

Roger Stott Community Grant

Application Checklist & Application Form



Established in March 2016, the Roger Stott Community Grant is named in honour of our founding Chairman who sadly passed away in 2015. Roger Stott was instrumental in establishing the firm foundations of the Yorkshire Dales Millennium Trust (YDMT) in 1996 and dedicated much of his life to the area.

Roger Stott Community Grant is designed to fund and respond to the diverse needs of small, mostly rural voluntary and community groups who are making a difference to the lives of local people. It is to enable small groups to continue and expand their work for the benefit of the local communities. It is for Capital or Revenue projects. For example, revenue costs such as staff costs, events, meetings, workshops, a contribution to rent, training courses or conference attendance, training for volunteers, funding to support a group to achieve a quality or other standard; or capital costs such as computers, ovens, furniture, play equipment, materials and resources for events/activities, machinery/equipment or ICT software.

Grants can be offered up to 100% (on a project by project basis). Applications received are considered by the YDMT Trustees panel and applicants informed of the decision within two weeks of the panel date.

Please complete part 1, before moving to part 2

Part 1: Am I eligible?

Please tick your answer to ALL of the following:

About your group	YES	NO
Are you a voluntary or community group?		
Has your group been active for at least 12 months?		
Does your group have a bank account which requires two unrelated people to authorise cheques and make withdrawals?		
Does your group have a constitution, governing document or set of rules for conducting the business of the group?		
Does your group have at least three members on its governing body/management committee?		
Is this the first time your group has applied for a Roger Stott Community Grant this year?		
Is the average annual income of your group less than £30,000 over the last 3 financial years? Income is defined as all monies received including grants, subscriptions and donations.		
About your project	YES	NO
Is your project focused on the communities in the eligible Roger Stott Community Grants area (see Map)?		
Is your project grant request for no less than £250 and no more than £1,500?		



If you answered “**NO**” to any of the above, we are unlikely to be able to fund your project at this time. Please contact us on the telephone number below if you need further assistance or advice.

If you answered “**YES**” to ALL of the above, you are probably eligible to apply, please complete an application form and send all of the details to us.

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General Rules

Roger Stott Community Grant will not fund the following:

- statutory organisations, local authorities, schools and the police force. Projects that duplicate or replace existing services or facilities that are a statutory responsibility. NB: PTA's are eligible applicants however the project must be for extra-curricular provision, equipment, facilities etc.
- regional or local offices of a national organisation
- "arms length" public sector organisations that are controlled wholly or in part by, for example, a local authority, a primary care trust or agencies of these
- any party political activity
- religious activities that are accessible only to people of a particular faith
- commercial ventures
- general fundraising appeals. We will consider being part of a bigger project but in this scenario we would want to fund a discrete part of the project and not just be part of the general fundraising appeal.
- retrospective projects i.e. any expenditure that has been incurred prior to the grant award date
- organisations that are for the sole benefit or relief of animals or plants. Roger Stott Community Grant is for the direct benefit of people within the community only. This does not preclude groups and organisations that work with animals and / or the environment to benefit people. The final judgement on this will be left to YDMT, based on their knowledge of local needs, organisations and priorities.

Further Advice and Support

Should you require any advice regarding the scheme or support in your application or supporting information, please do not hesitate to contact YDMT, Tanya St. Pierre, on

Telephone: 015242 51002

Email: tanya.stpierre@ydmtd.org

Or tell us about it here:

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Part 2: Application Form

(include additional sheets if required)

Q1 Your Group/Organisation Details

Name of your group	
Type of group (Please highlight or circle)	Voluntary/Community Group Registered Charity Community Investment Company Other: (Please state)
Group Address including postcode	
Website address (where applicable)	
Main Contact	
Position in group	
Telephone number	
Email Address	
Second Contact	
Position in group	
Telephone number	
Email Address	

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Q2 About Your Organisation/group

Tell us the main aims, objectives and activities of the group	
Which town, village or District Council area do you operate in?	
What MONTH and YEAR was the group established?	

