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# Community Investment Fund

# Application Criteria and Proposal Form

# 2020 - 2021

Launched in 2019 the Community Investment Fund is designed to support specific community projects or activities taking place within one of the five growth areas of Richmondshire.

For 2021 we have a total allocation of £250.00 and applications will be considered on a quarterly basis and the scheme will close following the allocation of the total funds available.

£150,000 of the total funding allocation is ring-fenced for projects which will predominantly benefit the growth areas of:

* Colburn
* Hipswell
* Leyburn
* Richmond
* Scotton.

£100,000 of the total allocation will be available to projects outside of these areas.

A timetable of meetings where bids will be considered is included in the application form.

## Eligibility Criteria

* Applications for grants should be for no less than £1,000 and no more than £50,000.
* **Applications requesting £5,000 and above must be supported by a Business Plan**.
* For 2021 the following rates of intervention will apply:
  1. For projects between £1,000 - £20,000 applicants can apply for up to 70% of total eligible project costs;
  2. For projects between £20,001 and £30,000 applicants can apply for up to 60% of total eligible project costs;
  3. For projects between £30,001 and £50,000 applicants can apply for up to 50% of total eligible project costs.
* Applicants will be required to demonstrate the need for the 70%, 60% and 50% of project cost sought through the CIF.
* Applicants will be required to demonstrate which other funding streams they have accessed and secured to support the delivery of the project;
* Eligible organisations are required to have a constitution/evidence of governance which should accompany the application.
* Generally, it is expected that the funding will be spent on tangible projects such as community facilities and infrastructure improvements however revenue projects will be considered providing the applicant can demonstrate the wider social benefit to the project taking place.
* The organisation must have been solvent for a period of two years at the time of the application and where appropriate have a good track record with Richmondshire District Council accounts e.g., business rates. An internal credit check will be completed as part of the process – grants will not be offered to organisations which do not meet these criteria.
* The bank account details provided must be in the organisation/business name and not of a personal account. Bank accounts for community organisations should require two signatories.
* Projects which have already started may be considered for funding support and will be reviewed on a project-by-project basis, for example an application for phase 2 of a bigger project.
* Repeat applicants will be considered on a project-by-project basis and may be subject to a review of the first project’s success.
* A minimum of 3 quotes must be provided for each intended purchase.
* You must be committed to equality for all.
* Applications from public bodies such as Schools or the MOD will be considered where the applicant can demonstrate a social benefit however a Dual Use Agreement may be required to ensure the wider community can also benefit from the project.
* Organisations who already receive core funding from Richmondshire District Council will be considered on a case by case basis.
* Applications for improvements to facilities which are for exclusive use by the same organisation for example a sports facility, will be considered where there is a tangible and demonstrable wider social benefit.
* Successful applicants must provide quarterly progress updates post approval and grant offers will be subject to a six-month spending review.
* All successful grants must be claimed within 12 months of the offer letter date.
* Grants awarded are only paid following the production of an associated invoice and receipted invoice or financial statements showing the item has been paid.
* RDC reserves the right to withdraw the grant where spend is not in line with the offer made.
* Approval or refusal of a grant is at the discretion of Richmondshire District Council who will consider all applications received on a quarterly basis, notifying the applicant once a decision has been reached.
* The organisation completing the application must demonstrate that they meet [State Aid rules](https://www.gov.uk/guidance/state-aid#what-is-state-aid). The rules can apply to funding given to charities, public authorities and other non-profit making bodies where they are involved in commercial activities.
* The applicant must be able to demonstrate that their suppliers are bona fide businesses with relevant VAT and tax registrations, and able to provide work guarantees.

## Ineligibility and Exclusions

* Applications from Churches or religious affiliated organisations will not be considered however applications from organisations utilising religious premises will be considered where the applicant can demonstrate an inclusive social benefit to the project.
* Applications from political / pressure groups will not be considered.
* General day to day running costs for example, staffing, rent or utilities will not be eligible.
* Only invoices/receipts dated after the offer of a grant will be accepted as proof of expenditure and grants cannot be claimed retrospectively.
* Incomplete applications will not be considered until all information is presented.
* Applications to fund the purchase of a vehicle will not be considered.
* Where information is not provided within 28 days following the request for further information, the bid will be rendered null and void and the organisation must then re-apply to be considered.
* RDC funds cannot be used to cross match against each other.  Applications from eligible organisations for projects that have been awarded funding under other RDC schemes, such as the Area Partnership Funding Scheme, will not be eligible to apply to the Community Investment Fund with the identical project.



