

Could we fund your project?

**North Yard Community Trust 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 support and/or match funding that you have; failure to do so may delay your application.

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

There are three levels of application:

**Fast Track Community Grant** – this is for grants of £500 or less. You will get a decision within four weeks of applying.

**Small Grants**– these are for small projects up to the value of £1,000. You should get a decision within two months of applying.

**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.

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

The Trust will not fund any projects that are the responsibility for public sector organisations – such as the 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 are 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 on an annual basis, and cannot apply for another grant until one year after the final payment is received.

*The Trust will not fund the same thing twice unless you can prove that it is an event or activity that has been particularly successful and meets the criteria.*

### **Do 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?**

When you have completed your application what happens 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)

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

North Yard Community Trust Application meetings are held every two months on the third Tuesday of the month, starting in January. 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.

If you are applying for over £1,000 you may be asked to do a short presentation to the Trust and answer further questions to help them make their decision.

Following a discussion by the Trust all applicants will be notified of the decision regarding their application by letter.

**If you are successful with your application**

The Trust wants to hear how your project goes! This can be as a report, video or presentation.

Please remember to take photos and keep a record of your project as it happens. We advise that you evaluate your project so you can show the benefit from your work and that you meet the criteria for this fund.

The Trust will require to see copies of all receipts (only original receipts from suppliers will be accepted) and accounts as evidence of 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 will be considered.

**If you are unsuccessful with your application**

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

**Who can I contact?**

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