

# Richmondshire Play Park Fund 2021-2022

# Application and Guidance for Applicants

## The purpose of the scheme

The Richmondshire Play Park Fund has been established to enable the improvement of play facilities throughout the district in close consultation with Town Councils, Parish Councils and formerly constituted voluntary groups.

By enabling the improvement of play provision the fund will enable the Council to work towards two of our key priorities set out in our Council Plan 2019 – 2023:

* *Working with Our Communities*….to meet their local needs
* *Providing a Healthy Environment* ….promoting sport, leisure and cultural activities in the district

A total of £250,000 has been set aside to fund the project, with a maximum of £10,000 available per play park. Because funding is limited applications will be dealt with on a *first come, first served* basis – this means that applications received after the 4th May 2021 will be dealt with in date order until committed spending totals £250,000.

## Eligibility

* A maximum of **£10,000** per play park can be awarded and there is **no requirement for match funding**.
* Applications will only be considered by Town Councils, Parish Councils and formerly constituted voluntary groups.
* Applicants must be able to clearly identify the play park or play area to benefit from funding, give details of the proposed improvements and, where applicable, show different components of the bid e.g. a new slide and a renovated soft play area
* The total cost of the improvements can exceed £10,000 where the organisation can access other funding but **no more than £10,000 can be funded** from this fund.
* The project **must be completed within 6 months of the application** being approved
* Applications will onlybe accepted up to the **31st December 2021**. Only **where funding permits** will applications be accepted after this date**. Bidding may close prior to the 31st December** if the overall committed funding has reached £250,000
* **No other source of Council funding** can be used to support a play park project.
* Grants awarded will only be paid following the production of **relevant invoices/receipts**
* The Council reserves the **right to withdraw the grant** where spend is not in line with the offer made and accompanying terms and conditions.
* The organisation completing the application must demonstrate that they meet **State Aid rules**.
* The applicant must be able to demonstrate that their **suppliers are bona fide businesses** with relevant VAT and Tax registrations, are able to provide relevant work guarantees and the equipment to be installed is fit for purpose and in line with prevailing British Standards
* The applicant must be able to demonstrate that **3 competitive quotes** have been sought for the work which is subject to the grant application

## What is not eligible

* Statutory bodies (except Parish and Town Councils), businesses and individuals will not qualify for grant funding,
* General repairs, maintenance or day to day running costs, for example pointing brickwork, rent or utilities will not qualify for grant funding,
* Grants are not awarded retrospectively. Organisations cannot apply for purchases, which they have made prior to being successful in receiving a grant from the scheme, this will be demonstrable through the production of an invoice dated after an offer of grant support is presented. Any claims received, which include an invoice with a date prior to the offer letter, will not be paid.

## How to apply

Complete the following application form and submit to the Business and Community Team, by the deadline of 5pm on the 31st December 2021. Organisations are encouraged to submit applications and supporting documents electronically, by email to [grants@richmondshire.gov.uk](mailto:grants@richmondshire.gov.uk) Only bids received in full by 5pm on the deadline date will be taken forward for consideration. The Council reserves the right to bring the closing date forward if funding is exhausted before 31st December 2021 and an advance notice will be issued if this is the case.

Applicants should also be aware that all correspondence relating to successful applications will be sent electronically including the grant offer letter, terms and conditions, copy claim form and monitoring report. Where an organisation does not have access to send or receive electronic communications (email) they should make the scheme administrator aware. Applicants are encouraged to save the above e mail address as a ‘contact’ within their email operating system so that emails are not sent to ‘junk’ or ‘spam’ folders.

For further information or support in completing the application form please contact the Business and Community Team at Richmondshire District Council – 01748 829100, Mercury House, Station Road, Richmond, North Yorkshire, DL10 4JX or [grants@richmondshire.gov.uk](mailto:grants@richmondshire.gov.uk)

**Ensuring quality assurance**

The Council is eager to ensure that play park improvements are sustainable and associated equipment is safe. To this end, applicants should ensure that any manufacturers and installers conform with the following standards as appropriate:

* EN 1176 (2008): play park equipment and general safety
* BS 7188 (1997): playground surfaces
* EN 1177 (2008): playground surface testing

Product information should be marked on equipment including the manufacturer, a reference and year of manufacture.

Post installation inspections should also be undertaken by the supplier of the equipment.



# Richmondshire Play Park Fund 2021-2022

# Application Form

Please refer to the Guidance notes prior to submitting your application.

