



Guidance Notes 2022/2023

You must read these Guidance Notes before completing and submitting an application form to the Making a Difference Fund.

The Making a Difference fund is a £250,000 grants fund to support community organisations to deliver projects that will benefit people who live in Hambleton.

Eligibility

Eligible applications must be from either:

- a not for profit group or organisation with a bank account and constitution
- OR
- a Town or Parish Council.

The minimum grant available is £2,000 and the maximum grant available is £24,999 towards the cost of new community projects. The total amount requested from the Making a Difference Fund must not exceed 75% of the total cost of the project therefore total project costs must be at least £2,667 to be eligible to apply for the minimum grant of £2,000. Whilst a project can be awarded the maximum grant allocation, grants tend to be awarded for smaller amounts to a larger number of applicants.

Projects must be delivered between 1 April 2022 and 31 March 2023 and must meet a local need which contributes to one or more of the council's priorities:

- **Driving Economic Vitality**
- **Enhancing Health and Wellbeing**
- **Caring for the Environment**
- **Providing a Special Place to Live**

All applicants must gain the support of a Ward Member before submitting a Making a Difference Fund application. Information about Ward Members can be found at hambleton.gov.uk/wardmembers.

The application deadline is **Sunday 5 December 2021**.

Exclusions

The following are not eligible for funding:

- statutory bodies - (excluding town or parish councils)
- individuals
- businesses
- groups or organisations that seek to promote political or religious extremism or radicalisation.



Completing the application form

Section 1 - Contact information

1a. Name of organisation

Please tell us the name that appears on your organisation's bank account and constitution (if applicable).

1b. Lead contact

The Lead Contact should be the person completing the application form. Please provide your name. The Lead Contact is the person we will communicate with in the first instance regarding this application. Should the application be successful, the Lead Contact will be the main point of contact for the organisation so it must be someone who is involved with the project and is able to answer questions about it.

1c. Position in organisation of lead contact

Please tell us the role of the lead contact, eg secretary, chair, treasurer, project officer etc.

1d. Lead contact address

This must be an address we can send correspondence to, so it can be the registered address of your organisation, the home address of your lead contact, or the address of your facility, for example, village hall.

1e. Lead contact email

Please provide an email address for your lead contact.

1f. Lead contact telephone number

Please provide a telephone number for your lead contact. This can be a mobile or landline.

1g. Name of your organisation's senior officer

This must be a different person than the one named as the lead contact.

Please provide the name of a senior officer in your organisation who is fully aware and supportive of this application for funding and has approved its submission. By inputting their name and contact details, you are confirming their agreement.

1h. Position in organisation of senior officer

Please tell us the role the named senior officer has within the organisation. This should be one of the following: Chair, Vice Chair, Secretary or Treasurer.

1i. Senior officer contact email

Please provide an email address for your senior officer contact.

1j. Senior officer contact telephone number

Please provide a telephone number for your senior officer contact. This can be a mobile or landline.

1k. Name of the Hambleton District Council Ward Member supporting this application

Please provide us with the name of the Ward Member who is supporting this application. Information about Ward Members can be found at hambleton.gov.uk/wardmembers. It is advisable to discuss your project with a local Ward Member to raise awareness of it and to confirm their support.

Section 2 - Your organisation

2a. Please tick ONE of the options below to confirm the type of organisation applying for the grant:

Please tell us if your organisation is either a Town or Parish Council or whether your organisation is a voluntary/community organisation (not-for-profit) and constituted with a bank account.

In order to apply to the Hambleton District Council Making a Difference Fund, voluntary/community organisations (not-for-profit) must have a written governing document (constitution, set of rules or trust deed). It must explain what the organisation is set up to do (objectives), how the organisation will deliver these objectives (powers), who will run the organisation (committee), internal arrangements for meetings, voting and managing money, and what happens if the organisation stops operating (dissolution). You must send us a copy of your organisation's constitution.



If you are submitting an online application and can attach a copy of your constitution, please tick the appropriate response and follow the upload instructions. Click the file icon on the online application form and upload your constitution (maximum 10Mb). When it has successfully uploaded a unique ID will appear in the box below.