Q3 Project Timescales

Please state when you intend on starting and completing your project. Please note, grants are awarded for a 12-month period only after which grant offers are reviewed.

Start date (month/year)	<input type="text"/>	<input type="text"/>	End date (month/year)	<input type="text"/>	<input type="text"/>
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Q4 Project Detail

Name of your Project
Please describe your project aim and objectives. In other words, what are you wanting to do and how will you do it.

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Please tell us how this project and/or grant will enable your group to continue or expand the work that it does.

Q6 Project Site Details (if not applicable move to Q7)

Village, town or location where the project will be delivered	
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Designations and Permissions		
Does any of the following apply to your Project? (please tick)	Yes	No
• Planning Permission		
• Listed Building Consent		
• Conservation Area Consent		
• Tree Preservation Order		
• Scheduled Ancient Monument Consent		
• Building Regulations		
• Environment Agency Consent		
• Common land or village green?		
• Site of Special Scientific Interest, National Nature Reserve or Special Area of Conservation?		
• Other – please specify		

If you answer 'Yes' to any of the above, please include evidence of permission.

Are you the owner of the project site?	YES	NO	Not applicable	
*Are you the tenant with leasehold of 5 years or more from the date of this application?	YES	NO	Not applicable	

*If you are the tenant with the leasehold, please include evidence of permission.

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Q7 Project Costs

Please complete this section detailing your project costs of all individual items which you intend on purchasing with the use of a grant, and how much you are applying for from Roger Stott Community Grant. Please note the minimum grant available is **£250** and the maximum is **£1,500**.

Where an organisation is unable to reclaim VAT on purchases; this cost can be included as a legitimate expenditure within this application.

Are you registered for VAT?

Yes

VAT Number

No

Project Cost (please use a separate sheet if you need to list more items)		
Capital items e.g. computers, ovens, furniture, play equipment, materials and resources for events /activities, machinery/equipment or ICT software Please note we require 2 quotes for all individual items over £500 and 1 quote for individual items under £500.	Total cost of each item (£) Excluding VAT	Total cost of each item (£) Including VAT
Estimated revenue costs e.g. staff costs, events, meetings, workshops, a contribution to rent, training courses or conference attendance, training for volunteers, funding to support a group to achieve a quality or other standard. Please provide full details of how you have costed these items in supporting documents e.g. hourly rates.	Estimated cost of each item (£) Excluding VAT	Estimated cost of each item (£) Including VAT
Total Project Costs	£	£

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Q8 How you will fund Project Costs

Please tell us how much you are requesting from Roger Stott Community Grant.

Where the amount applied for from Roger Stott Community Grant does not equal the total project costs, please tell us below where your “match funding” is coming from, e.g. *additional fund raising, another Funding Organisation, Organisation bank reserves, in kind contribution of materials or activity.*

How will your project be funded?			
Funder	Amount Requested (£)		
Roger Stott Community Grant	£		
Other Funder / Source (please list below)	Amount	Confirmed (Y or N)	Decision Date
	£		
	£		
	£		
	£		
Total Project Costs**	£	£	

**Total Project Costs must be the same figure as in Question 7.

Q9 Bank account details

If your application is successful, the grant will be paid by cheque in advance. At the end of the project you will evidence the expenditure with relevant invoices. Please use the space below to provide your account details and to demonstrate that you have at least 2 signatories on the account.

Bank							
Bank Account Name							
Sort Code							
Account Number							
Name of first signatory							
Name of second signatory (if applicable)							

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Q10 Roger Stott Community Grant Declaration

I declare to the best of my knowledge that the information given in this application form and any supporting material is correct. I confirm that the group named in Question 1 of this application form has authorised me to sign this agreement on their behalf.

Main contact (contactable person for the application)

Signed:

Date:

Group
Position:

