

YDMT Grants

Guidance and Standard Agreement

(version April 2024)



Note that this Guidance and the Application Form are occasionally revised so please check that you have the latest versions (available from www.ydmt.org/grants).

1. Introduction

Yorkshire Dales Millennium Trust is a small charity doing big things to support the People, Landscape and Wildlife of this special area. We do this by delivering projects, raising and distributing funds to enable others to deliver projects, and working in partnership to maximise our impact.

2. What are YDMT Grants?

Grants of between £250 and £7500 are available to support projects and organisations that help us to deliver at least one of our three aims:

- People: YDMT supports people to live in, visit and care for the area
- Landscape: YDMT helps to protect and enhance the landscape and culture of the area
- Wildlife: YDMT helps to protect and enhance the wildlife of the area

Projects and organisations must be within the Yorkshire Dales National Park or Nidderdale National Landscape, or close to their boundaries. Projects and organisations outside of this area that clearly provide significant benefits to the area or its communities may still be considered.

We welcome applications from public bodies, voluntary and community groups, social enterprises, charities, partnerships, young people, individuals, landowners, farmers and businesses.

The grant applicant is the individual or organisation that will be receiving the grant monies. The applicant name and the bank account name you provide in the application **must** be the same – if they are not, please contact us before submitting your application (see section 9).

Applications can be submitted at any time. If your application is fully completed when we receive it, then we aim to give you a decision within six weeks.

3. What can YDMT Grants be used for?

There are two types of grant:

Project grants can pay for:

- protection, restoration, enhancement and creation of natural, built and cultural heritage
- surveying, recording, interpretation and monitoring of natural, built and cultural heritage
- maintenance of woodland projects
- improved public access, including bridleways, cycling and walking tracks
- educational, training and recreational initiatives
- activities and resources to support community development

Project grants are usually paid in arrears once the project is complete. Where this might cause cash flow difficulties we can process interim claims or, at our discretion, we can provide an upfront payment (eg for community groups).

Unrestricted grants can pay for:

- an organisation's revenue costs such as salaries, rent, insurance and volunteer travel expenses

Unrestricted grants are paid upfront. The maximum Unrestricted grant you can apply for is £4000.

There is limited funding available and we will not be able to support all applications. We will only consider one application from you at any time, so please prioritise your project ideas. If you are offered a grant, in general you need to complete that project before applying for another grant (please contact us before applying again).

4. YDMT Grants will not fund:

- projects that don't help to deliver YDMT's aims
- projects with little or no public benefit
- projects that don't have the landowner's consent
- projects in which a significant proportion of costs could be met by other grant schemes
- statutory obligations
- party political activity, and religious activities that are accessible only to people of a particular faith

5. Your project costs

You need to tell us what the project costs are (to the nearest pound) and what the total project cost is. We can only contribute to the costs that you have included in your application (or by later written agreement).

Mileage costs can be reclaimed at a rate of 45p/mile. Accommodation and subsistence can be reclaimed at a rate of up to £30/day.

Only include VAT if you are unable to reclaim it.

For Project grants, please submit quotes with your application form, as follows:

- Items of expenditure of less than £1000 require a single written quote
- Items of expenditure of £1000 or more but less than £5000 require at least two written quotes
- Items of expenditure worth £5000 or more require at least three written quotes

If you haven't yet requested quotes, you will need to provide them before we give approval to start the project. We would like to see local contractors and suppliers used where possible, due to the additional public benefits and support for the local economy (even if this increases the costs slightly).

6. Your grant request

Depending on the type of applicant, the nature of the project, and the public benefits of the project, YDMT Grants can cover between 50% and 100% of project costs (up to the maximum grant level):

Applicant	Project grants	Unrestricted grants
Businesses and profit-making organisations	Up to 50%	N/A
Parish and town councils	Up to 75%	N/A
Registered charities, non-registered charities, social enterprises	Up to 75%	Eligible
Voluntary and community groups, individuals, landowners	Up to 100%	N/A

Please note that we would encourage **all** applicants to seek match-funding, as this increases a project's value for money and helps our grant funding go further. Your match funding contribution can consist of your cash, donations or other grants. We cannot accept volunteer time as your match funding (though we do recognise and value the efforts of volunteers).

7. Designations and Permissions

You need to tell us about any designations, consents or permissions relevant to your project, and provide evidence that you have secured all that are needed for the project to go ahead. This could include, but is not limited to, Site of Special Scientific Interest, Common Land, Listed Building Consent, or Scheduled Monument Consent.

