

Guidance Notes

OVERVIEW

The Lord Mayor of York's fund has been established by Cllr Janet Looker during her year in office to support local charitable and community activity. The fund will receive donations and distribute these in the form of grants to voluntary and community groups, charities and other types of not for profit organisation providing that the purpose of the grant is wholly charitable.

Grants will be available to groups working either to improve the lives of children and young people up to the age of 21, living in the City of York and/or community arts and heritage projects. Priority will be given to small, locally based groups or organisations working in areas of disadvantage that have a clear understanding of the needs of their community and are undertaking actions as a means of addressing these needs.

Grants are available of between £200 and £2000 (although the panel may in exceptional circumstances exercise discretion and award up to £5000).

Groups need to:

- Be small local groups (as a general guide we consider small to be those with an income of less than £250,000 (in the last reporting year) run by local people.
- Be operating in and providing a benefit to residents in the City of York (within the boundary of the area served by City of York council)
- Have limited access to other sources of income
- Have a constitution, including suitable dissolution clause

If the fund is oversubscribed, the panel will prioritise the following:

- Organisations run by volunteers
- groups who provide a service which would leave a gap in provision if the group were to close
- small organisations with limited access to other sources of funding
- organisations showing a funding gap whereby the grant would fill a short term budget shortfall as shown by the budget template calculator (if you are seeking a grant for core funding you will need to complete a cash flow template which is available on the Lord Mayor's fund web page)
- groups whereby the grant will be used for activities and training purposes
- groups who have previously received minimal funding from TRCF or other organisations

Applications for core costs will be considered however if the fund is oversubscribed applications for activities and/ or training will be prioritised. Groups undertaking activities or training are encouraged to include overheads in their costings.

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
- Organisations based outside the area of benefit
- General appeals or sponsorship
- National organisations and their affiliates
- Work which has already started or taken place (we cannot provide funding retrospectively)
- 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 which does not directly benefit people living in the area of benefit.

THE PROCESS

IF YOU HAVE ANY DIFFICULTY IN COMPLETING THE APPLICATION PLEASE CONTACT TWO RIDINGS AND WE WILL ENDEAVOUR TO HELP YOU

1. APPLYING

- 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 Lord Mayor of York's Fund page of the Two Ridings Community Foundation website (insert link)
- 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 email to grants@tworidingscf.org.uk

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. Following the panel meeting, we will contact you by email to let you know the outcome.

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 logos will be provided for this purpose.

If you have any difficulty with applying online or require any assistance with your application please contact Two Ridings Community Foundation on 01904 929500.