



**YORhub – Construction Frameworks for Yorkshire and the Humber**

**Economic Regeneration Theme**

**YOR4Good Fund**

**Cash Grant Fund Application Guidance Notes**



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### Cash Grants Generally:

1. YORhub Framework Contractors have made commitments to deliver positive social value outcomes which will benefit local communities within the area covered by the YORhub Frameworks (please see the map on page 15). The YOR4Good Fund has been created to deliver these social value outcomes by providing benefit in kind or monetary support to small scale community projects in the YORhub area. These Guidance notes explain the process for applying for monetary support only, in the form of a cash grant from the fund. See point 9. below for information regarding benefit in kind support.
2. All applications for cash grants are to be made through the East Riding of Yorkshire Council's grant application portal:  
<https://eastridingofyorkshirecouncil.flexigrant.com/default.aspx>. Please register to apply for and submit your YOR4Good Cash Grant Fund application via the portal.
3. If you are unable to apply for or submit an electronic YOR4Good Fund application via the portal, please contact Stan Brown by email at [stan.brown@eastriding.gov.uk](mailto:stan.brown@eastriding.gov.uk).
4. All applications must be sponsored by a YORhub Framework Client or Contractor. A list of Clients and Contractors can be found on pages 16 to 18. The sponsor is required to collaborate in the application process and sign a declaration, supporting the project identified. The sponsor does not have any responsibility for the delivery, or financial support of the proposed project. Their role is to assist with linking the scheme with the YORhub Frameworks and the YOR4Good Fund key themes. It will not be possible to submit the application without the Sponsor Declaration. To expedite this requirement, please contact your proposed sponsor prior to making your application, to ensure their support and participation.
5. If you need assistance in attracting a sponsor, please contact Stan Brown by email at [stan.brown@eastriding.gov.uk](mailto:stan.brown@eastriding.gov.uk).
6. YOR4Good applications via the grant application portal are for cash grants only; to a maximum value of £10,000 per project. In exceptional circumstances grants of up to a limit of £20,000 can be awarded. Contact Stan Brown - [stan.brown@eastriding.gov.uk](mailto:stan.brown@eastriding.gov.uk) if you consider that such exceptional circumstances apply to your project. This could be where there would be excellent social value outcomes or where a very high scoring project would not go ahead without additional support. However, higher cash grants would also depend on the availability of funds and require additional approvals so will be quite rare.
7. Only 1 cash grant application can be made per project; however, a Client or Contractor can sponsor multiple projects.

8. All projects awarded a cash grant from the YOR4Good Fund must start within 6 months of the application approval and be completed within 12 months of the start date.
9. The YOR4Good Fund also operates a separate method of awarding resource support often referred to as 'benefit in kind' (rather than a cash grant). This is known as a Site Initiative, for details of this initiative, contact Stan Brown by email at [stan.brown@eastriding.gov.uk](mailto:stan.brown@eastriding.gov.uk).
10. Previous recipients of a cash grant (or resource support) from the YOR4Good Fund must wait 2 years from completion of their previous project before they can apply again, however these projects may receive a lower priority to ensure the grant funding is distributed evenly.

#### **Insurance:**

For all projects awarded a cash grant, where deemed necessary, appropriate levels of insurance are to be held for the project and demonstrated accordingly. Any insurance held should include cover for any assets bought or rented as well as any events or activities being held. Obtaining the appropriate insurance is the sole responsibility of the applicant.

#### **Safety:**

It is the sole responsibility of the applicant to ensure that any works, events or activities are undertaken safely and in accordance with all relevant health & safety and legislative requirements where applicable.

#### **Data Protection:**

Any personal data submitted as part of an application will be held in accordance with the General Data Protection Regulations 2018. For further details please visit:  
<https://www.eastriding.gov.uk/council/governance-and-spending/how-we-use-your-information/>

#### **Credit Check:**

Before your application is assessed, your organisation or sponsored organisation, may be subject to a credit check using Creditsafe (or equivalent) where possible and/or may be required to submit one year of accounts. If your organisation fails the credit check, or there are concerns with the submitted accounts the application is unlikely to be successful.

