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| The | **Guidance Notes** |  |

**Overview**

The Heart of Yorkshire, the Fund for Selby District established by a £2million donation from Selby District Council to the Two Ridings Community Foundation. As part of a Government reorganisation in 2023, the Selby District Council will dissolve and become part of a wider North Yorkshire authority. In order to provide their local community with a lasting legacy, the council has invested the money as an endowment fund and the annual interest will be awarded in grants to support local people to deliver activities in their community, year on year, forever. The fund aims to provide a long term, sustainable source of funding to support local charitable activity in the Selby District that meets the identified needs in the area. Funds for grant making in the first year have come from an initial allocation of £100,000 from Selby District Council.

**What are the priorities for the fund?**

The funds will support charitable activity for the wellbeing of people in the Selby District (please check the map for the area). Applicants should clearly demonstrate how they are working to address the following priorities which have been identified by Two Ridings Community Foundation from local data and community insights:

**Health and wellbeing**

* We will prioritise projects that provide support to older and vulnerable people to live dignified, productive and healthy lifestyles.
* We will priortise projects that provide support to children and young people to access and enjoy healthy lifestyles (this could be physical activity, access to the outdoors, improving their mental wellbeing)
* We will prioritise projects that provide support to improve mental health and wellbeing

**Education and Training**

* We will prioritise projects that develop employability skills
* We will prioritise projects that provide volunteering opportunities

**Environment**

* We will prioritise projects that support increased biodiversity
* We will prioritise projects that support environmental improvements

**Community Sector Resilience**

* We will prioritise community spaces requiring funding to stay open

In all cases, we will prioritise applications based on need and we will use relevant geographic data along with information from local partners to assist us with this. We are also particularly interested in applications where people with lived experience (experts by experience) of the issues being addressed are involved with the design of the project and/or the running of the organisation.

The priorities for the scheme as outlined above will be reviewed on an annual basis to reflect any changes in need in the area.

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

The list below is not exhaustive but is to give an idea of the types of project that the fund may support:

* Befriending schemes
* Activities to bring people together
* Information, advice and guidance
* Sporting activity
* Transition work for children going from primary school to secondary school
* Counselling
* Peer support groups
* Volunteer trainining
* In Bloom groups

**Grant Availability**

Grants up to £2,000 can be applied for all year round (subject to available funding). These will be reviewed by the panel on a monthly basis

Grants between £2,001 and £10,000 can be applied for between 1st November 2021 and

The fund will support direct project costs. The fund is committed to the principle of **full cost recovery** to ensure that groups are supported with ongoing sustainability. For further information about full cost recovery please see our [guide](file:///C%3A/Users/acrossland/AppData/Local/Microsoft/%3Aw%3A/g/EXka29EeozZDkUDIAgrIp20BpiQEIupz7mnLd5KWoLLSsA). Small capital items may be included as part of a bid but should not make up more than 20% of what you are applying for.

The fund will support larger capital costs for community venues with a maximum award of 50% of the total project costs (i.e if your repairs equal £10,000 you can apply for up to £5,000 maximum). These will be prioritised based on supporting venues to stay open.

**Eligibility**

All groups should meet our general eligibility criteria which can be found here: <https://www.tworidingscf.org.uk/how-to-apply/>

**Groups must:**

* Be based in and/or working in Selby District (see map here: )
* Have a management committee with at least 3 unrelated members
* Be a voluntary organisation, community group, registered charity or other not for profit organisation
* Have a bank account in the group’s name (with two unrelated signatories as a minimum)
* Have an annual income of under £500,000 based on current forecast annual income.

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| **Who cannot apply/ what work will not be supported?** |
| * Individuals
* Private Businesses
* National organisations – except where a local branch of a national organisation can demonstrate its autonomy from the national organisation for example where it has its own local management committee and is responsible for its own accounts
* General appeals or sponsorship
* Work normally funded from statutory sources
* Work undertaken by/ on behalf of schools, colleges or universities as part of their statutory curricular activities
* Work undertaken by or on behalf of statutory bodies
* Work for the advancement of religion
* Work where the main beneficiaries are animals
* Work which does not directly benefit people living in the area of benefit.
* Organisations that mainly give funds to other organisations or individuals
* Overseas holidays or trips
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The Process

**Applying**

* Complete the online application form accessed via: <https://www.tworidingscf.org.uk/fund/the-heart-of-yorkshire-the-fund-for-selby-district/>
* and attach supporting documents. If supporting documents cannot be attached then please forward these by email to grants@tworidingscf.org.uk

If you experience any difficulties with completing the application or providing any of the requested documentation please let us know via email.

**Award**

* An assessor may contact you to obtain further information, please ensure that the person named as the main contact is familiar with the application and can be available to discuss the detail.
* All Applications are considered by a local panel and the final decision cannot be changed.
* We will aim to get a decision to you within 6 weeks of receiving a completed application however we may ‘hold’ your application in a pipeline if we cannot fund it straight away.
* We will contact you by email to let you know the outcome. When we contact you we will copy in a trustee/member of your management committee so it is important that we have email addresses for your Board members.
* Payment runs will usually be done on a weekly basis. If your application is successful, provided we have everything we need, your payment will be made on the next payment run following your offer email.

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