# Community Investment Fund

# 2021 - 2022

# Application Form

Please refer to the application criteria prior to submitting your application. The text boxes will expand as you type; please ensure your responses are as comprehensive as possible.

### Q1 About your Organisation

|  |  |
| --- | --- |
| Name of your organisation |  |
| Type of organisation |  |
| Main Contact |  |
| Address including postcode |  |
| Telephone number |  |
| Email Address\*\* |  |
| Website address  *(where applicable)* |  |

\*\*Please note you will receive an email confirmation within **5 working days** of receiving your application.

### Q2 Detailed Project Plan

**Project Title**

### Q3 Project Timescales

Please state when you intend on starting and completing your project. Please note, grants will be awarded for a 12-month period only after which grant offers will be reviewed.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Start date (month/year) |  |  | End date (month/year) |  |  |

Please detail here what project or activities will take place should you receive grant funding. Please provide as much information as you can continuing on a separate sheet if necessary.

### Q4 Richmondshire’s Growth Areas

The purpose of the Richmondshire Social Fund is to support specific projects or activities which will benefit one or more of the five growth areas of Richmondshire. Please tick which areas will directly benefit as a result of your project, at least one growth area should be selected.

|  |  |  |  |
| --- | --- | --- | --- |
| Colburn |  | Richmond |  |
| Hipswell |  | Scotton |  |
| Leyburn |  | Other Area |  |

If you have selected “other area” please list above

which areas will also directly benefit from your project

Please detail below how your project will directly benefit the areas you have selected above or how you intend to target these areas through promotional activity.

How have you consulted your members and/or wider community to establish the community need for your project? Please provide as much information as you can on the consultation process.

### Q5 Project Outcomes/beneficiaries

If you receive a grant, describe what outcomes your project will achieve, what difference it will make to your organisation/area and how it will extend/develop community activity. Please provide as much information as you can detailing the number of project beneficiaries you expect to access your activity/project; specific groups the project/activity intends to target or the benefits undertaking the project is set to realise.

### Q6 Project Evaluation

How will you evaluate your project and its outcomes upon project completion?

### Q7 Sustainability of your project

How will your project be sustained and provide a lasting benefit to the community after the grant funding has been used?

### Q8 Project Finances

Please complete this section detailing your project finances and how much you are applying for from this scheme. Please note the minimum grant available is **£1,000** and the maximum is **£50,000**.

Are you able to reclaim VAT on any of the items below?

Yes   
 No

Please note where an organisation is unable to reclaim VAT on purchases; this cost can be included as a legitimate expenditure within the application for funding support. It is the responsibility of the organisation to ascertain whether they are liable for paying VAT on goods.

You should list here all individual items which you intend on purchasing with the use of a grant, however small, and include a minimum of three quotes for each item from different suppliers with your proposal form. Grants are paid in line with the items you list here therefore please be as specific as possible with your description below. Where it is not possible to obtain three quotes (for example, limited suppliers of specific purchases) please provide a written explanation below.

**Project Finances**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item(s) to be purchased** | | **Total cost of item (£)**  Including VAT | **Can the VAT be reclaimed?** | **Amount requested from the Scheme (£)** | **% requested** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |
| 8 |  |  |  |  |  |
| **Total** | | **£** | **£** | **£** |  |

## Match Funding

Written explanation - Quotes

The maximum which can be applied for is:

* 1. For projects between £1,000 - £20,000 applicants can apply for up to 70% of total eligible project costs;
  2. For projects between £20,001 and £30,000 applicants can apply for up to 60% of total eligible project costs;
  3. For projects between £30,001 and £50,000 applicants can apply for up to 50% of total eligible project costs.

Please detail below where your match funding is coming from e*.g. reserves or another Funding Organisation* and whether the funding is confirmed or awaiting confirmation (evidence should be provided).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Funder / Source** | | **Amount** | **Confirmed or unconfirmed** | **Decision date** (for unconfirmed amounts) |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| **Total** | | **£** | **£** |  |

## Unsuccessful Applications to Other Funding Schemes

Please detail below where you may have applied to alternative funding sources to support this project but have been unsuccessful in receiving grant funding?

|  |  |  |
| --- | --- | --- |
| **Funder / Source** | **Reason for refusal** | **Amount applied for** |
|  |  | £ |
|  |  | £ |
|  |  |  |
|  |  |  |

## State Aid

Has your undertaking received any publicly funded financial support that has been identified as ‘de minimis’ State Aid within the last three fiscal years, or are you about to receive any such support?