If you are submitting an online application but are sending your organisation's constitution by post or email, please indicate accordingly.

If you are not submitting the information online or are completing a paper version of the application form, please ensure your organisation's constitution is sent to us in one of the following ways:

By email to: communities@hambleton.gov.uk

By post to: The Communities Team, Hambleton District Council, Stone Cross, Rotary Way, Northallerton DL6 2UU.

Your application is not complete without this information so please ensure we receive it as part of your application no later than 5 December 2021.

2b. Is your organisation a registered charity?

Tick the box to indicate whether your organisation is a registered charity. If yes, please provide the charity number. Organisations do not have to be a registered charity to be eligible to apply. The applicant organisation name should be the same as the name of your registered charity.

2c. A copy of the organisation's most recent accounts are enclosed with this application

You must send us a copy of your organisation's most recent accounts.

If you are submitting an online application and can attach a copy of your most recent accounts, please tick the appropriate response and follow the upload instructions. Click the file icon on the online application form and upload your most recent accounts (maximum 10Mb). When it has successfully uploaded a unique ID will appear in the box below.

If you are submitting an online application but are sending your accounts by post or email, please indicate accordingly.

If you are not submitting the information online or you are completing a paper version of the application form, please ensure accounts are sent to us in one of the following ways:

By email to: communities@hambleton.gov.uk

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Your application is not complete without this information so please ensure we receive it as part of your application no later than 5 December 2021.

2d. Please provide a financial summary for your last two years (if you are a new organisation please provide two years projections):

Please summarise your organisation's accounts over the last 2 years.

Tell us which year the accounts relate to and provide us with the total income, total expenditure and total free reserves for each of the years.

We consider reserves as your organisation's unrestricted funds that are freely available to spend on any of the organisation's purposes. Free reserves should exclude restricted funds and funds designated for specific purposes.

2e. I confirm the organisation I represent has the appropriate policies and insurance in place to deliver this project, which can be supplied if requested.

Your organisation must have the appropriate organisational policies in place and the appropriate insurance to undertake the project you are asking us to fund.

For example, if you are applying for a project to work with children, young people or adults at risk, your policies must include one that explains how you will make sure they will be safe. It is your responsibility to have acceptable safeguarding policies and procedures for children, young people and adults at risk.



Depending on the type of project, you may need public liability insurance or qualified leaders. It is the organisation's responsibility to ensure adequate insurance is in place. This should include cover for any assets you buy; or events and activities you run using our grant. Your organisation must be affiliated to a governing body if the project involves a potentially hazardous sport or activity.

We may ask to see your organisation's policies at any time if we offer you a grant.

2f. I confirm this project is accessible to all

We expect projects to be open to all who want to be involved - unless you can give a good reason why this should not be the case. We expect you to pay attention to equalities in the way you run your organisation and the project. If you plan to restrict who can take part, please explain in detail so that we can consider this during the application process.

2g. The Making a Difference grant will not replace statutory funding that has been withdrawn

Please confirm to us that the grant you are requesting will not replace statutory funding that has been withdrawn.

Section 3 - Your project

3a. Project name

Please tell us the name of your project. This can be a working title.

Please tick to confirm you understand projects must be delivered between 1 April 2022 and 31 March 2023.

Please note, under no circumstances can projects be extended beyond 31 March 2023.

3b. Project start date

Please tell us when you plan to start your project. No project expenditure should be incurred before 1 April 2022 as this will be deemed ineligible and you will be unable to claim these costs.

3c. Project end date

Please tell us when you expect to have completed your project. Projects must be completed by 31 March 2023.

3d. Does your project involve developing land?

Tick this box if you are making changes to a piece of land for example, changing its use, improving or creating access routes, planting or creating new structures or developing an area for people and/or wildlife (this list is not exhaustive).

Does your project involve any work to a building or buildings?

Tick this box if your project involves work to create a new building or make changes to an existing building for example, improving existing structures or adding new ones or for renovations (this list is not exhaustive).

If your project does not involve developing land or work to a building (s) please tick the 'neither' box.

