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**GRANT APPLICATIONS**

Guidance Notes

The Tarn Moor Estate provides grants to individuals, charitable organisations and other voluntary groups. These notes should be read by applicants completing the Tarn Moor Yorkshire Common Application Form (YCAF).

1. **Invitation to apply**

The YCAF may be used for applications for grants which comply with the criteria set out in these Notes.

A copy of the YCAF may be downloaded from our website [www.tarnmoor.co.uk](http://www.tarnmoor.co.uk) and may also be sent to applicants electronically in response to email enquiries.

1. **Procedures for completion of YCAF**

The YCAF must be completed using the editable PDF featured on our website which has been emailed to you with these notes. All editable PDFs should be returned to us electronically by email or applicants may, if they wish, print a paper copy of the form and send it back to us by post.

1. **Priorities for grants**

Applications may be made to us for the capital costs of projects, services and activities which provide benefit for the people in Skipton.

Grants are not normally given for revenue purposes, e.g. for support for maintenance of equipment or for staff costs, but individuals may apply for support for the revenue costs of furthering their education, eg for training course sessions.

1. **Eligible organisations**

Applications are invited from the following types of Skipton-based applicants:

* charities
* non profit-making organisations
* community groups
* individuals
1. **Key criteria for grants**

The Tarn Moor Estate has a charitable object to benefit the people of Skipton and eligible applications must fit this criterion. Applicant groups must be based in the parish of Skipton and applicant individuals must live within the parish.

All proposals eligible for grant must be of benefit to the people of Skipton, and the way this is to be achieved must be explicitly explained and evidenced on the application form.

1. **General criteria for grants**
* Applications cannot be considered if the above requirement is not met.
* There is no lower or upper limit to the size of grants which may be applied for, but grants are normally made in the range £200-£5000. This form may be used by applicants for more substantial grants as a first stage in the process, which may then involve further engagement with the Trust in different ways, eg by meetings, site visits and follow-up arrangements.
* Grants will normally be made for the capital costs associated with eligible projects, such as purchasing new equipment or services, undertaking one-off expenditure on an activity, organising or building new facilities, or making improvements to existing ones
* Applicants, if groups, will be expected to provide details of the number of trustees or directors or other individuals holding positions on the governing body or management committee within the applicant organisation and will be expected to provide documentation in evidence of this. Please see, at the end of this form, the list of Supporting Documentation required to be submitted with this application.
* Group applicants will be requested to provide financial information (as set out in the list of Supporting Documentation at the end of this form), and consideration will be given to evidence of ongoing planning beyond project completion, including evidence of financial viability in the longer term. We will have discretion to take account of applicants’ other sources of funding, such as other grants secured and/or pledged.
* Wherever possible, bank account details are required for payment of grant.
* Applicants may be asked to submit further information as appropriate.
* For all applications, we may, at our discretion, give priority to applicants who have not received funds before or who offer new benefits that meet our priorities.
* All grant awards are made at the discretion of the Trust and the decision of the Trustees in each case is final.
1. **Assessment process**

Our normal arrangements and cycle for the assessment of grant applications is as follows:

* Applications received at any time for submission to Trustees at next diarised quarterly meeting
* Quarterly Trust Board meetings held January, April, July and October

Our procedures for assessing and deciding on submitted YCAFs:

* we will acknowledge receipt of each YCAF and contact applicants for further information if necessary
* we will immediately inform applicants if their application is not eligible for consideration
* we will, within 14 days, inform applicants if we have accepted an application for consideration and tell them when it will be put forward to the Trustees, ie at the next quarterly meeting
1. **Next steps**

After consideration of eligible YCAFs, applicants will be informed of our decision and, if a grant is approved, applicants will receive an email, setting out:

* arrangements for payment of grant
* any reporting requirements during period and at end of grant-supported project, service or activity
1. **Supporting documentation for submission with this form (as applicable for group applicants):**

Scheme document or constitution

Memorandum and Articles of Association

Most recent audited financial accounts

Recent bank statement

1. **Our contact details:**

Tarn Moor Estate

c/o Dacre, Son & Hartley

17 Albert Street, Harrogate, North Yorkshire, HG1 1JX

01756 711305

tarnmoorclerk@gmail.com