**YOR4Good Cash Grants Eligibility Criteria:****Eligibility Criteria:****Cash Grants shall not be used to:**

- **Make any payment to members of the Governing Body of the beneficiary organisation**
- **Purchase buildings or land**
- **Pay for any expenditure commitments already entered into before the grant award**
- **Fund Local Authority revenue budget works/maintenance programmes**

If you would like further information regarding the YOR4Good Fund please contact Stan Brown - [stan.brown@eastriding.gov.uk](mailto:stan.brown@eastriding.gov.uk)

**YOR4Good Cash Grant Applications must meet the essential criteria and provide defined outcomes as follows:****Essential requirements which must be met:**

- All applications must be sponsored by a YORhub Framework Client or Contractor (see point 4 above).
- The value and delivery timescales must comply with notes 6 to 8 above.
- Applications must be for cash contributions and not for benefits in kind (see notes 6 & 9 above).
- The applicant will be responsible for obtaining appropriate insurance cover for the project. (See heading above - Insurance)
- The applicant will be responsible for all aspects of Health and Safety. (See heading above - Health and Safety)

**Note that Applications not meeting the above requirements will fail.**

**Essential outcomes– The project must contribute to one or more of the three YORhub key Social Value themes, if not the application will fail:**

- **Sustainability** - The project will benefit the environment
- **Employment and Skills:** - The project provides skills to improve employment and skills opportunities
- **Economic Regeneration** - The project will help to revitalise a community asset/reduce crime/create a healthier community/help vulnerable people

Completing the Application Form via Council's grant application portal:

<https://eastridingofyorkshirecouncil.flexigrant.com/default.aspx>

1. Upon commencing an application, a unique YORhub reference number will be generated by the portal and applied to all associated documents and communications relating to the application.
2. The application form is divided into five sections. Questions marked with an \* are mandatory, which is typically the majority of the questions.
3. To start a section, click on the start button to the right of the section heading. Some of the questions are scored relative to the responses received. Where appropriate, the maximum mark available is displayed next to the question. During the completion of the application, progress can be saved, the application closed and completed at a later date. The status of each section is monitored on the application summary page: Not Started, In Progress, or Complete.
4. All sections of the application form must be completed before the application form can be submitted. This includes the uploading of the completed applicant's and sponsor's declaration forms. Applications received where not all of the sections have been fully completed will be classified as incomplete. Incomplete Applications received at least 2 working days prior to the deadline will be returned to the Applicant. The Applicant will be informed of the reason(s) why the Application has been returned and if possible, requesting they re-submit the application by the original deadline if the organisation or group would like it to be considered. Incomplete applications received within 2 days of the deadline may also be returned to the applicant for resubmission but this cannot be guaranteed.
5. Late applications will not be considered and the Applicant will be notified accordingly.
6. Once the application is submitted via the on-line portal, it will be initially assessed to ensure the application conforms to the eligibility and application criteria.
7. Where applications do not meet the eligibility criteria the application will be rejected.
8. If supporting documents identified within Section 5 of the application have not been uploaded, an e-mail will be sent to the applicant, identifying the defined missing supporting information. A link will be provided to enable the missing information to be attached to your submission..

9. When the additional information is obtained, return to your application via the link, click on the resubmit button, then, the edit button adjacent to the relevant page heading and add the necessary document(s). Once changes have been made, select the resubmit application button. A time limit of 5 working days is applied to the correction process. Please ensure applications are resubmitted accordingly.
10. The following table summarises the questions you are required to answer via the Flexigrant Portal

