



## RIPON CITY COUNCIL SMALL GRANTS SCHEME 2017/18 GUIDANCE NOTES & CRITERIA

### Introduction

*Ripon City Council's Small Grants Scheme is designed to be an easy to access source of funding for local organisations.*

*The Council has £12,000 of funding to allocate in the 2017/18 financial year.  
Individual grants will not exceed £1,000.*

These guidance notes should be read in conjunction with, and prior to completing, the application form. Please do not hesitate to contact the Clerk to the Council if you have any questions, require help filling in the form or need either of the scheme's documents in **larger print**.

The Clerk can be contacted by calling 01765-604097 or e-mailing [admin@riponcity.gov.uk](mailto:admin@riponcity.gov.uk)

### Who is this scheme for?

- The scheme will take applications from any Ripon organisation which has charitable status or which runs as a not-for-profit, community organisation where membership is open (i.e. no discrimination on the grounds of gender, race, religion or sexuality).
- Funding applications must clearly be of benefit to the people of Ripon as the Council's Small Grants Scheme has been funded by an increase in the precept (money collected through the Council Tax levied on Ripon residents). If the applicant is not a wholly Ripon based organisation it may be necessary to ring-fence any grant from the Council towards a Ripon based event, project or activity.
- The Council wants to support as many different activities in the City as possible, so previous funding is not an indicator that an application in the 2017/18 year will be successful. Similarly, an award in 2017/18 should not be taken as an indicator of funding in future financial years.
- You can still apply to the scheme if your organisation has previously received funding from Ripon City Council.
- The Council will not consider applications for commercial organisations or from individuals.
- Any project that only benefits people or causes outside of the City will not be considered.
- The Council does not provide grants to political groups or projects of a directly political nature.
- No grant will be given retrospectively, so you can't apply if your project has already started.
- The Council will not make grants to organisations seeking to fulfil a statutory obligation or service.

### How will the Council decide who funding is awarded to?

The Council wants to ensure that the funding it has is awarded fairly and is used to best effect in Ripon. All valid applications will be considered by the Finance and General Purposes Committee. Payments will be made by November 2017 at the latest.



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### Criteria

Is the application eligible? If the answer is no to any of the following questions, then the application will not proceed further.	
1. Is the application from a not-for-profit, community organisation?	Yes / No
2. Does the project benefit Ripon in some way?	Yes / No
3. Have 3 quotes been supplied for projects or items costing over £1,000?	Yes / No
4. Has confirmation been received that the application is not seeking to fund statutory obligations or funding?	Yes / No
5. Has the applicant provided evidence of appropriate governance <u>or</u> provided a reasonable explanation for why this is not included with their application? (e.g. constitution, AGM minutes or audited accounts).	Yes / No
If the answer is yes to all 5 questions above, then an application will proceed to be considered against the criteria below. A maximum of 5 points will be awarded for each question, where a strong 'yes' response is awarded 5 points, and a strong 'no' or negative response is awarded 0 points.	
1. Is the project of benefit to Ripon residents?	
2. Will the application help to improve residents' lives or opportunities?	
3. Will the funds requested lever in additional funding for the organisation?	
4. Does the application answer an evidenced need?	
5. Will the application significantly add to the promotion of the City?	
6. Does the applicant demonstrate long term planning and sustainability for the project?	
7. Is the project fully funded, giving it a good likelihood of completion by 31 <sup>st</sup> March 2018?	
8. Have any necessary consents been obtained, giving the project a good likelihood of completion by 31 <sup>st</sup> March 2018?	
9. Has the applicant demonstrated evidence of partnership working or any other, non-monetary support for the project.	
10. Award of up to a further 5 points based on the overall impression of the application.	
<b>TOTAL SCORE</b>	<b>Max: 50</b>

### How to apply for a grant.

Please complete the scheme's application form and return it by 30<sup>th</sup> September 2017.

Applications received after this date will automatically be rejected, although your details will be retained on the Council's records and we will let you know if there are any further rounds of funding in the future.

Your form should be returned to Ripon City Council at the address given at the end of the application form.

### Guidance on filling in the application form.

There are no trick questions on the application form. Please try and answer every question but feel free to ask for help if you need it. The Council may request additional information from you before coming to a decision over whether or not to award a grant e.g. evidence that your organisation is bona fide.

Please answer each question honestly – the Council may seek independent advice and verification on any aspects of the applications which it receives.



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### *Section 1- Applicant Details*

- If a grant is awarded you will receive a cheque which will be made out to the organisation listed in Section 1. The Council cannot make cheques out to an individual, so your organisation must have its own bank account.
- The main contact should be someone who we can easily contact, usually during the working week, if we have any questions or queries about your application.

### *Section 2 – Organisation Details*

- This section relates to the organisation which was named in Section 1.
- The Council wants to know how many people are involved with your organisation. This is so we can see how many people will be involved in delivering your project.
- The Council's Small Grants Scheme is a means tested fund. This is because the Council wants to be sure that the money it is distributing goes to the organisations which need it most. If your organisation has significant reserves then please explain what they are for and why they can't be used for the project in this application.

### *Section 3 – Project Details*

- Please describe the project or activity to be funded and provide details of what the expenditure entails. Please remember that the person reading your application form may not be familiar with your organisation or the work that it does.
- Please estimate the number of people that you expect to benefit from this project. Please be realistic with the figure that you provide. The Council will not provide a grant that is for the benefit of a single individual.
- Please indicate what sectors of the Ripon community your project will benefit. Please tick all that apply, although it will not prejudice your application if you only tick one. The Council wants to ensure that the money it allocates is spread across a wide section of the Ripon community.

### *Section 4 – Costs and Funding*

- The Council requests sight of 3 quotes for any projects or items costing over £1,000. Please remember to attach these, otherwise your application won't be accepted.
- Please use the red box to tell us how much funding you want from the Ripon City Council Small Grants Scheme.
- In the event of over-subscription of the scheme the Council may decide to award amounts which are lower than those applied for. This will only be done after discussion with the applicant, to ensure that the desired project outcomes can still be achieved.
- You cannot apply for more than £1,000.
- The Council will consider applications for both capital and revenue costs. However, if you are applying for funding to help with revenue costs, you should explain how this project enhances the existing work of your organisation.
- The Council wants to ensure that the grants it gives contribute to a sustainable community and it is therefore important to show how you are planning for the long term future of your project.
- The Council recognises that your project may benefit from 'in-kind' contributions and that these may be as important as any other monetary contributions. A space is offered to detail these contributions. An example of an 'in-kind' contribution would be volunteers' time which is given at no cost to the project.

### **Supporting Information**

You can use Section 5 of the application form to tell the Council about anything else which you think is relevant to your application. You can also send us any additional supporting information which you think is relevant.

Please make sure that you attach all the information requested in Section 6.



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### **What conditions will be attached if funding is awarded?**

1. The Council may attach any conditions it deems appropriate to any grant fund. These will usually be discussed with the applicant prior to an award being made.
2. Grants **MUST** be used for the purpose for which they are given. If the applicant fails to use the grant for the appropriate purpose or fails to adhere to the grant conditions the Council reserves the right to insist that the grant be repaid in part or in full, and to withhold any further payments.
3. Grants must be used by 31<sup>st</sup> March 2018 and evidence of expenditure provided to the Council. This is to fulfil our audit requirements.
4. Successful applicants are expected to give credit to the support received from Ripon City Council in any publicity by using our logo. If you are going to do any publicity or press releases we ask that applicants contact Ripon City Council with any draft material.
5. The Council will carry out a monitoring exercise at the end of the grant programme which successful applicants will be required to take part in.