Application forms should be returned by 5pm, 31st December 2021to: [grants@richmondshire.gov.uk](mailto:grants@richmondshire.gov.uk)

Q1 About your group

|  |  |
| --- | --- |
| Name of your group / Parish / Town Council*(as it appears on your constitution or set of rules)* |  |
| **Address**  *(including postcode)* |  |
| Confirm that your organisation is a voluntary/community organisation (not-for-profit) and constituted with  a bank account. |  |
| Charity Registration number where applicable |  |
| Confirm the organisation you represent has the appropriate policies and insurance in place to deliver this project, which can be supplied if requested. |  |
| Confirm the name and location of the play park / play area to which this application relates. |  |
| Confirm that 3 competitive quotes will be sought and that the names and addresses of the quoting organisations will be provided |  |
| Confirm that your organisation or group meet State Aid rules. |  |
| Confirm that suppliers are bona fide businesses with relevant VAT and Tax registrations and able to provide relevant work guarantees. |  |

Q2 Main contact for this application?

|  |  |
| --- | --- |
| **Name** |  |
| **Position held in group** |  |
| **Address**  *(if different from above)* |  |
| **Contact number** |  |
| **Email address** |  |

Q3 What is the name of your play park / play area? (please provide a location map where possible)

|  |  |
| --- | --- |
| **Name of play park / play area** |  |

Q4 When are you planning to start and finish your project? (please note that the project must be completed within 6 months of application approval)

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

## Project justification and community support

Q5 What improvements will be made if you receive a grant?

Q6 Please explain what consultation has been undertaken with the local community and the degree of local support for the proposed improvement/s

|  |
| --- |
|  |

Q7 How many children do you expect to benefit directly from your improvements?

*(Please state approximately how many)*

|  |
| --- |
|  |

Q8 Briefly describe what difference your project will make to the community.

## Project finances

Please complete this section detailing your project finances and how much you are applying for from this scheme.

Where an organisation is unable to reclaim VAT on any of the purchases, this cost can be included as a legitimate expenditure within the application for funding support.

|  |  |
| --- | --- |
| Are you able to reclaim VAT on any of the items listed in the  following table? |  |

You should list here the components you intend to purchase / install with the use of the grant and include a minimum of three quotes. Approvals are made in line with the items you list here therefore please be as specific as possible with your description in the table. **Please note that valid receipts and/or invoices will be required when claiming the grant, for each item listed in the table:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item(s) to be purchased** | | **Cost of Item (£)**  Excluding VAT | **VAT Amount**  Where applicable | **Can this VAT be reclaimed by your organisation?** | **Amount requested from the Scheme (£)** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| **Total** | | **£** | **£** |  | **£** |

Where your proposed improvements will also be funded by additional funding (not including the Council grant) please give details:

|  |  |  |  |
| --- | --- | --- | --- |
| **Funder / Source** | **Amount** | **Confirmed or unconfirmed** | **Decision Date**  (for unconfirmed amounts) |
|  |  |  |  |
|  |  |  |  |
| **Total** | **£** |  |  |

## Project outcomes

Q11 How will you measure the success of the project?

|  |
| --- |
|  |

Q12 Please describe below any previous experience of delivering successful projects

|  |
| --- |
|  |

## The General Data Protection Regulation (GDPR)

In line with the new General Data Protection Regulation (GDPR), the information you provide within this form will be stored on Richmondshire District Council’s computer systems and manual records for seven years, after which the information will be securely destroyed. The information included within the application form will be used only for the purposes of the Area Partnership Fund 2019-20.

Applications are decided by Area Partnership Members (representatives from County, District and Parish Councils, partners, local organisations, business and residents) therefore each application form will be shared via email with all Area Partnership Members. If you do not wish for any of your details (under question 2) to be shared with Area Partnership Members, then please do tick the following box:

|  |  |
| --- | --- |
| I do not wish for any details (under question 2) to be shared with Area Partnership Members: |  |

Q13 Application Form Declaration

We declare to the best of our knowledge that the information given within 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.

**Main contact**

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

**Senior contact of organisation** (Chair / Vice Chair / Treasurer)

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

## Advice and support

Should you require any advice regarding the scheme or support in pulling together your application, please do not hesitate to contact Richmondshire District Council’s Business and Community Team at [grants@richmondshire.gov.uk](mailto:grants@richmondshire.gov.uk) or 01748 829100

## Timetable for decisions

Funding applications will be determined up to 5pm on the 31st December 2021

Applicants should note that the scheme has a limited amount of funding to allocate and once the funds have been allocated in full, the scheme will close to further applications. Richmondshire District Council’s website will be updated to reflect this accordingly. It is advisable to submit your application in good time before the deadline to ensure that any outstanding information or queries can be resolved before the deadline date.