in Starbeck;
- To hold the £300,000 in any account or securities it may in its absolute discretion think fit pending the distribution of all or any part of the Fund;
- The distribution and administration of the Fund shall be at the sole discretion of the council.

**1.2 The Small grants fund allocation?**

The interest from the fund allows for annual small grants of up to £200 for individuals.

Applicants must be 25 years or under before the grant window closes and be based in Starbeck (see map at 5.2).

## Section 2 What can and can't be funded

### 2.1 What can be funded

Applications will be considered towards projects, schemes or courses that will enhance:

- Educational advancement of an individual
- Sporting or cultural advancement of an individual

For all applications

- Applicants must be able to show the impact of the project by 1 April 2024.
- Applicants must be 25 years or under before the grant window closes.

### 2.2 What can't be funded

- Activities which has already taken place.
- Items that have already been purchased.
- Prize money/funds.
- Purchase of gifts.
- General appeals or sponsorship.
- Activities of a religious nature.
- Activities of a political nature.
- Items/activities that the statutory services provide - schools, health, local and national government

## Section 3: The application and selection process

### 3.1 How to apply

All applications must be completed via our online application form. If this is a problem please email [engagement.har@northyorks.gov.uk](mailto:engagement.har@northyorks.gov.uk)

### 3.2 Timescales

The grant fund is to be allocated within the financial year ending 31 March 2023 to projects that will commence after 30 September 2023.

#### Time table:

Open for applications	30 May 2023
Closing date for applications	24 July 2023 at 4.30pm
Grants panel date	By end of August 2023
Notification of outcome of application	Early September 2023
Awards celebration	Mid September 2023

### 3.3. Process for applications

1. The application is submitted before the closing date.
2. A confirmation email will be sent upon receipt of the application.

3. Further information may be requested by the grants officer.
4. Assessment of the application by the grants panel.
5. Further information may be requested by the grants panel.
6. Confirmation of outcome of the grants panel and the award.
7. Invitation to the awards celebration.

For applicants under the age of 18 or have physical or sensory impairment

The application will require permission from your Parent/carer or guardian

For all applications

- The grant decision will be final.
- Only one successful application is allowed within the calendar year.

### **3.4 How applications will be considered**

All applications that meet the application criteria will be forwarded to the grants panel. The grants panel will be made up of representatives from the Starbeck Residents Association, a local councillor and with advice from an independent voluntary and community sector representative. The panel will be supported by North Yorkshire Council grant fund officer.

### **3.5 Assessing applications**

The grants panel will take into account the following:

- Whether the project will enhance the educational, sporting or cultural achievement of an individual.
- The project can demonstrate the impact the funding has had by 1 April 2024.

## **Section 4: The terms and conditions**

### **4.1. Payment of grants**

The grant will be paid in full **in advance**, following submission of quotations for all costs. Contact [engagement.har@northyorks.gov.uk](mailto:engagement.har@northyorks.gov.uk) to discuss.

Grants will be paid via BACS by North Yorkshire Council upon receipt of:

- Quotations for all costs.
- A completed claim form.

### **4.2. Conditions of grant aid**

- Spending the grant within 6 months from when the grant was awarded (by 1 April 2024)
- Upon completion/purchase provide relevant receipts/invoices and provide feedback on what has been achieved and the impact.
- Insurance and safety measures are in place including public liability insurance.

- It is the applicants responsibility to have appropriate safeguarding policies and procedures in place for working with children, young people and vulnerable adults and that any procedures are in line with the North Yorkshire Safeguarding Children’s Board [www.safeguardingchildren.co.uk](http://www.safeguardingchildren.co.uk)
- The applicant will be inclusive to all groups and individuals and will contribute to assisting North Yorkshire Council in meeting the Council’s Equal Opportunities/Diversity Policy (available via [Equality and diversity | North Yorkshire Council](#))

### 4.3. Data Protection

How we use your information:

Any information you give to us will be held securely and in accordance with the rules on data protection. We will treat personal details as private and confidential and safeguard them. We will not disclose them to anyone unconnected with the council unless you have consented to their release or in certain circumstances where:

- we are legally obliged to do so;
- disclosure is necessary for the proper discharge of our statutory functions; • disclosure is necessary to enable us to provide you with a requested service or deal with your enquiry;
- where “legitimate interests” are relied on in relation to specific processing operations.

