

7. Briefly describe the project which funding is being applied for, and state how this project will be of benefit to the community:

8. Please identify how the project will contribute to the achievement of the objectives in the Community Strategy (summary attached, full details available at www.scarborough.gov.uk). For assistance please contact either Matthew Joseph (01723 383564) or Gemma Ryan (01723 383562).

9. Estimate of how many local people will benefit

10. Proposed Project Start Date
 Proposed Project Completion Date

11. List all Project Costs

Description	Cost £
TOTAL	£

12. State how the remaining balance is to be funded (e.g. other sources of income/grants received):

Source	Amount £
TOTAL	£

13. State amount of Grant Funding requested

14. Details of any previous area committee grants awarded to your organisation, including North Yorkshire County Council's area committee grants:

Area Committee	Date of Meeting	Amount of Grant	Brief Details

15. How many workers within the project will be working with children, young people under the age of 18 or vulnerable adults?

If none, please ignore all further questions in this section

- i. Have any of the project leaders attended recognised child protection training? YES / NO
- ii. If Yes, Is that person willing to be the Child Protection Project Contact for the project? YES / NO
- iii. If the answer to ii. is Yes, please complete the details:

- Which organisation carried out the training: _____
- Date of training: _____
- Details of the person who attended the training:

Name: _____
Address: _____

Telephone Number: _____
Email Address: _____

- iv. If none of your project leaders have attended recognised child protection training, or the trained person is not willing to be the Contact for your project, please provide the contact details of a person who has agreed to attend Child Protection Training:

Name: _____
Address: _____

Telephone Number: _____
Email Address: _____

DECLARATION

I confirm that, to the best of my knowledge, the details on this application are correct.

Signed Date

Position in Organisation/Group

16. Additional Information relating to your application:

Please return your completed application form to: Mrs Angela Elliott, Financial/Administrative Assistant, Financial Services, Scarborough Borough Council, Town Hall, St Nicholas Street, Scarborough, YO11 2HG. Telephone (01723) 232417 or email angela.elliott@scarborough.gov.uk

APPLICATION FOR FUNDING **GUIDANCE NOTES**

- (a) Scarborough Borough Council has four Area Committees: Central Urban, Central Rural, Northern and Southern, each with a limited annual budget.
- (b) The following criteria apply to all applications:
- To be eligible for a grant, applications must be on behalf of a properly constituted body (but not a private company, except where the company is also a charity).
 - The Committee will not fund more than 75% of any given project.
 - Maximum grant is £1,500 per applicant per year.
 - There must be a clear link to Community Strategy objectives, and in particular local community benefits.
 - Organisations dealing with children or vulnerable adults must have a child protection policy.
 - Applicants or their nominated representative will be required to attend to receive funding: they will not be asked to undertake a formal presentation to members but they may be asked questions.
 - Funding Applications will be considered at two meetings per year for each Area Committee.
 - Not more than 75% of the annual funding for each Committee can be allocated at its first meeting in any financial year.
 - Applicants may be invited to amend and resubmit their application to a future meeting but not more than once.
 - Revenue funding will not be provided, i.e. day to day running costs for organisations.
 - Funding will not be provided for a project for more than two years in succession.
 - Applications from faith groups where there is limited wider community benefit will not be considered.
 - Successful applicants have 12 months in which to claim the funding, which will be paid on production of paid invoices.
 - Individuals and private limited companies will not be eligible for grant.
 - Application deadline will be 3 weeks before the meeting.
- (c) All parties wishing to request Area Committee funding for a project or activity must use this form. The following guidance notes (1) to (13) refer to the form overleaf on which the same numbering is used:-
- (1) Name of Organisation/Group.
 - (2) Your name and address.
 - (3) Date Organisation/Group was established.
 - (4) Please state type of Organisation/Group by ticking appropriate box. Please answer YES/NO to question 'Does the organisation have a Constitution?'
 - (5) Describe the main activities of your organisation/group.
 - (6) Please state the number of members in your organisation/group.
 - (7) Describe the project/activity to be funded. Please include details of how the project will benefit the local community, which particular groups of people will benefit, and what the expenditure entails. The project should be seen to provide a significant local benefit to the community. Details of how the work is to be carried out should also be included (e.g. by volunteers/group members or by contracted workers).
 - (8) Please consider the Community Strategy and identify how the project will assist in achieving the aims set out in it. Hard copies of the community strategy documents are available from Jo Ireland, tel: 01723 384315 or jo.ireland@scarborough.gov.uk
 - (9) Estimate how many local people will benefit (there is no minimum requirement).
 - (10) Please indicate the proposed start and completion date of project.

- (11) List all project costs. Please indicate clearly the total cost of the project.
 - (12) Please list other sources of funding. Identify all possible sources of funding examined, e.g. County Council, Borough Council, Parish Council etc. Please indicate clearly, which funds, if any, have already been secured, and which are currently under consideration.
 - (13) Please state the total amount of grant requested. Please note the maximum grant is £1,500 which should be no more than 75% of the total cost of the project.
 - (14) Please give details of any previous area committee grants awarded to your organisation/group. Please specify date of area committee meeting, amount of grant awarded, brief details of the project.
 - (15) You must indicate whether the project involves working with children and/or vulnerable adults. (i), (ii) and (iii) must be completed if the project does involve working with children or vulnerable adults.
The term 'vulnerable adult' refers to any person aged 18 years and over who:
'..is or may be in need of community care services by reason of mental or other disability, age or illness and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or serious exploitation'.
 - (16) Please give any additional information relating to your application which you feel would be of benefit.
- (d) In considering whether funding will be provided for a particular project/activity area committees will consider any potential implications or overlaps with any other public body activity or spending and whether opportunities exist for partnership arrangements.
 - (e) Applicants or their nominated representative will be required to attend to receive funding: they will not be asked to undertake a formal presentation to members but they may be asked questions. Applicants will be notified of the date, time and location of the meeting on receipt of the application.
 - (f) Should the application be successful, the organisation/group may be required to be involved in publicity for the project with Members and/or Officers of the Borough Council.
 - (g) The grant will remain available for a period of 12 months. If no claim is made during this period, the money will go back into the budget and applicants will need to submit a new application for funding.
 - (h) It is a condition of awarding a grant, that the successful applicant is required to complete a questionnaire relating to the grant process. The questionnaires will be sent when payment is made.

All requests for funding must be submitted on this form to the Head of Finance and Asset Management, Scarborough Borough Council, Town Hall, St Nicholas Street, Scarborough, YO11 2HG.