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[FUNDING BODY NAME AND LOGO]

Funding BODY EMAIL  AND OTHER CONTACT DETAILS

yORKSHIRE COMMON APPLICATION FORM (YCAF) template guidance NOTES FOR FUNDING BODIES

**Notes for funding bodies using this template document**

1. These Guidance Notes have been developed for funding bodies which may not have such guidelines already in place for applicants, or who may wish to update or revise an existing document for use with the Yorkshire Common Application Form (YCAF).
2. The Notes may be amended by funders as necessary to fit their own specific criteria or circumstances from time to time and are intended mainly as a prompt to help with structure and suggest possible content for such a document.
3. A number of optional questions are provided at the end of the application form and funders may include them if they find them appropriate. These are questions 31 – 40.
4. Funders can decide if they wish to ask for less of the Supporting Documentation from applicants at the very end of the YCAF. Eg. You may review all applicants’ accounts on the Charity Commission website and so don’t feel it is necessary for the applicant to send them.
5. Suggestions for content are highlighted throughout this template by means of square brackets and sample wording (shown referenced e.g. in the brackets). Funders may wish to use elements of the drafting provided or may substitute their own.
6. Depending on their knowledge and experience of their applicant base, funders may also find it useful to refer in their Notes to the availability of different versions of the form on request, eg in a different language, or with a filter for ease of use by applicants with a visual impairment.

**GRANT APPLICATIONS**

[Logo here]

Guidance Notes

[Name of funding body] provides grants to [individuals, charitable organisations and other voluntary groups]. These notes should be read alongside the Yorkshire Common Application Form (YCAF) for grants made by Yorkshire-based funders.

1. **Invitation to apply**

The YCAF may be used for applications for [capital] [and revenue] grants up to [£5,000] in value which comply with the criteria set out in these Notes.

A copy of the YCAF may be downloaded from [website] [is sent to applicants electronically in response to email enquiry].

1. **Procedures for completion of YCAF**

[The YCAF may be completed online via the link or using the Word version of the form available on our website] and/or [via the link or the Word document which has been emailed to you with this form]. All completed forms using the Word version 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 projects, services and activities which focus on the following key priorities:

* [e.g. disabled people]
* [e.g. young people]
* [e.g. support for the arts]
* [e.g. support for sporting activities]

[Grants are not normally given for the following types of activity:]

* [e.g. support for maintenance of equipment]
* [e.g. staff recruitment]

1. **Eligible organisations**

Applications are invited from the following types of organisations and groups

* [e.g. charities]
* [e.g. non profit-making organisations]
* [e.g. community groups]

[Grants are not normally made to the following types of applicants:]

* [e.g. local authorities]
* [e.g. profit-making organisations]
* [e.g. individuals]
* [e.g. applicants who have previously received funding from us]
* [e.g. applicants who have applied to us unsuccessfully in the past for the same project, service or activity]

1. **Key criteria for grants**

Applications should fit the following criteria:

* [e.g. provision of benefit within a specified area of benefit]

All proposals eligible for grant must be of benefit to [ ], 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 [ ] requirements are not met.
* There is no lower limit to the size of grants which may be applied for, but please see Note below if you wish to apply for a larger grant.

*Note: please contact us if you wish to apply for a grant of more than [£5,000]; a separate application process may be applicable.*

* Grants will normally be made for –
* [e.g. the capital costs associated with eligible projects, such as purchasing new equipment, organising or building new facilities, or making improvements to existing ones]
* [e.g. the revenue costs of maintaining assets retained for the purpose of eligible activities]
* [e.g. staffing costs for carrying out eligible projects ]
* Applicants 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 the form, the list of Supporting Documentation required to be submitted with this application.
* Applicants will be requested to provide financial information (as set out in the list of Supporting Documentation at the end of the 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 [Funding body] 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:

* [e.g. number of grant rounds in year]
* [e.g. key dates for submission to each grant round]

Please see our website for details of our next funding dates and deadlines.

Our procedures for assessing and deciding on submitted YCAFs:

* [e.g. we will acknowledge receipt of each YCAF and contact applicants for further information if necessary
* [e.g. we will assess each application to validate it, normally within [4 weeks]
* [e.g. we will, within [14 days] inform applicants if their application is not eligible for consideration
* [e.g. we will, within [14 days] inform applicants if we have accepted an application for consideration and tell them when it will be [put forward at the [relevant 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 offer letter, setting out:

* [e.g. our terms and conditions]
* [e.g. our requirements for acceptance/signing of the offer letter]
* [e.g. arrangements for payment of grant]
* [e.g. reporting requirements during period and at end of grant-supported project, service or activity]

1. **Other sections, as relevant, for example statements on:**

Equality and Diversity

Environment Policy

Data Protection, including Privacy Statement

Publicity

1. **Our contact details:**
2. **Supporting documentation for submission with the form (as applicable for individual applicants):**

Scheme document or constitution

Memorandum and Articles of Association

Most recent audited financial accounts

Recent bank statement