



Guidance Notes 2022/2023

You must read these Guidance Notes before completing and submitting an application form to the Bounce Back Fund.

The Bounce Back Fund is a £150,000 Hambleton District Council grants fund for capital costs to support infrastructure projects that drive economic recovery, help boost the local economy and benefit people who visit, live and/or work 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 £25,000 and the maximum grant available is £50,000 towards capital infrastructure projects located in:

- Bedale
- Northallerton
- Thirsk
- Easingwold
- Sowerby
- Great Ayton
- Stokesley

The total amount requested from the Bounce Back Fund must not exceed 75% of the total estimated cost of the project and evidence must be provided of the applicant's 25% upon request. Other Hambleton District Council grants cannot be used as match funding.

Successful applicants must show how their project:

- focusses on enabling towns to 'bounce-back' economically with respect to Covid-19;
- contributes to economic sustainability;
- demonstrates value for money

Projects must be delivered between **1 April 2022 and 31 March 2023**

All applicants must demonstrate that they have the support of one of their town's Ward Members before submitting a Bounce Back Fund application.

Information about Ward Members can be found at hambleton.gov.uk/wardmembers

The application deadline is **Sunday 30 January 2022**.



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.

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. You should discuss your project with a local Ward Member to raise awareness of it and to confirm their support. Information about Ward Members can be found at hambleton.gov.uk/wardmembers.

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).



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

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 by 30 January 2022.

2d. 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.

2e. I confirm this project is accessible to all

We expect projects to be accessible to all. 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.

2f. The Bounce Back 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. Where is your project located?

Tell us which one of the eligible areas your project is located by ticking one of the boxes.

3e. Does the applicant organisation own or lease the land and/or building(s) concerned with the project? In the case of a lease, there must be a minimum of 10 years remaining on the lease.

Tick the 'yes' box if the applicant organisation owns or leases the land and/or building(s) concerned with the project. Generally, works on land or to buildings will only be funded if the applicant can evidence they own the land or building(s) 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 tick the 'no' box and clearly explain how they intend to deliver their project.

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

You must know what permissions are required to deliver your project. Projects involving works 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 so permission must be in place before applying. If planning or any other related permissions are needed these must be approved. If your project involves alteration to a building, you may need building regulations permission. If your land or building is leased, you may also need permission from your landlord.

Tick the box to confirm all required permissions are in place.

3g. Describe the project, its location and what the Bounce Back funding will be used for?

Tell us about your project by describing what it is, what it involves, where it will take place and what the Bounce Back funding will be used for. Outline any factors you feel are important and tell us what communication you have had or will have with the community. Identify any issues to address as the project is developed.

3h. Tell us how the project meets the funding criteria and what impact it will have on the town's economic recovery

Outline how your project meets the Council's priority **'Driving Economic Vitality'** and how it:

- focusses on enabling towns to 'bounce-back' economically with respect to Covid-19;
- contributes to economic sustainability;
- demonstrates value for money.

Tell us how your project will impact on the local community. (The local community can be residents, community organisation/groups or businesses and can include the local environment)

Include information on the number of people who will benefit from the project who the main beneficiaries are.



3i. Tell us about any other council priorities your project contributes to.

Please tick any of the other 3 council priorities your project meets and briefly outline how you project delivers against the priority.

- 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.

Successful applicants will be asked to report against these outcomes as part of our monitoring process so when setting outcome targets, consider how they will be measured.

4b. Tell us how you will measure the success of your project and how you will know your outcomes have been achieved

Tell us how you will measure the success of your project, how you will know it has been successful, and how you will know that outcomes have been realised.? Ensure your response to this question relates to the outcomes you have listed in question 4a.



Section 5 - Your costs

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

Costs must be realistic and based upon a recent quote or quotes. Please use only whole numbers. Provide amounts in full pounds and no pence.

The grant can fund capital costs only. Complete the table by breaking down the different elements and costs of your project to show 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. Tell us how much grant funding you are applying for and how much match funding you have secured or have applied for.

*Remember the total amount requested from the Bounce Back Fund must not exceed 75% of the total cost of the project and must be between £25,000 (minimum) and £50,000 (maximum).

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 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.

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 Bounce Back Fund: Please let us know the total amount of funding you are asking for from the Bounce Back 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 Bounce Back Fund must not exceed 75% of the total cost of the project and must be between £25,000 (minimum) and £50,000 (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 Bounce Back 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 processed and controlled by Hambleton District Council for the purpose of administering the Bounce Back Grant Fund process. If you require further information about how your data is processed please see the council's privacy notice online at www.hambleton.gov.uk/policies-plans/website-privacy-statement/1 or contact the council's data protection officer at infogov.HambletonDC@veritau.co.uk

Submit your application

If you are completing an online application form, you can save the form at any point and return later 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: **30 January 2022**

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

Decision Making

Applications received are assessed by a panel made up of representatives from Hambleton District Council's senior management team and Councillors who make recommendations to Cabinet who determine the grant allocations. All grant decisions are made to support projects that have the greatest impact on economic recovery, offer value for money, and are deliverable within the grants programme timescales.





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DISTRICT COUNCIL

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