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**Overview**

THE LOCAL FUND for the Harrogate District has been established through a three-way partnership between the former Harrogate Borough Council, Harrogate & District Community Action, and Two Ridings Community Foundation. The fund aims to provide a long term, sustainable source of funding to support local charitable activity in the Harrogate District that meets identified local needs.

**Where does the money come from?**

Funds from the former Harrogate Borough Council endowment, endowment funding donated to match the Council’s donation, private donors, proceeds from THE LOCAL LOTTO for the Harrogate District and the Harry Bolland Trust Fund all contribute to THE LOCAL FUND for Harrogate and District.

**What type of activity can be funded?**

THE LOCAL FUND for the Harrogate District will open on the 17th of March 2024 for applications from local organisations.

Local groups can apply for activities and services that support people, keeping them connected to their community and with each other. We cannot support overheads alone but encourage you to include them as part of your application and our commitment to full cost recovery.

Applications are particularly sought from groups who are addressing the following:

* inequality and hidden poverty,
* loneliness and social isolation,
* health and wellbeing.

Priority will be given to applicants that

* are run entirely by volunteers,
* are community inspired and led projects,
* demonstrate how a small investment can help to make a big difference to the local community,
* are supporting people who need extra support to stay independent, active and well.

We particularly welcome and encourage applications from grassroots groups who are entirely volunteer run. We are also keen to encourage applications from organisations who have not applied to THE LOCAL FUND before. Groups based in locations not previously well supported by the fund, such as Boroughbridge, Pateley Bridge, Masham and the rural north and west areas of the district, are likely to be a priority.

We are committed to the principle of **full cost recovery** to ensure that groups are supported with ongoing sustainability. This means that you can apply for a proportion of your essential costs to support your project. For further information about full cost recovery please see our [guide](https://trcf.sharepoint.com/%3Aw%3A/g/EXka29EeozZDkUDIAgrIp20BpiQEIupz7mnLd5KWoLLSsA).

N.B If you are looking for funding to support individuals affected by the Cost of Living Crisis, please see our fund here: https://www.tworidingscf.org.uk/fund/cost-of-living-the-crisis-fund/

**Who can apply?**

Grants from THE LOCAL FUND for the Harrogate District are targeted at small voluntary and community groups and charities and other types of not-for-profit organisation with charitable aims, where a small amount of money can make a significant difference.

Applicants must be based in and/or working in the area served by the former Harrogate Borough Council. Please see our website for a map of this area: <https://www.tworidingscf.org.uk/fund/tlfharrogate/>

Normally we would consider a small organisation to have an income of under £500,000. However, in this round we particularly want to encourage grassroots groups with an income well under this threshold, and you are unlikely to be successful if your income is above £500,000.

**How much do we award?**

In 2024 grants will be available of between £200 and £3,000.

For this round we will have around £50,000 available to distribute.

In the previous round, the success rate was 71%.

**When can you apply?**

The fund will be open on the 17th March 2024 and close on 13th May 2024 with decisions communicated to groups by the end of June 2024.

**General Eligibility**

THE LOCAL FUND welcomes applications from charitable and voluntary groups with very few exceptions.

**Our focus is to support small, grassroots organisations.**

Your organisation or group does not have to be a charity registered with the Charity Commission but all groups applying to Two Ridings CF for funding do need to:

* Work primarily for the benefit of people in the area served by the former Harrogate Borough Council,
* Be ‘not for profit’.
* Have a governing document (also known as a constitution, rules, memorandum, or articles of association) outlining charitable objectives and with a charitable dissolution clause,
* Have a bank account in your group/ organisation’s name with at least two signatories, who are not related to one another,
* Be locally led and run (including locally constituted and managed branches of national charities),
* Have at least three unrelated trustees, directors or management committee members.

However, some types of work cannot be funded:

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| **What cannot be funded?** |
| * Private Businesses
* General appeals or sponsorship
* National organisations
* Work which has already started or taken place; we cannot provide retrospective funding.
* Work normally funded from statutory sources
* Work undertaken by or on behalf of statutory bodies as part of their statutory activities
* Prize money
* Purchase of gifts
* Work of a political nature
* Work undertaken by/ on behalf of schools, colleges or universities as part of their statutory curricular activities
* Work for the advancement of religion (applications can be accepted from religious groups working in the community provided that the main focus of the project is not proselytising)
* Work where the main beneficiaries are animals
* Work which does not directly benefit people living in the area of benefit
* Overseas holidays or trips
* Organisations that mainly give funds to other organisations or individuals
* Awards to individuals
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**How to apply**

* Ensure you are eligible and that the fund is currently accepting applications.
* Complete the online application form. A link to this is found on THE LOCAL FUND for the Harrogate District page of the Two Ridings Community Foundation website at  [https://www.tworidingscf.org.uk/fund/**tlfharrogate**/](https://www.tworidingscf.org.uk/fund/tlfharrogate/)

The online application process is straightforward, it provides applicants with the ability to dip in and out of their application saving changes as they go. Support is also available from the Foundation to assist applicants applying in this way. If required a paper version of the application form is available on request from the Foundation.

You will need the following supporting information: -

* A constitution/governing document/set of rules that sets out the purpose of your organisation and how it is managed.
* Contact details of your management committee/board of trustees/board of directors.
* A copy of your most recent annual accounts or financial records that show your organisation’s balance of funds, income and expenditure. If you do not have financial records that cover a full year, then you will need to provide the records you currently have.
* A copy of a Bank Statement or Paying in slip in the name of the organisation applying
* A safeguarding policy if your organisation works directly with children or vulnerable adults.

If you do not have all these documents, please do get in touch, we may still be able to consider your application or signpost you to further support.

* Attach your supporting documents to the online application or send these by email to grants@tworidingscf.org.uk
* If you have requested a paper version of the application form, please send the complete form and supporting documents to: Two Ridings Community Foundation, Pavilion 2000, Amy Johnson Way, YO30 4XT

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

**Assessment and Award**

* 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. When assessing applications, we will look at the following: -
	+ How your group/activity is set up and managed
	+ Your finances
	+ Evidence of need for your project
	+ Your commitment to ensuring equal opportunities and the inclusivity of your project
	+ Value for money offered by the project
	+ How well the project meets the fund criteria and the priorities identified in the Two Ridings Community Foundation’s Vital Signs report for the Harrogate District i.e. inequality & hidden poverty, loneliness & social isolation, and health and wellbeing.
* All applications are considered by a local advisory panel for THE LOCAL FUND for the Harrogate District and recommendations are ratified by the Two Ridings Community Foundation Grants committee. 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.
* There is no appeals process for grant awards. If an applicant feels dissatisfied with the outcome they can make a complaint and our [complaints policy](file:///C%3A/Users/ann.byrne/AppData/Local/Microsoft/Policies%20%26%20Strategies/Current/Complaints%2C%20Data%20Protection%20%26%20Conflict%20of%20Interest%20Policies/TRCF%20Complaints%20Policy%20Nov%202017.pdf) provides the detail of how to do this.
* Following the panel meeting, we will contact you by email to let you know the outcome.

**Monitoring and Evaluation**

* 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. 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.
* 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.
* Successful applicants are expected to give credit to the support received from THE LOCAL FUND for the Harrogate District and **must** ensure that the fund is acknowledged in any publicity and logos for the fund and any relevant funder will be provided for this purpose with details about how the fund should be described.

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