3d1. For projects involving developing land or work to a building or buildings, you will be asked to complete question 3d1 and confirm your organisation owns or leases the land or building. Generally, works on land or to buildings will only be funded if the applicant can evidence they own the land or building or hold a minimum of 10 years remaining on their lease. In exceptional circumstances we may consider funding a project where this is not the case. Organisations in this position must clearly explain how they intend to deliver their project.

3e. All required permissions are in place to deliver this project

You must know what permissions are required to deliver your project and these must be in place before submitting an application. Projects involving building work or landscaping can be complicated and take time to complete. We need to be sure that you can complete your project within the time frame of the grant scheme. If planning or any other permissions are needed these must be approved before you apply for this grant. If your project involves alteration to a building, you may need building regulations permission, and if your land or building is leased, you may also need permission from your landlord.

3f. What is/are the issue(s) you need to address in your community?

The application must tell us about the issue(s) that has/have been identified within the community that the project will address. Please describe how you know there is a need for the project and let us know about any research that has been undertaken or feedback received to support this. Research, questionnaires, surveys, data collections, interviews and pilot projects can help you demonstrate the need for the project so it is important that this information is included in your application.



3g. Describe your project and how it will address the issue(s) you have detailed above

Tell us about your project, describe what you would like to do, what activity will take place and how it will make a difference to your community. Your project should address the issue/need you told us about in question 3f. We are interested to know about innovative projects that offer value for money. Successful applicants must demonstrate an ability to make a genuine difference to people's lives.

3h. Who will your project directly benefit?

Successful applications will clearly set out who the main beneficiaries are. This could relate to people from a particular age group, a specific geographical location or from a certain background. Try to avoid saying "everyone" or "all residents and visitors".

3i. How do you know who they are?

Explain how you have identified the beneficiaries for this project. This reassures us that the project is targeting the right beneficiaries and that your organisation has a good understanding of their needs.

3j. How many people will directly benefit from this project?

Please provide us with the number of beneficiaries who will directly benefit from your project (insert a number only). Please ensure the projected numbers of beneficiaries is realistic in terms of the number of individuals who will actually benefit from the project.

3k. How have you calculated the figure above?

Tell us how you have worked out the figure above.

3l. How will you ensure you reach and involve the beneficiaries?

Tell us how you will engage with and involve the beneficiaries and how you will reach the number of people you have identified. The more specific you can be the better.

3m. Which of the following council priorities does your project contribute to?

Please tick at least one of the following and briefly state how your project contributes to this priority:

- Driving Economic Vitality
- Enhancing Health and Wellbeing
- Caring for the Environment
- Providing a Special Place to Live

Section 4 - Your outcomes

4a. List three outcomes that will be used to measure the success of this project

Please tell us about the outcomes you hope to achieve. We ask that you provide 3 outcomes and that these are measurable.

When setting your outcome targets you should consider how you will measure your performance. Successful applicants will be asked to report against these outcomes as part of our monitoring process so it is important to consider these at the application stage.

Below is an example of a measurable outcome followed by a suggested method of how this outcome could be measured:

Example Measurable Outcome:

- 50 inactive people will regularly undertake half an hour of physical activity three times a week

Example of measuring the success of the above outcome:

- 50 inactive people complete a simple survey at the start of the project to determine current level of activity; this same survey could then be completed at the end of the project.



4b. Tell us how your project will make a difference by describing the lasting benefits you hope to achieve

Tell us how your project will Make A Difference. Please provide us with details of the longer-term benefits of your project and explain how your project will achieve these. If there are any benefits relating to enhancing health and wellbeing please include them in this section. For example, this could be: weight loss that improves someone's overall health; an increase in self-esteem that enables a person to become more engaged in their community; an increase in volunteering resulting in improved quality of life for residents.

Section 5 - Your costs

5a. Please provide a breakdown of the costs associated with your project, how much you need from the Making a Difference Fund and where the match funding will come from.

The grant can fund capital and revenue costs. Salaries and general running costs will only be funded in exceptional circumstances.

