

## **North Yard Community Trust CIO**

### Guidance for Funding

Could we fund your project?

**North Yard Community Trust CIO is looking for local projects to support.**

The Trust will support projects that benefit the local community in the North Yard Community Trust area.

**THESE ARE THE GUIDANCE NOTES TO HELP YOU APPLY.**

#### **Who can apply?**

Anyone in Plymouth can apply; however, the project must benefit the communities of Barne Barton, Kings Tamerton, St Budeaux, Keyham and parts of Weston Mill (see map on website).

#### **How do you apply?**

Applications for funding should be requested from the Office Manager at [admin@northyardcommunitytrust.org.uk](mailto:admin@northyardcommunitytrust.org.uk)

Please ensure that you read the application form and give as much information as you can about your project.

The Trust will look for evidence on why your project is needed and what evidence you have to support that, what support you have for your project and how your project will benefit the communities of the NYCT area.

With regard to costs the Trust will require evidence of need, evidence of how your figures were calculated and an explanation as to why you have chosen a particular product where cheaper alternatives are available. With regard to any structural work we will require a minimum of three quotes from professional registered companies.

The Trust will require an accurate breakdown of all individual costs and evidence of any match funding that you have received or have applied for. The Trust will also require copies of any letters of support from any groups or businesses that are associated with your project when submitting your application. Failure to include this information may delay your application.

Please think about what you need for your project as any changes to the project or the use of the grant after it has been awarded will need written permission in advance from the North Yard Community Trust CIO Board.

Failure to inform the Trust of any changes to the project or use of the grant may mean that the Trust will ask for a return of funds that have been spent on areas not agreed by the Trust.

#### **How much can you apply for?**

There are three levels of application:

**Fast Track Community Grant** – this is for grants of £500 or less. Your application will be discussed at the next scheduled meeting and a decision should be made at that meeting, however, you should allow at least 6 weeks from when a decision is made to the start of your project.

**Small Grants**– these are for small projects up to the value of £1,000. You should get a decision within two months of applying, however, you should allow at least 6 weeks from when a decision is made to the start of your project.

**General Grants**– these can be for any amount over £1,000. In general we expect projects in the region of £1,000 to £20,000. In exceptional circumstances we could fund more than that or an annual amount for a period of time. Please be aware that General Grant applications could take up to six months for you to receive a final decision, however, you should allow at least 6 weeks from when the decision is made to the start of your project.

We suggest that if you require a larger amount then you contact us first to discuss your plans.

The Trust welcomes applications from groups and organisations that have maximised their fundraising efforts with match funding and/or support, including in kind, from other organisations and the local community.

Where large amounts of funding are requested the Trust will be looking for evidence of match funding.

### **What kind of projects can we fund?**

The Trust can fund projects that fall into one of these categories:

- The provision and/or improvement and/or maintenance of public amenity spaces
- Transport related local well-being initiatives:
  - a. *Supporting services that enable access to well-being facilities to be sustainable and efficient*
  - b. *Providing the opportunity for people to access forms of sustainable transport*
  - c. *The provision of access for people to visit areas that benefit their well-being*
- The restoration of buildings and/or heritage features of historic and/or architectural interest
- The improvement and/or remediation of underused land places and eyesores.
- Grant support for community and social enterprise businesses in the Locality (including for the avoidance of doubt businesses which currently operate from the homes of residents):
  - a. *To assist community start-up businesses (including social enterprises)*
  - b. *To assist the expansion and/or diversification of businesses and/or employment of new staff*
  - c. *To improve business premises*
  - d. *To purchase specialist assistance to help improve business performance and longevity*
- Grant support in the form of gap-funding or match-funding for employment generating and other regeneration projects that will have a positive impact.
- Contributing towards the costs of public health schemes in so far as they are related to improving well-being initiatives.
- The provision of youth facilities.
- Low carbon energy and efficiency initiatives

Please be aware that meeting the criteria means that you are able to apply for funding from the North Yard Community Trust CIO. This does not guarantee that a funding application will be successful.

The Trust will not fund any projects that are the responsibility for public sector organisations or statutory organisations – such as the local council – to provide.

Organisations may only hold one General Grant or Small Grant at a time from the Trust, if awarded a onetime payment grant. However, organisations may apply for a Fast Track Community Grant if they are in receipt of a General or Small Grant but only one per year.

