

### Small Grants Guidance Notes

This Guidance is to help applicants complete the Small Grants Application Form where the sum requested is up to £2000 in value. Please complete all questions in full and return (details below) with the following documents:

- The group's rules/governing document or Constitution
- A set of recent accounts
- A current bank statement.

[Town & Parish Councils are exempt from supplying these documents].

The fund panel will prioritise applications that show some contribution from your own organisation towards the project. This can be cash, volunteer time, donated materials, equipment loan or free use of land/buildings.

The fund can support community, charitable, educational, and not for profit activities for the benefit of the communities within the area of benefit and for activities prioritised in the parish plans of the parishes within the area of benefit.

The fund cannot pay for anything that:

- Is retrospective e.g. bought before the application is made and the fund panel have made a decision
- Promotes a particular religion or political party
- Detrimental to the interests of the developer of Goole Fields Wind Farms
- Is for a specific individual
- It is the statutory service of the local authority, police, fire service, health service, coastguard or parish council to provide.

What happens when you submit an application?

- Your application will be emailed to all fund panel members who will be given a deadline to reply
- The administrator will collate the responses from fund panel members and act on a majority decision
- The administrator will email or write to you telling you whether or not your application has been successful
- If your application has been successful the administrator will arrange for the money to be paid directly into your bank account.

Please note that if your application is successful you will be required to complete a one page form detailing how you have spent the money and send this to the fund with copies of receipts.

If you have any questions or require any help with your application please do not hesitate to contact the fund administrator on: Telephone: 01482 391655 or by email [ruralfunding@eastriding.gov.uk](mailto:ruralfunding@eastriding.gov.uk).

Completed applications Forms should be sent by email attachment to [ruralfunding@eastriding.gov.uk](mailto:ruralfunding@eastriding.gov.uk).