Yes   
 No

(If you do not know if the financial support received was ‘de minimis’ State Aid, please contact the body who provided the support.)

If you answered Yes to this State Aid question, please identify all ‘de minimis’ State Aid received in the last three fiscal years:

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Amount (£)** | **Body providing aid** | **Date received** |
| 1 |  |  |  |
| 2 |  |  |  |

(NB: You should only include the amount of aid which was assessed as ‘de minimis’. Please provide supporting evidence alongside this declaration.)

### Q9 Organisation Accounts

Please provide the following details from your last two years’ accounts **-** evidence of your last year’s accounts should be provided alongside your application form to demonstrate that your organisation is solvent.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Date | Month | Year |  | Date | Month | Year |
| Year ending | 31 | March | 2019 | Year ending | 31 | March | 2018 |
| Total (gross) income | | £ | | Total (gross) income | | £ | |
| Total yearly expenditure | | £ | | Total yearly expenditure | | £ | |
| Business Reserve | | £ | | Business Reserve | | £ | |

Please use this space should you need to explain or clarify any figures from within your accounts. Where your savings are more than one year’s average expenditure please provide details as to why they cannot be used to support this project?

### Q10 Project Experience

Please detail below your organisation’s experience of delivering successful projects and who will project manage this project and their experience in delivering successful projects. Projects listed below do not have to have been funded through Richmondshire District Council.

### Q11 Bank Account Details

If your application is successful, the grant will be paid by BACS into your bank account upon the production of relevant invoices. Please use the space below to provide your account details and to demonstrate that you have at least 2 signatories on the account.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Bank |  | | | | | | | |
| Bank Account Name |  | | | | | | | |
| Sort Code |  |  |  |  |  |  |  |  |
| Account Number |  |  |  |  |  |  |  |  |
| Name of first signatory |  | | | | | | | |
| Name of second signatory |  | | | | | | | |

### Q12 Declaration

We declare to the best of our knowledge that the information given in this application form and any supporting material is correct. We confirm that the organisation named in question 1 of this application form has authorised me to sign this agreement on their behalf. We understand that any offer of grant will be subject to terms and conditions which will accompany any offer of a grant. **Main contact** (contactable person for the application)

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | Date: |  |

### Application Checklist

Please ensure you have included the following information with your application form to avoid any delays in your project moving forward. If you not include all of the relevant information, a request will be sent to you by email to submit the missing information prior to it being considered

Completed and Signed Application Form

Business plan to support applications of £5,000 or more

A minimum of three quotes for each of the items you intend on purchasing

Copies of your accounts from the two previous years, where possible

Constitution or Governance

Evidence of match funding (this should be in the form of an offer letter)

### Timetable for Decisions

The following table outlines the timeframes in which applications will be considered throughout the calendar year. Applications which are not fully complete (no outstanding information required) will not be considered, it is therefore advisable to submit your application within good time before the deadline, to provide you with an opportunity to provide any further information requested.

|  |  |  |
| --- | --- | --- |
| **Receipt of proposal** (applications should be received in full by **5pm**) | **Panel Meeting** | **Date Application Decisions**  **are expected by** |
| 28th February 2021 | w/c 22nd March 2021 | 29th March 2021 |
| 31st May 2021 | w/c 21st June 2021 | 28th June 2021 |
| 31st August 2021 | w/c 20th September 2021 | 27th September 2021 |
| 30th November 2021 | w/c 20th December 2021 | 6th January 2021 |

Please note these deadlines are subject to change, applicants will be informed of any amendments.

Applicants should note that the scheme has a limited pot to allocate and will close to further applications once the funds have been allocated– the RDC website will be updated to reflect this accordingly.

### Advice and Support

Should you require any advice regarding the scheme or support in pulling together your application or supporting accompanying information, please do not hesitate to contact the Business and Community Team: [grants@richmondshire.gov.uk](mailto:grants@richmondshire.gov.uk)