

Group 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 Background 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 original capital sum allows for annual small grants to be made of up to £1,000 for groups and community organisations based in Starbeck (see map at 5.2).

Section 2: What can and can't be funded

2.1 What can be funded - The fund criteria

Applications that;

- Enhance the quality of life of Starbeck residents, adding value to the local community.
- Allow more residents and volunteers to become involved in community projects.
- Be able to demonstrate the impact or outcome by 1 April 2024.
- Need a grant to assist with start-up funding.

2.2 What can't be funded

- Venue hire.
- General requests for running costs towards existing projects.
- Salaries/other employee costs, statutory training, rent, rates etc.
- Professional fees such as planning, architect or subscription costs .
- Insurance costs.
- Prize money.
- Purchase of gifts.
- General appeals or sponsorship.
- Activities of a religious nature.
- Activities of a political nature.
- Statutory services - schools, health, local and national government.
- Work or activities that have already taken place.

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

3.2 Timescales

The grant fund is to be allocated within the financial year of ending 31 March 2024 for 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 North Yorkshire Council officer.
4. Assessment of the application by the grants panel.
5. Further information may be requested by the grants panel.
6. Confirmation of the outcome of the grants panel and the award.
7. Invitation to the awards celebration.

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 fund 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 a North Yorkshire Council officer.

3.5 Assessing applications

The grants panel will take into account the following:

- What need/demand there is for your proposed activity/project.
- Whether the project enhances the quality of life of Starbeck residents, adding value to the local community.
- That you can demonstrate the impact the funding has had by 1 April 2024.
- How your group is set up (constituted or governed) and supporting evidence supplied.

Section 4: The terms and conditions

4.1. Payment of grants

The grant will be paid in full **in arrears**, following submission of all receipts/invoices. In certain circumstances, it is possible for the grant to be paid in advance, contact engagement.har@northyorks.gov.uk to discuss.

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

- An invoice.
- A completed claim form.
- Agreement to submit a completed evaluation by 1 April 2024.

4.2. Conditions of grant award

- Spending the grant within 6 months from when the grant was awarded (by 1 April 2024).

- Providing a copy of and any relevant receipts/invoices.
- An evaluation/feedback from your project and a claim form must be completed in full.
- 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
- 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

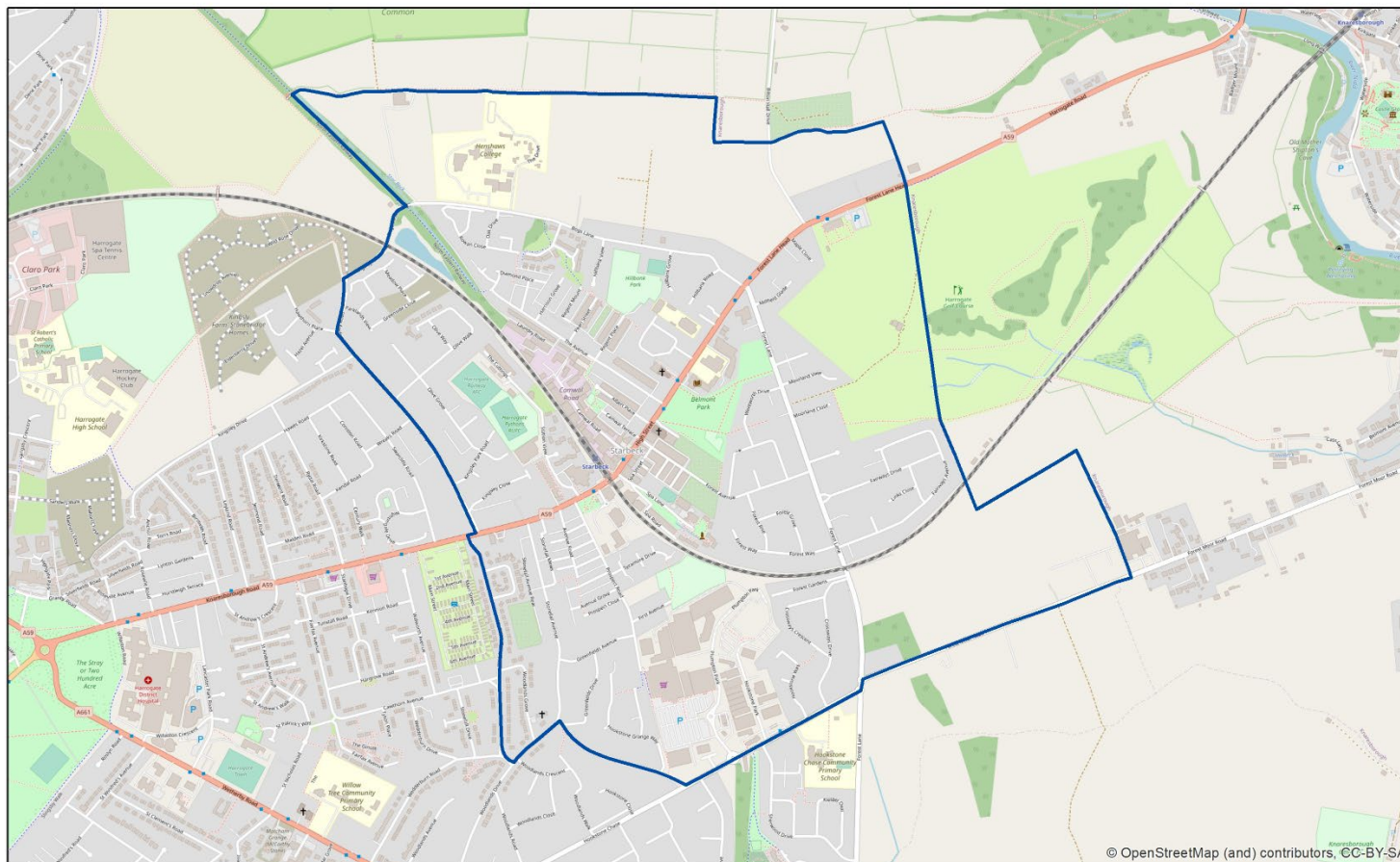
5.1 Contact and submission information

All application and evidence must be submitted electronically

If you are unable to complete the online submission please contact engagement.har@northyorks.gov.uk or telephone 01423 556390

5.2 Starbeck Community Fund

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



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