8. Intellectual property

For projects that create or use intellectual property, you need to get all permissions, waivers and licences from any other person or organisation that may be entitled to any intellectual property rights that exist or will be created to allow you to carry out and complete the project in line with your application. We reserve the right to request copies of any such permissions, waivers or licences.

9. Completing and submitting your application

Before completing your application please carefully read this Guidance and Standard Agreement. If you have any queries please email grants@ydmtd.org (or phone 015242 51002 and ask for the YDMT Grants Officer).

Make sure you have completed all relevant questions and sections of the form with sufficient detail (but keep within the word limits). Mark any questions that are not relevant as N/A. If your application is incomplete or unclear, we will be unable to assess it and reach a decision. **Depending on your project, we may need to ask for additional information not requested in the application form.**

Email your fully completed application form and any supporting information to grants@ydmtd.org

Alternatively, post it to YDMT Grants, YDMT, Old Post Office, Main Street, Clapham, LA2 8DP.

10. What we will assess

The assessment of your project will be based on the information you provide on the application form and any supporting information, so please ensure that you answer each question as fully and as clearly as possible. We will assess how your proposal:

- helps to deliver YDMT's strategic aims
- offers value for money (including the public benefits of the project in relation to the costs)
- has a clear need for YDMT funding
- promotes far greater levels of public benefit than private gain
- provides a lasting legacy

11. Successful applications

If your application is successful, we will send you our formal Grant Offer. You will be able to start your project as soon as you have met any conditions, have secured any match funding needed, have provided any outstanding paperwork (eg quotes), and you have our written permission (you will not be able to claim back any monies spent before this is given).

12. Reporting on progress and monitoring your project

You will be expected to report progress to us on a regular basis, which will be agreed with you before you start the project and as the project progresses. We may choose to alter the frequency of reports depending on how well the project is progressing.

Please provide up to three project milestones. A milestone marks the achievement of a recordable event or the end of a particular phase of the project. Please carefully select milestones that are appropriate and achievable, as grant claims are dependent on you achieving the milestones. If you are offered a grant, the milestone dates will be reviewed and will form part of the grant offer.

Depending on the nature of your project, we may arrange a site visit.

All applicants have to complete a short evaluation form before final claims are processed.

13. Project publicity and acknowledgement

Public support, understanding and appreciation are vital to the success of YDMT and its charitable work, including YDMT Grants. If we give you a grant, you must acknowledge it and promote your project as widely as possible.

14. You must:

- adhere to the terms and conditions set out in the Standard Agreement (overleaf)
- if appropriate, maintain the completed project in good repair and condition for ten years from the completion date of the project

