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## OVERVIEW

The Community First Prime Opportunities Fund has been set up by the generosity of a local donor. Working with Two Ridings Community Foundation, the donation was increased by 50% courtesy of HM Government's Office for Civil Society under the Community First endowment match challenge initiative and also received gift aid to maximise the opportunity for tax efficient giving.

As an endowment fund this generous donation will now be used to support the area and causes close to the donor's heart long into the future.

The fund will support voluntary organisations, community groups, small charities and other types of not for profit organisation based in and/or serving the communities in the area of York, North Yorkshire, Hull and East Riding and is aimed at removing barriers which may prevent young people from Year 6 to age 19 from disadvantaged backgrounds from reaching their full potential, and where opportunities would otherwise be beyond their reach.

Grants are also available to individual applicants for projects that can support personal development.

Grants are available up to £500 for up to 80% of the total project costs. Where applicable, priority will be given to those projects which can demonstrate that individual beneficiaries have raised some of the funding required through their own efforts and where the grant covers a significant proportion of the project costs ie we will not prioritise an application which represents a 'drop in the ocean' of a much larger project.

### **Applications will be accepted from the voluntary and community sector including:**

- constituted voluntary and community groups
- charities
- social enterprises
- co-operatives
- faith organisations
- community interest companies

### **Applications will also be accepted from individual applicants**

#### **Groups need to:**

- Be small local groups run by local people.
- Be based in and/or serving the communities of York, North Yorkshire, Hull and East Riding.
- Have a constitution, including suitable dissolution clause.

**Applications for funding may be submitted at any time throughout the year and we aim to make a decision on applications within 4 weeks of submission.**

**Type of activities we will fund  
(These are examples only and not a definitive list)**

- Mentoring and support to enable young people to access volunteering opportunities.
- Bursaries to enable young people to access sporting or educational opportunities which would otherwise be unavailable to them.
- Equipment for organisations which will enable them to extend their services to young people who may not otherwise be able to afford to participate, for example loan of musical instruments.
- Overseas trips where the applicant can demonstrate significant benefit to the individual beneficiaries concerned in terms of personal development.
- Competition entry fees for talented young people who may otherwise be unable to compete.
- Costs associated with travel to enable young people to attend auditions or trials.

### **GENERAL ELIGIBILITY**

The Community Foundation welcomes applications from charitable and voluntary groups with very few exceptions however some types of work cannot be funded.

Who cannot apply/what work will not be supported?

- Private Businesses
- National organisations and their affiliates
- Work which has already started or taken place
- Work normally funded from statutory sources
- Work undertaken by or on behalf of statutory bodies
- Work undertaken by/ on behalf of schools, colleges or universities as part of their statutory curricular activities
- Work for the advancement of religion
- Work where the main beneficiaries are animals
- Work which does not directly benefit people living in the York or Selby areas.

### **THE PROCESS - APPLYING**

Individuals should apply using the downloadable word document available on the community first prime opportunities page of the two ridings community foundation website at <https://www.tworidingscf.org.uk/fund/community-first-prime-opportunities-fund/> Complete applications should be sent by post to Two Ridings Community Foundation, Innovation Centre, York Science Park, Innovation Way YO10 5DG

#### **1. APPLYING AS A GROUP**

- a. Ensure you are eligible and that the fund is currently accepting applications.
- b. Complete the online application form. A link to this is found on the Community First Prime Opportunities page of the Two Ridings Community Foundation website.

- c. Include details of a suitable referee, your referee should be someone who knows your group or organisation and the work you do, but not a management committee member, a relative or someone who will benefit from your services. A suitable person might be a local councillor or a local support organisation such as a Council for Voluntary Service.
- d. Attach your supporting documents to the online application or send these by post to Two Ridings Community Foundation, Two Ridings Community Foundation, Pavilion 2000, Amy Johnson Way, York YO30 4XT.

**If the supporting documentation is not received within 4 weeks of the date of submission of the online application, or by the advertised closing date where applicable, the application will be withdrawn**

**Applications will only be processed when all documentation has been received**

## **2. ASSESSMENT AND AWARD**

- a. All eligible applications will be assessed. An assessor may contact you to obtain further information or to arrange an evaluation. This may be over the telephone or in person.
- b. All Applications are considered by a special panel and its recommendations are ratified by the Board of Trustees. The final decision cannot be changed and no discussion will be entered into although we will try to provide constructive feedback if we can.

In certain circumstances applicants will be awarded a pledge. This is the promise of a grant if/ when certain conditions are met.

- c. We will contact you by email to let you know the outcome of your application.

## **3. MONITORING AND COMPLETION**

- a. When your project is complete, you must fill in an End of Grant Monitoring Form. This is available as an online form very similar to the online application form and should your application for funding be successful the link to your end of grant report will be sent to you when your grant payment is made. You will not be eligible to apply for further grants from this scheme until we have received this form as it finalises your grant.
- b. We aim to undertake monitoring visits on a proportion of funded applications and we will contact you to arrange a visit if this is required.
- c. Successful applicants **must** ensure that the Foundation is included in any publicity and our logo's will be provided for this purpose.

If you require any assistance with the completion of your application please contact Two Ridings Community Foundation on 01904 929500.