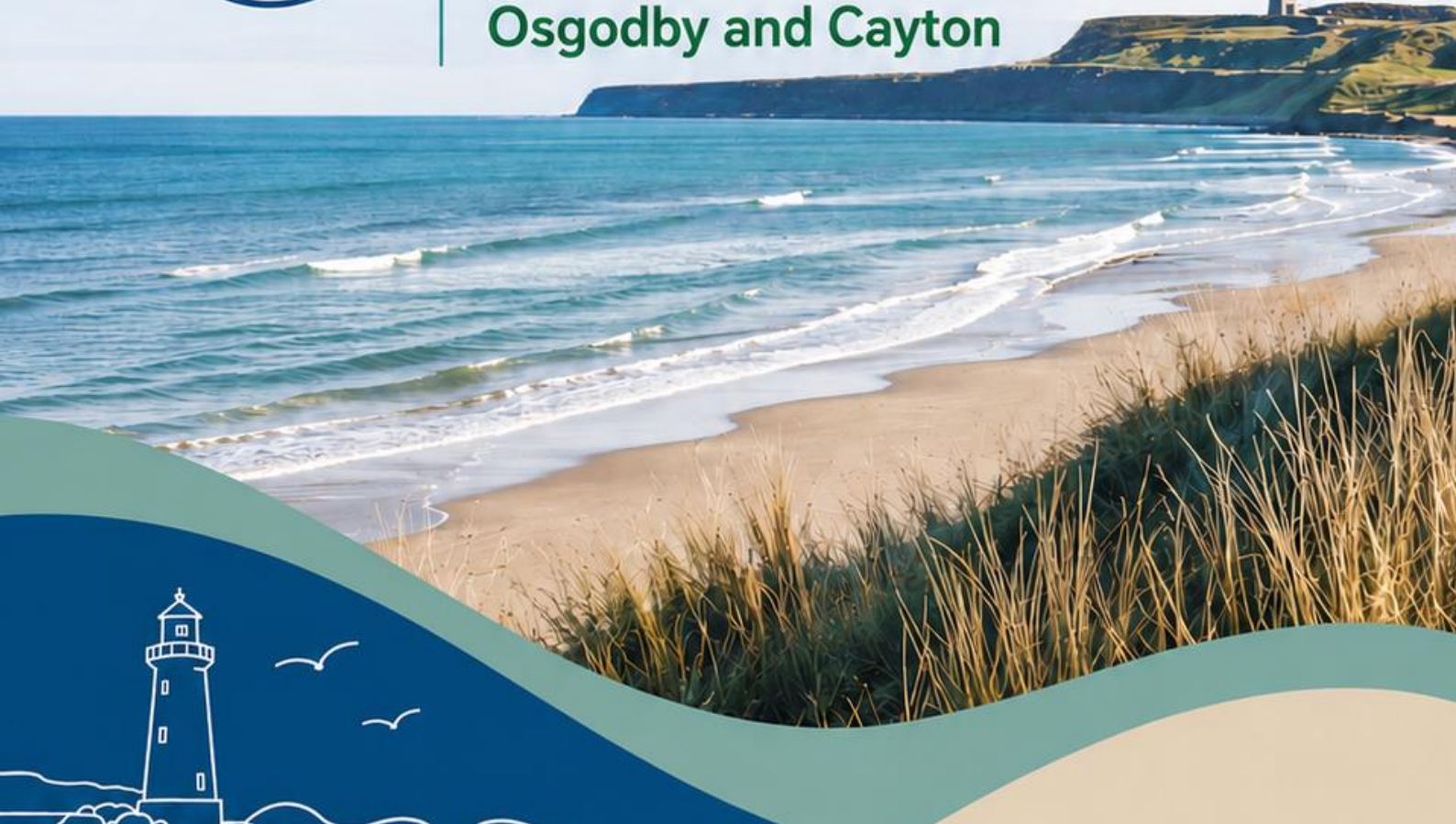


Guidance notes

South Scarborough Community Grant Fund



**Irton,
East Ayton,
West Ayton,
Seamer,
Osgodby and Cayton**



Please read this guidance note before completing your application.

