

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 downloaded from the NYCT CIO website or requested from the Office Manager at 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 if 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 or emails 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 before you apply 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. Permission will be needed before funds can be spent on anything not specifically documented in your application form. You must also inform us in writing of any changes to the project even if you have not yet drawn down the grant.

Failure to inform the Trust of any changes to the project/activity, or the funding not being used for the purpose approved, may mean that all or part of the funding will need to be returned.

Any personal data submitted to the North Yard Community Trust CIO will be handled in accordance with our Privacy Policy

How much can you apply for?

There are three levels of application:

The 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 4 weeks from when a decision is made to the start of your project. This grant can be applied for up to 3 times in a 12 month period from the date of the first approved application by the Board.

Small Grants– these are for small projects up to the value of £2,000. You should get a decision within two months of applying therefore please allow for this added time when planning your projects/activities.

General Grants– these can be for any amount over £2,000. In general, we expect projects in the region of £2,000 to £20,000. In exceptional circumstances we could fund more than £20,000 and advise that you contact the Board in advance to discuss this prior to applying. The Trust may look at funding a project for more

than one year up to a maximum of 3 years. However, projects need to show that they are sustainable and are meeting the funding criteria and application objectives on an annual basis. Please be aware that General Grant applications could take up to six months for you to receive a final decision therefore we request that you allow for this when planning. We will endeavour to respond with a decision before the 6 months however in exceptional circumstances it may take up to 6 months.

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 of public sector organisations or statutory organisations such as Plymouth City Council and the Government.

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 Community Grants if they are in receipt of a General or Small Grant.

Organisations who are awarded multi year grants are not able to apply for another General Grant or Small Grant until the project funded has been concluded and the evaluation accepted. However, organisations may apply for Community Grants if they are in receipt of a General or Small Grant.

An organisation in receipt of funding through the Small or General Grant must wait one year from the time the payment was received before any further applications can be accepted for further funding of a Small or General Grant.

Community Grants, Small Grants and General Grants funding will require a final Evaluation which has to be agreed and accepted by the Board before any further funding can be allocated.

The Trust will not fund the same project or activity 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 circumstance. Please be aware that you can apply for funding from the North Yard Community Trust CIO, however, this does not guarantee that a funding application will be successful.

What we won't fund

There are some things that the Trust will not fund. These include utility bills, the purchase and installation of any energy systems, the general maintenance or remedial work of buildings, maintenance or remedial work on heating systems or similar, volunteer expenses, contingency funds or the purchase of items not considered integral to the project.

This list is not exhaustive, and the Trust will make decisions based on individual applications.

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. By writing clearly about your project/activity and how these make a difference you help us to better understand your intentions when we make a decision about your application. You can include how your project/activity will impact your beneficiaries and what effect it will have on their lives. The three most important differences your project/activity will make. This is the aspect of your application that interests us the most. For each difference be succinct and write about a single change only; do not provide a long list of differences or changes.

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.

Please note that funding for building and ground works will only be released on the production of an invoice for the cost of the work once it has been completed. Funding for items of equipment costing £500 and over will also only be released once proof of purchase has been received by the Trust.

For any grant application of £5,000 or more the Trust will require a project plan which should 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.

Sometimes it is not always easy to put everything into words so you are welcome to submit a short video (a maximum of 4 minutes long) to support your application and show the Trust what your project is about and how it will make a difference to the local community. If you are working with young people, they could write a short piece about what the impact they believe the project will have. How they are working with you to shape the project and its delivery. Short supportive statements from those who will engage with your project are also welcome.

Who makes the decision?

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

Who helps us?

The Trust has access to Public Health in an advisory capacity and are able to request advice from specific registered organisations should the need arise.

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

Any personal data submitted to the North Yard Community Trust CIO will be handled in accordance with our Privacy Policy

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.**

Please note that you are unable to visit the Office for any reason and should you need to speak to a member of the Board or would like a meeting to gain advice you will need to email admin@northyardcommunitytrust.org.uk to arrange this.

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. You will be informed within 3 working days of your application status.

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 the Board make their final decision. Please be aware all questions are sent to applicants the week prior to the meeting. It is your responsibility to ensure you check your emails and reply with any further information requested. All information must be with the Board the Monday before the meeting date. Failure to respond may mean your application can not be deliberated at the meeting and therefore will be carried over to the next meeting.

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. Should additional conditions be attached to your application these must be signed and countersigned before any grant funding is released. We endeavour to release funding within 14 days of the meeting unless your application is for building and ground works or for equipment over the value of £500. Additional conditions to release the funding will be sent to successful applicants.

If you are successful with your application

The grant must be spent within 12 months of the grant payment date unless a grant has been awarded for more than one year. If a grant has been awarded for more than one year then each year's payment must be used within 12 months of the date that it is paid.

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. Please note that if you are awarded funding for more than one year no subsequent payments will be made until an evaluation has been accepted and agreed by the Board. The annual evaluation is subject to the same requirements of a yearly grant and applicants will need to submit receipts and all evidence before a decision can be made on further funding.

You will need to update the Board if any of the following change once you are awarded funding:

- The main contact for the project changes
- You require longer than 12 months to finish the project once started. The extension will need to be agreed in writing by the Board.
- Completely different people are going to benefit from the project than you first thought
- You want to make changes to the project and spend funds on different things
- You cannot carry out the project

The Trust will require to be kept updated on all advertising and promotion for the project or event that the Trust has funded. The Board may request that before any items are purchased regarding marketing that these be submitted for the Board's approval first. You are welcome to advertise on the Trust's Facebook page, tag the North Yard Community Trust CIO in Facebook posts and tweet using @NYCTplymouth.

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 one month of the completion of your project or event. Failure to supply an evaluation and valid supporting documents will mean that the Board will be unable to consider any further applications and may result in the funding being returned.

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 funding. 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. The postcodes will be required in the evaluation, so it is imperative that you collect this data for all beneficiaries of the project/activity. Photographic evidence or a short video (a maximum of 4 minutes long) to support your evaluation and show the Trust what difference your project has made to the local community would be welcome. You may also want to submit a short statement from beneficiaries of the project/activity 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 will not accept any handwritten receipts. You must also ensure that the date is clear on all receipts if submitted electronically. If the grant includes an element for payment of wages or salaries, we will require copies of payslips, or similar evidence, to indicate that the funding has been used to support the object of the grant.

Please note that it is the responsibility of the organisation receiving the grant to provide accurate evidence of all 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 members of the Trust to see the progress of their project and the effectiveness of the grant. If you have an event or would like a visit you do not have to wait for the Trust to contact you, Trustees welcome the opportunity to visit projects/activities at your request. Please email admin@northyardcommunitytrust.org.uk to arrange a visit.

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

Failure to provide satisfactory evidence of how the grant was spent may result in the Trust requesting the return of some or all of the funding. Failure to inform the Board and gain written permission for any changes of the approved use of the funds, as per application, may also result in the Board requesting funds to be returned.

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.

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 6 month period of the decision being made, unless there are exceptional circumstances or additional evidence which the Trust will request before you can reapply.

Who can I contact?

If you would like to have an informal chat before you submit your application or would like some support or guidance then please contact Caroline Perry, the NYCT Office Manager, on 01752 764455, or email admin@northyardcommunitytrust.org.uk, alternatively you can email the Chair of the North Yard Community Trust CIO at chair@northyardcommunitytrust.org.uk.

Alternatively, you can contact us on the online form on our website where you will find information on grants and how to apply.

Please be aware you should not contact Trustees directly to discuss applications. All contact must be through the Office Manager.