Section 1: Project Summary	
Question	Guidance for response required
<b>Project Name:</b>	The project name must be relevant to the application.
<b>Project Location:</b>	The project location must be provided as a full postal address. If the location in question does not have its own postal address, you must enter an address for communication purposes and upload a site plan and map illustrating where the project will be situated. The site plan and map if required, must be uploaded in Section 5 of the application.
<b>Desired/Aspirational Project Start Date:</b>	The start and end dates are those anticipated for the project at the time of the application. <b><i>When identifying these dates, please consider the application assessment period is normally up to eight weeks but could be longer (see Cash Grants Generally - note 8 above).</i></b>
<b>Estimated duration of the project (weeks/months):</b>	
<b>Desired/Aspirational Project End Date:</b>	
<b>Total Project Cost:</b>	The total cost to complete the project. The YOR4Good Fund can normally provide up to £10,000 per project. All applications that meet at least one of the Essential Outcomes will be considered, whether applying for the grant to part or fully fund the project.
<b>Total YOR4Good Fund Cash Grant Applied For:</b>	The sum being applied for in this application, normally up to a maximum of £10,000 per project. <i>(see Cash Grants Generally - note 6 above)</i>
<b>Projected Costs:</b>	<p>Please provide a breakdown of the projected costs for the project.</p> <p>In the table you need to detail all of the project costs (if additional funding is being sort) and not just the amount you are applying for through this application. Please identify:</p> <ul style="list-style-type: none"> <li>• YOR4Good Fund Specific Item: works/goods/services that would be acquired through funds provided by the YOR4Good Fund.</li> <li>• General Item: works/goods/services being acquired by alternative funding.</li> </ul> <p>The cost breakdown:</p>

	<ul style="list-style-type: none"> <li>• will be reviewed during the application assessment.</li> <li>• will be identified within successful applicant's grant funding agreement and used to monitor the progress of a successful applicant's project, to ensure the project was delivered in accordance with the approval of the grant.</li> </ul>
<b>Have you made or do you intend to make other applications for funding to support this project?</b>	<p>Yes/No</p> <p>If the application is for part funding, please provide full details of any additional funding that will be or has been raised:</p> <ul style="list-style-type: none"> <li>• Who is providing the funding.</li> <li>• How much funding.</li> <li>• Whether the funding has been secured or not.</li> <li>• The date a decision was/will be made to provide the additional funding.</li> </ul> <p>If additional funding is already in place, you must provide supporting evidence, such as a confirmation of donation letter or bank statement must be uploaded in Section 5 of the application.</p>
<b>Section 2 – Essential Outcomes:</b>	
<p><b>These are pass/fail questions. Your application will not be considered further if your response to this question fails to suitably demonstrate how the project contributes to one or more of the three YORhub key Social Value themes.</b></p> <p><b>There is a 200 word limit per question</b></p>	
<b>You are required to describe how your project meets at least one of the following 3 outcomes:</b>	
<b>Q1. Sustainability</b>	Describe how your proposed project will benefit the environment <b>OR</b> state this is not an intended outcome of the project proposal
<b>Q2. Employment and Skills</b>	Describe how your proposed project will improve employment and skills opportunities <b>OR</b> state this is not an intended outcome of the project proposal
<b>Q3. Economic Regeneration</b>	Describe how your proposed project will help revitalise a community asset/reduce crime/create a healthier community/help vulnerable people <b>OR</b> state this is not an intended outcome of the project proposal