We are under a duty to protect public funds. We may use the information you have provided for the prevention and detection of fraud. We may also share this information with other bodies responsible for public funds or for auditing them for these purposes. For more information on privacy and how we use your data please take a look at our privacy notice at <https://www.northyorks.gov.uk/your-council/transparency-freedom-information-and-data-protection/our-responsibilities-and-commitments-under-gdpr>

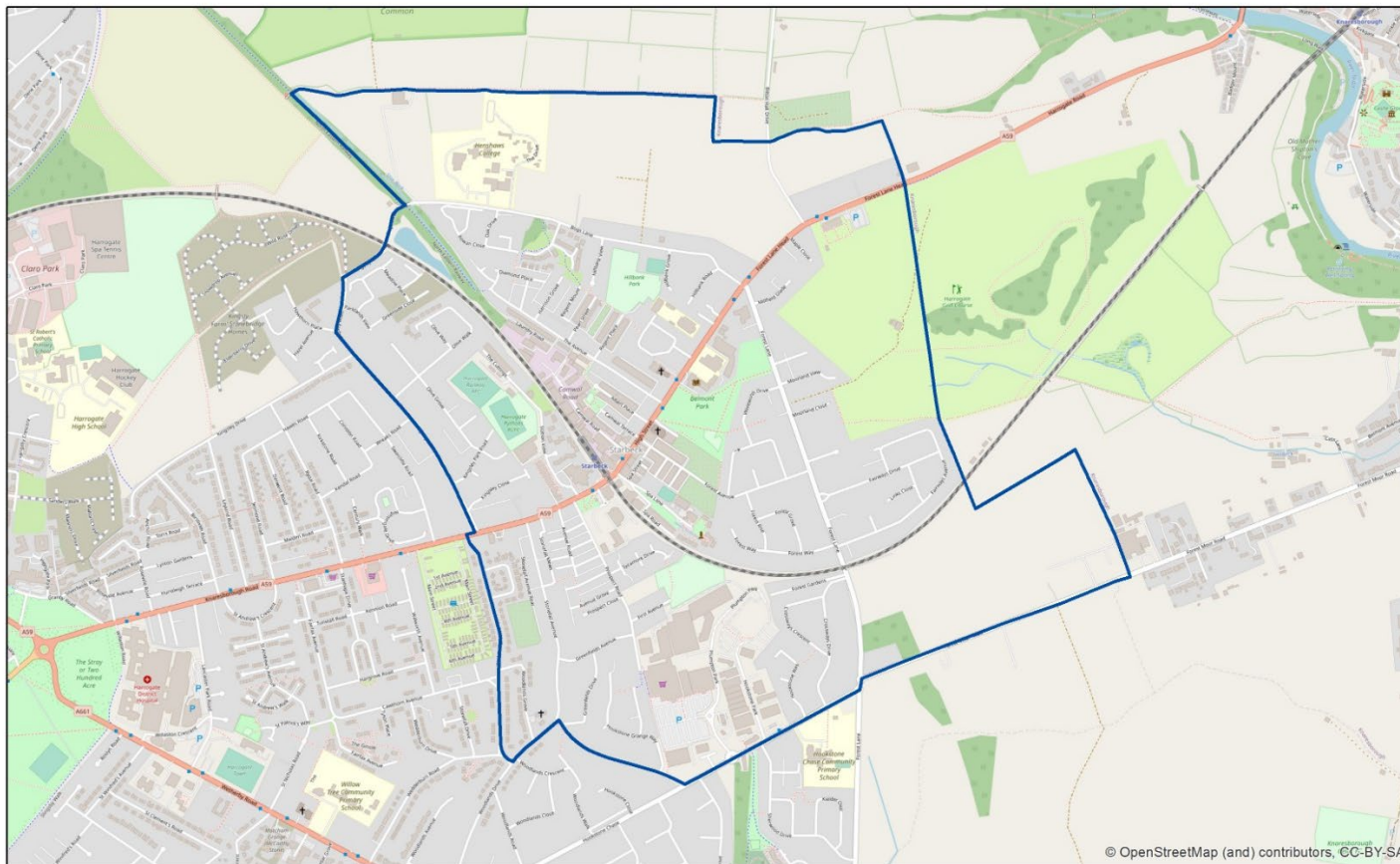
## Section 5: Contact and submission information and map of funding area

### 5.1 Contact and submission information

All application and evidence must be submitted electronically

If you are unable to complete the online submission please contact [engagement.har@northyorks.gov.uk](mailto:engagement.har@northyorks.gov.uk) or telephone 01423 556390

**5.2 Starbeck Community Fund geographical area** Geographical Area - Groups that operate within the bold area will be able to apply for Starbeck Community Grants.



**Starbeck Ward Boundary 1991**  
Drawn By: ASG 03/05/2023  
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0 0.125 0.25 0.5 Kilometers