Complete the table to indicate the items you are purchasing and the cost of each item. This enables us to see what you will be using the grant funding for. You can double up on items if you have more items than there are rows on the table. Costs must be realistic, whole numbers (pounds not pence) and based upon a recent quote or quotes.

Tell us how much grant funding you are applying for and how much match funding you have secured or have applied for. At this point you are just breaking down the different elements of the project and the costs associated with them. You will be asked to supply the total costs in question 5b.

*Remember the total amount requested from the Making a Difference Fund must not exceed 75% of the total cost of the project and must be between £2,000 (minimum) and £24,999 (maximum).

Below is an example of how to complete the table. The example provided indicates the minimum amount your total project needs to cost in order to be eligible to apply.

The minimum 25% match funding must be in cash. Contributions based upon volunteer's time or any other in-kind costs will not be permissible. Please include details about the amount of match funding required, whether or not the funds have been secured and where it will come from. If match funding has not been secured, it must be in place before your project start date.

Example:

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
Item	Total cost of item	Amount requested from Making a Difference Grant Fund*	Amount of match funding required	Source of match funding	Has the match funding been secured Yes/No
Purchase of accessible ramp	£ 2667	£ 2000	£ 667	Tell us where the match funding is coming from. For example, Awards for All.	Yes

Whilst a project can be awarded the maximum grant allocation, grants tend to be awarded for smaller amounts to a larger number of applicants.

VAT - You may need to pay VAT on purchases you make as part of your project. You must only include VAT in the amount you apply for if you cannot claim it back from HM Revenue and Customs. If you later find that you can recover VAT that we have included in your grant, you must repay this amount to us.



5b. Please provide the total costs for your project.

Please complete the table to summarise the following:

Total cost of item(s): Please add up all the items listed in column 2 in question 5a and input the total amount of the costs associated with the project.

The total amount you are requesting from the Making a Difference Fund: Please let us know the total amount of funding you are asking for from the Making a Difference Fund. This figure should be the same as the total of the amount listed in column 3 in question 5a. Remember the total amount requested from the Making a Difference Fund must not exceed 75% of the total cost of the project and must be between £2,000 (minimum) and £24,999 (maximum).

The total amount of match funding required: Please total the amount of match funding you have listed in column 4 in question 5a. This total amount should include funding you have already secured and funding you are looking to secure. Remember that the amount of match funding and the total amount you are requesting from the Making a Difference Fund must equal your total project costs.

Section 6 - Declaration

Tick the box to confirm that the Lead Contact completing the application form has provided information that is true and accurate to the best of their knowledge.

Date the application accordingly.

If completing a paper version of this application, please sign and print your name.

Data Protection

All personal information collected on this form will be dealt with according to the Data Protection Act 2018. It will be used by Hambleton District Council only for the purpose of administering the Making a Difference Grant Fund process. For more information on your privacy please refer to the Council's Corporate Privacy Notice at: www.hambleton.gov.uk/information_management

Submit your application

If you are completing an online application form, you can save the form at any point and return at a later time to complete. You must keep the link you receive safe as we are unable to retrieve this if lost. Select 'Save' and follow the instructions shown. Once complete, please ensure you submit the application form.

If you are completing a paper version of the application form, and/or are sending documentation to us, please use the following address:

Communities Team, Hambleton District Council, Civic Centre, Stone Cross, Rotary Way,
Northallerton DL6 2UU or communities@hambleton.gov.uk

Ensure the application form and supporting documentation is received by the deadline: **5 December 2021**

We will send a copy of the submitted application to the named Lead Contact before the end of January 2022.

You will be notified of the outcome of your application by the end of March 2022 at the latest.

Decision Making

All grant decisions are made by panels of Elected Members. There are five panels representing each of the five sub areas of Bedale, Easingwold, Northallerton, Stokesley and Thirsk. Each panel is allocated £50,000 to distribute to applications from their sub area. Members of the panel look to support projects that have the greatest impact for residents, that offer value for money, are deliverable within the grants programme timescales and that meet an identified need.

Additional help or advice

For advice contact a member of the Communities Team on communities@hambleton.gov.uk





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