Within this document you will find:

- 1.0 Background of the South Scarborough Community Grant Fund**
- 2.0 The funding opportunity**
- 3.0 The application and decision-making process**
- 4.0 The terms and conditions**
- 5.0 Contact and submission information**

1.0 Background

North Yorkshire Council has received a generous bequest from a former resident of the South Scarborough area. Stipulations in relation to this money are that a portion of the money bequeathed be assigned to set up a community grant fund that will benefit local communities in the south Scarborough area in close proximity to Irton. The funding will be allocated over 3 years or until the funding has been exhausted.

The South Scarborough Community Grant Fund has been established to provide grants to voluntary and community groups for the benefit of communities in the south Scarborough area (initially focusing on phase one on Irton, East Ayton, West Ayton, Seamer, Cayton, and Osgodby) to promote community cohesion, wellbeing and encourage community resilience. The area of benefit will continue to be reviewed.

The funding will be administered by North Yorkshire Council. The Fund is administered by the Localities Service (East Communities Team) at North Yorkshire Council.

The fund is now available for applications for grants to be awarded between **2026 and 2029**.

2.0 The Funding Opportunity

A competitive grants process has been established. Applications of up to £5,000 that demonstrate that they meet the fund criteria, and that they will have a significant impact within the area of benefit, will be eligible for consideration. Organisations may submit one application in any 12-month period.

The area of benefit for phase one of this fund has been identified to include the following parishes of:

- Irton,
- East Ayton,
- West Ayton,
- Seamer,
- Osgodby, and
- Cayton.

The area of benefit will continue to be reviewed (see map of parishes included in this grant fund at the end of this guidance).

2.2 The groups and community organisation small grant application guidance and criteria

Who can apply?

Applications are welcome from:

- Voluntary and community organisations
- Registered charities
- Community groups
- Parish-based organisations
- Other not-for-profit organisations
- Organisations working with an accountable body.

Applications that demonstrate the below will be considered for funding.

- A project that enhances or creates recreation or community activity opportunities.
- A project that enhances the quality of life of south Scarborough residents, adding value to the local community.
- A project that is accessible or available for use by the wider south Scarborough community.
- A project that will engage residents and volunteers, and increase their opportunity to access community activities, facilities, support or services.
- A project that demonstrates the impact the funding has had by the end of the project.
- A project that requires grant assistance to start, or to vary activities.
- A funding request that is at least 25% of the total project cost.

The following will **not** be considered for funding as part of this grants fund:

- Costs for projects or activities that have already been completed, or expenditure that has already been incurred.
- On-going staff and salary costs.
- Costs relating to buildings or facilities that are not available or accessible for use by the wider community.
- 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.

If you fit within these guidelines and are keen to contribute to the creation or improvement of community activities in south Scarborough, we would encourage you to apply.

Please note that applicants will need to provide evidence of the following:

- How your group is set up, constituted and governed, including if you are intending to work with an accountable body to hold funds on your behalf.

- Evidence of estimated costs if available.

3.0 The application and selection process

3.1 How to apply

All applications must be completed via the correct application form and submitted in word format.

Organisations may submit **one** application in any 12-month period.

If you have any questions about a possible project in advance of completing the form, require assistance with the form, or if you have any questions, please email Louise Morgan, North Yorkshire Council's Communities Development Officer at louise.morgan@northyorks.gov.uk.

3.2 Timescales

The grant fund is to be fully allocated and spent by no later than 31 March 2029, with applications considered on a rolling basis.

3.3 Sustainability

Applicants should explain how activity will continue after the grant has been spent, where appropriate. This may include volunteer involvement, future fundraising, income generation or integration into existing services.

Applicants should demonstrate how activities or benefits will continue beyond the grant period where appropriate.

