

# RIPON CITY COUNCIL PARTNERSHIP FUNDING SCHEME GUIDANCE NOTES & CRITERIA

## Introduction

*Ripon City Council's Partnership Funding scheme is designed to be a medium term pledge of financial support to local organisations.  
Individual funding applications will not exceed £3,500.*

These guidance notes should be read in conjunction with, and prior to completing, the application form. Please do not hesitate to contact us if you have any questions, require help filling in the form or need either of the scheme's documents in **larger print**.

## Who is this scheme for?

- The scheme is open for applications from any Ripon organisation which has charitable status or which runs as a not-for-profit, community organisation where membership is open (i.e. no discrimination on the grounds of gender, race, religion or sexuality).
- Funding applications must clearly be of benefit to the people of Ripon as the Council's Partnership Funding scheme is funded by the precept (money collected through the Council Tax levied on Ripon residents).
- If the applicant is not a wholly Ripon based organisation it may be necessary to ring-fence any grant from the Council towards a Ripon based event, project or activity.
- The Council will not consider applications for commercial organisations or from individuals.
- Any project that only benefits people or causes outside of the City will not be considered.
- The Council does not provide funding to political groups or projects of a directly political nature.
- The Council will not award funding to organisations seeking to fulfil a statutory obligation or service.

## How will the Council decide who funding is awarded to?

The Council wants to ensure that the funding it has is awarded fairly and is used to best effect in Ripon.

All valid applications will be considered by Full Council after the initial application period closes.

The initial application period is between 18/04/2024 and 31/05/2024.

Tel: 01765 604097 Email: [admin@riponcity.gov.uk](mailto:admin@riponcity.gov.uk)



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### **How to apply for funding.**

Please complete the scheme's application form and return it to either [admin@riponcity.gov.uk](mailto:admin@riponcity.gov.uk) or by post to the Town Hall.

### **Guidance on filling in the application form.**

There are no trick questions on the application form. Please try and answer every question but feel free to ask for help if you need it. The Council may request additional information from you before coming to a decision over whether or not to award funding e.g. evidence that your organisation is bona fide.

Please answer each question honestly – the Council may seek independent advice and verification on any aspects of the applications which it receives.

### *Section 1- Applicant Details*

- The Council cannot award funding to an individual, so your organisation must have its own bank account.
- The main contact should be someone who we can easily contact, during the working week, if we have any questions or queries about your application.

### *Section 2 – Organisation Details*

- This section relates to the organisation which was named in Section 1.
- The Council wants to know how many people are involved with your organisation. This is so we can see how many people will be involved in delivering your ideas.
- The Council's Partnership Funding scheme is a means tested fund. This is because the Council wants to be sure that the money it is distributing goes to the organisations which need it most. If your organisation has significant reserves then please explain what they are for and why they can't be used for the ideas in this application.

### *Section 3 – Details*

- Please describe the what the funding will be used for and provide details of what the expenditure entails. Please remember that the person reading your application form may not be familiar with your organisation or the work that it does.
- Please estimate the number of people that you expect to benefit from this funding. Please be realistic with the figure that you provide. The Council will not provide a grant that is for the benefit of a single individual.
- Please indicate what sectors of the Ripon community your funding will benefit. Please tick all that apply, although it will not prejudice your application if you only tick one. The Council wants to ensure that the money it allocates is spread across a wide section of the Ripon community.

### *Section 4 – Costs and Funding*

- In the event of over-subscription to the scheme the Council may decide to award amounts which are lower than those applied for. This will only be done after discussion with the applicant, to ensure that the desired funding outcomes can still be achieved.
- You cannot apply for more than £3,500.
- The Council will consider applications for both capital and revenue costs. However, if you are applying for funding to help with revenue costs, you should explain how this funding will enhance the existing work of your organisation.
- The Council wants to ensure that the funding it awards contributes to a sustainable community and it is therefore important to show how you are planning for the long term future of your ideas.

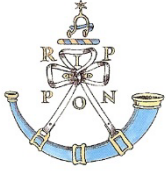
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## **RIPON CITY COUNCIL PARTNERSHIP FUNDING SCHEME GUIDANCE NOTES & CRITERIA**

- The Council recognises that your ideas may benefit from 'in-kind' contributions and that these may be as important as any other monetary contributions. A space is offered to detail these contributions. An example of an 'in-kind' contribution would be volunteers' time which is given at no cost.

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### **Supporting Information**

You can use Section 5 of the application form to tell the Council about anything else which you think is relevant to your application. You can also send us any additional supporting information which you think is relevant.

Please make sure that you attach all the information requested in Section 6.

### **What conditions will be attached if funding is awarded?**

1. Funding is subject to the Service Level Agreement (SLA) and agreed defined outcomes.
2. The Council may attach any conditions it deems appropriate to funding awards. These will usually be discussed with the applicant prior to an award being made.
3. Funding **MUST** be used for the purpose for which it is given. If the applicant fails to use the funding for the appropriate purpose or fails to adhere to the funding conditions the Council reserves the right to insist that the funding be repaid in part or in full, and to withhold any further payments.
4. Funding must be used by the end of each financial year of the Council and evidence of expenditure provided to fulfil our audit requirements.
5. Successful applicants are expected to give credit to the support received from Ripon City Council in any publicity by using our logo. If you plan to take part in any publicity or issue a press release we ask that you contact Ripon City Council with any draft material.
6. The Council will carry out a review/monitoring exercise every 6 months which successful applicants will be required to take part in.

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