***An organisation must wait one year from the time the payment was received before any further applications can be accepted.***

The Trust may look at funding a project for more than one year. However, projects need to show that they are sustainable and are meeting the funding criteria and application objectives on an annual basis. A General or Small Grant cannot be applied for until one year after the final payment is received.

*The Trust will not fund the same thing twice unless you can prove that the project or activity has been particularly successful and meets the criteria. Continual funding will only be considered in exceptional circumstances*

Please note that where an application has been unsuccessful, the Trust will not consider a new application for the same project (including core costs, expenses and equipment) within a 12 month period of the decision being made, unless there are exceptional circumstances or additional evidence which the Trust will request before you can reapply.

### **Your Application**

Please answer all the questions on the application form with as much relevant information as you can about your project, the costs and who it will benefit. Failure to do so will delay any decision while further information is obtained.

The Trust will require evidence of all costs included in your application. You must also include a minimum of three quotes for any material items or capital costs over £500. Quotes for capital costs must be from a regulated professional company.

**For any grant application of £5,000 or more the Trust will require a project plan to include a full schedule of works**

If you need some help to complete your application there are computers available at Tamar View Community Centre or your local library if you would like to type up your application, apply on-line or do some research for your application.

### **Who makes the decision?**

The Trust is made up of community nominees, young people and Councillors in the local area.

### **Who helps us?**

The Trust has access to Public Health in an advisory capacity

### **What next?**

Send your application by email along with a copy of your constitution, a copy of your latest bank statement, a copy of your latest accounts and evidence of any in kind support, any match funding or support from other organisations to [admin@northyardcommunitytrust.org.uk](mailto:admin@northyardcommunitytrust.org.uk)

**Failure to supply these details may delay your application.**

Hard copies can be sent by post to **North Yard Community Trust CIO c/o Plymouth Drake Foundation, Plymouth Science Park, Derriford, Plymouth PL6 8BX.**

North Yard Community Trust CIO application meetings are held every two months on the third Tuesday of the month. Whilst every effort will be made to ensure that your application is discussed by the Board at the application meeting following receipt, due to high numbers and time constraints it may not always be possible for every application to be deliberated. Applications that are not discussed will be carried over to the next application meeting.

All applications, constitutions, bank statements, a copy of your accounts and any other evidence must be with the Trust by the beginning of the week prior to the meeting. Failure to supply all information may mean your application will not be considered at that meeting.

You may be required to answer further questions or provide additional information about your application and project to help them make their final decision.

All applicants will be notified of the decision regarding their application by email or post within 7 working days following the date of the meeting during which their application was discussed.

### **If you are successful with your application**

You will be required to complete an evaluation for your project. This will be sent to you with your grant acceptance and should be completed and returned within 4 weeks of the completion of your project or event.

If you have successfully applied for a General Grant lasting one year or more then you will be required to complete an evaluation every 6 months. If the Trust decides that they require other grants to be evaluated on a 6 monthly basis then you will be informed in advance.

We advise that you continually evaluate your project so that you can show the benefit from your work and that you meet the criteria for this fund. The Trust will also require evidence that the beneficiaries of the grants reside in the NYCT area; this should be in the form of street names and postcodes. Photographic evidence is always welcome to support your evaluation

The Trust will require copies of all receipts (only original receipts from suppliers will be accepted) and evidence of all costs to show how you have spent your grant funding. Please note that receipts should be solely for items purchased with the NYCT funding. No other items should be included on any of the receipts provided as evidence of costs.

The Trust is keen to establish a two-way relationship with funded groups as this is important to monitor progress. As part of the evaluation process, funded groups may receive a visit by a member of the Trust to see the progress of their project and the effectiveness of the grant.

The satisfactory completion of the evaluation form and production of valid supporting documents is a requirement before any future grant application to the North Yard Community Trust CIO will be considered.

If you do not provide the Trust with enough information in your project evaluation then you may be asked further questions, be required to provide more information or be asked to attend a meeting to discuss any points which require further clarification.

### **If you are unsuccessful with your application**

The Trust cannot enter into any correspondence once the final decision has been made regarding the application.

The Trust does not give feedback on individual applications.

### **Who can I contact?**

The NYCT Office Manager, Caroline Perry, on 01752 764455, or email [admin@northyardcommunitytrust.org.uk](mailto:admin@northyardcommunitytrust.org.uk)