3.4. Grant Process

1. Applications to be submitted with the relevant supporting documentation attached.
2. A confirmation email will be sent to confirm receipt of the application.
3. Due diligence carried out by the North Yorkshire Council support officer to assess eligibility. Further clarification may be asked for, if required.
4. Assessment of the summary application will be undertaken by the local parish council for which the application is submitted, supported by NYC Localities team against the scoring framework.
5. Consideration of grant recommendations and final decision agreed by North Yorkshire Council's delegated senior responsible officer.
6. Confirmation of the outcome of the grant's decision and the award.
7. Those successful will receive a formal award offer by means of a funding agreement which needs to be signed and returned as a means of acceptance before any payment is made.

Please note that for all applications, grant award decisions are final.

3.5 How applications will be considered

Eligible applications will be reviewed by the relevant Parish Council, which will provide local insight and recommendations. Applications will be assessed against the grant criteria and scoring framework at the next scheduled Parish Council meeting following receipt of a complete application. Final funding decisions will be made by North Yorkshire Council.

3.6 Assessing applications

Eligible applications will be reviewed by the relevant Parish Council, which will provide local insight and make recommendations to support the decision-making process. Applications will be assessed against the grant criteria and scoring framework at the next scheduled Parish Council meeting following receipt of a complete application. Final funding decisions will be made by North Yorkshire Council.

If the total amount of grants applied for exceeds the amount of funding available in total to distribute, scores will be used to prioritise funding until all funding has been allocated.

4.0 The terms and conditions

4.1. Payment of grants

The grant will be paid in full in advance upon receipt of the signed grant agreement, unless otherwise agreed by North Yorkshire Council.

Grants will be paid via BACS by North Yorkshire Council. As part of monitoring, successful applicants will need to provide proof of expenditure in relation to the project, and a short end of project evaluation report within 3 months of completion.

4.2. Conditions of grant award

- The applicant must agree to a summary of their application being shared with decision making partners of North Yorkshire Council (i.e. relevant local Parish Council)
- The grant must be spent and there should be evidenced benefit within 1 year of award. Examples of evidence of impact may include number of participants, volunteer involvement, attendance figures, feedback surveys, case studies, improvements to community facilities.
- Provision of evidence of project related expenditure.
- The monitoring report should be completed and returned to North Yorkshire Council by the date agreed.
- Confirmation that insurance and safety measures are in place, including public liability insurance.
- It is the applicant's 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:
 - North Yorkshire Safeguarding Adults Board – <https://safeguardingadults.co.uk>

- North Yorkshire Safeguarding Children Partnership – <https://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

We will treat your 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 that 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.

Terms and conditions:

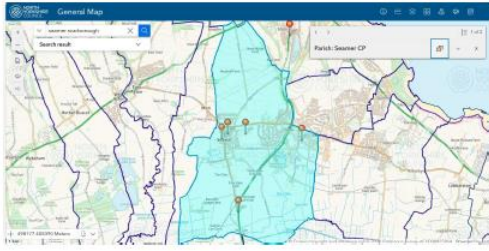
- I understand that my application and contact details will be stored for 6 years and deleted after this time unless I agree to extend this period.
- I understand that I have the right to withdraw my consent by contacting stronger.communities@northyorks.gov.uk . I understand that this will not affect the lawfulness of any processing of the application by the council before my consent is withdrawn.
- I understand that the council will ensure that it complies with the requirements of all legislation and regulatory requirements in force relating to the application.
- I understand that the council will process the application and my contact details in accordance with the privacy notice available at [Privacy notices | North Yorkshire Council](#).

<h3>5.0 Contact and submission information</h3>

If you need assistance to complete the application form, please contact Louise Morgan, Communities Development Officer, at louise.morgan@northyorks.gov.uk .

All application and evidence must be submitted electronically to Stronger.Communities@northyorks.gov.uk

Seamer Parish



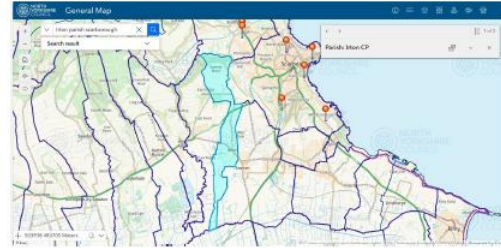
Cayton Parish



Osgodby Parish



Irton Parish



West Ayton Parish



East Ayton Parish