YDMT Grants: Standard Agreement

- 1. By submitting an application to Yorkshire Dales Millennium Trust (YDMT, referred to as 'us', 'we' or 'our' in these Terms and Conditions), the grant applicant named in the application (referred to as 'you') agrees, if awarded a grant, to:**
 - 1.1. use the grant only for your project as described in your application or otherwise agreed with us in writing, and only for expenditure incurred after the date of your grant award;
 - 1.2. maintain the completed project, if appropriate, in good repair and condition for ten years from the completion date of the project;
 - 1.3. provide us promptly with any information and reports we require about the project and its impact, both during and after completion of the project;
 - 1.4. act lawfully in carrying out your project in accordance with best practice and guidance from your regulators, and follow any guidelines issued by us about the project or use of the grant and let us know promptly about any fraud, other impropriety, mismanagement or misuse in relation to the grant;
 - 1.5. acknowledge YDMT's funding - depending on the nature of your project, acknowledgement of your grant must be clear to all visitors using your site, on publications, on interpretation panels, displays or plaques, on your website, to people taking part in activities, and in written or spoken presentations. This will include the use of logos and an agreed reference in any text. YDMT must approve all material (eg designs, press releases, etc) before it is produced/distributed;
 - 1.6. have a UK-based bank or building society account which satisfies our requirements and requires at least two unconnected people to approve all transactions and withdrawals (unless you are applying as an individual);
 - 1.7. immediately return any part of the grant that is not used for your project or which constitutes unlawful subsidy;
 - 1.8. where your project involves working with children, young people or vulnerable adults, adopt and implement an appropriate written safeguarding policy, obtain written consent for involvement in the project from legal carers or guardians, and carry out background checks for all employees, volunteers, trustees or contractors as required by law;
 - 1.9. co-operate with any research or evaluation-related activities which we carry out and further confirm that we may use any part of your application and/or project information for research or evaluation purposes;
 - 1.10. acknowledge that we may carry out post-grant assurance checks to ensure that grants have been spent in accordance with these Terms and Conditions and may contact you about this after the grant has been spent;
 - 1.11. comply with data protection laws and obtain the consent of your beneficiaries for you to receive and process their personal information and contact them;
 - 1.12. keep accurate and comprehensive records about your project both during the project and for 12 months afterwards and provide us with copies of those records and evidence of expenditure, such as original receipts and bank statements;
 - 1.13. YDMT publicising and sharing information about you and your project including your name and images of project activities. You hereby grant us a royalty-free licence to reproduce and publish any project information you give us. You will let us know when you provide the information if you don't have permission for us to use it in this way.
- 2. You acknowledge that we are entitled to suspend or terminate the grant and/or require you to repay all or any of the grant in any of the following situations. You must let us know if any of these situations have occurred or are likely to occur:**
 - 2.1. You use the grant in any way other than as approved by us or fail to comply with any of these Terms and Conditions.
 - 2.2. You fail to make good progress with your project or are unlikely in our view to complete the project or achieve the objectives agreed with us.
 - 2.3. You have match funding for the project withdrawn, or receive or fail to declare any duplicate funding for the same project costs as funded by the grant.
 - 2.4. You provide us with false or misleading information either on application or after award of the grant, act dishonestly or are under investigation by us, a regulatory body or the police, or if we consider for any other reason that public funds are at risk or you do anything to bring YDMT into disrepute.
 - 2.5. You enter into, or in our view are likely to enter into, administration, liquidation, receivership or dissolution.
 - 2.6. You receive any grant money incorrectly either as a result of an administrative error or otherwise. This includes where you are paid in error before you have complied with your obligations under these Terms and Conditions and Grant Offer Letter. Any sum, which falls due under this paragraph 2.6, shall fall due immediately. If you fail to repay the due sum immediately or as otherwise agreed with us, the sum will be recoverable summarily as a civil debt.

3. If any part of your Grant is to buy or build, refurbish, extend or alter land and/or buildings (“Property”), these terms and conditions will apply:

- 3.1. You must own either the freehold or leasehold interest in the Property and you must provide satisfactory proof of this ownership.
- 3.2. If your ownership is leasehold, the lease must be for a minimum term of 5 years from completion of any works and the lease must not contain any break clauses.
- 3.3. If you do not own either the freehold or leasehold interest in the Property, then you must have the landowner’s permission in writing.
- 3.4. You must provide confirmation that all necessary consents for the development and/or use of the Property have been obtained.
- 3.5. You must not sell, lease, let, sub-let or otherwise dispose of or change the use of the Property without first obtaining our written consent, which may contain conditions which you will have to meet. If you sell or dispose of the Property, you may have to repay us all or part of the money you have received from us.

4. If part of your Grant is to fund the purchase or enhancement of equipment, only the following conditions will apply:

- 4.1. You must provide us with evidence that the equipment is validly owned by you.
- 4.2. You must retain the equipment for 10 years from date of purchase (the “Grant Period”) and use it only for the Project.
- 4.3. You must keep the equipment safely, in good repair and condition and adequately insured for the duration of the Grant Period.
- 4.4. You must not sell or dispose of the equipment during the Grant Period without first obtaining our written consent and if required, you must pay us a share of the proceeds from any disposal.

5. You acknowledge that:

- 5.1. The grant is for your use only and we may require you to pay us a share of any proceeds from disposal of assets purchased or enhanced with the grant.
- 5.2. We will not increase the grant if you spend more than the agreed budget and we can only guarantee the grant as long as YDMT continues to operate.
- 5.3. The grant is not consideration for any taxable supply for VAT purposes.
- 5.4. We have no liability for any costs or consequences incurred by you or third parties that arise directly or indirectly from the project, nor from non-payment or withdrawal of the grant, save to the extent required by law.
- 5.5. These Terms and Conditions will continue to apply for one year after the project has been completed. Clauses 1.2, 1.3, 1.5, 1.7, 1.9, 1.11, 1.13, 3.5, 5.4 and 5.5 shall survive expiry of these Terms and Conditions.