**Section 3 – Your Proposed Project (Scored Questions)**

**You must provide a response to all of questions 4-7.**

**25 marks are available for each question.**

**Answers are restricted to 500 words per question.**

**Any supporting documentation for Q4-7 below, can be uploaded to your application in Section 5.**

<b>Q4. Please describe your proposed project:</b>	<p>Scores will be based upon how well the need and project is explained. Your response should include as a minimum:</p> <ul style="list-style-type: none"> <li>• A full description of the project</li> <li>• How the need was established</li> <li>• The extent of community support</li> <li>• Whether it has or needs planning permission (or state it is not required)</li> <li>• If it has a good business case</li> </ul>
<b>Q5. Please describe how your proposed project will be delivered:</b>	<p>Scores will be based upon how robust plans are in place to deliver your project. Your response should include:</p> <ul style="list-style-type: none"> <li>• For example: key dates, resources if known, key tasks.</li> <li>• Who will manage the project on your behalf.</li> <li>• A project plan if you have one, providing details of project delivery including timeline.</li> </ul>
<b>Q6. Please specify which organisations or groups will benefit from your project and approximately how many people overall will benefit:</b>	<p>Higher scores will be awarded to projects that maximise the number of beneficiaries. The numbers will depend on the nature of the project.</p>
<b>Q7. Please explain how long the benefits of your project will last and what plans are in place to sustain these to secure a lasting legacy, rather than it being a one-off benefit that lacks a sustainable impact.</b>	<p>Scores will be awarded based upon the longevity of benefits and levels of support to maintain these</p>

Section 4: Applicant/Organisation Details	
Question	Guidance for response required
<b>Primary Applicant Details:</b>	This section will auto complete with your account information (information supplied when registering). If there is information missing a red <b>No</b> will be visible. Click 'Edit' and complete all mandatory fields(*) as a minimum and other fields as required.
<b>Organisation Details:</b>	Please enter the details for the organisation seeking grant funding, or of the organisation acting as lead contact where a consortium application is being submitted. <b>Please note: These should not contain personal details.</b>
<b>Is the organisation a registered charity?</b>	Yes/No
<b>Registered charity number</b>	If applicable
<b>Is the organisation a registered company?</b>	Yes/No
<b>Registered company number</b>	If applicable
<b>When was the organisation established?</b>	We do not require the exact date as that may not be known for all organisations submitting applications; however, a year of establishment is required.
<b>Type of organisation:</b>	Please select the relevant option from the list.
Section 5: Additional Information and Declaration	
Question	Guidance for response required
<b>Additional Information:</b>	This section should be used to identify information being uploaded to support this application (for example: written estimates, map/site plan, outline project plan/timeline, survey results/copy of questionnaire, planning permission application/approval – where relevant, other). Any supporting evidence/information referred to within other parts of your application should be identified here.
<b>Please upload the additional information:</b>	The information you have specified above should be uploaded here - this can be either via the 'choose your file(s)' interactive button or 'drag and drop' the relevant file.
<b>Please tell us where you heard about this funding:</b>	Please select all options from the list that are relevant
<b>Other:</b>	Please identify here if none of the above were relevant
<b>Declaration:</b>	Please download the declaration document by clicking the link, complete the declaration, save the declaration with the file name 'Declaration' and upload the document in the field below the document

	<p>link. This can be either via the 'choose your file(s)' interactive button or 'drag and drop' the file.</p> <p>The file must be named 'Declaration' before you upload it.</p>
<b>Sponsor Declaration:</b>	<p>Please download the declaration document by clicking the 'Sponsor Declaration' link and send to your sponsor for completion. Once the Sponsor has completed and returned the form please upload the completed document. This can be either via the 'choose your file(s)' interactive button or 'drag and drop' the file.</p> <p>Please name the file 'Sponsor Declaration' before you upload it.</p> <p>To expedite this requirement, please contact your proposed sponsor prior to issuing your request to ensure their support and participation.</p>

## **Assessment of Applications:**

All applications submitted will be assessed and provisionally scored by the YOR4Good Co-ordinator; each application will be scored on its merits.

Generally, applications must score at least 50 marks of the available marks to be recommended for support to the YOR4Good Fund Panel. The recommendation will include the Co-ordinator's recommendation for the cut-off score for successful applications. The cut-off score will be determined by the quality of all applications received and the amount of funding available at the time of the Panel Meeting. The YOR4Good Fund Panel comprises members of the YORhub Framework Management team and Framework Contractors. The Panel will moderate the provisional scores and finalise these to agree which applications will be supported and the amount of funding each of the successful applicants will receive.

### **Please note:**

The YOR4Good Fund reserves the right to offer:

- A grant covering the full cash value requested; or
- Partial funding as deemed appropriate by the YOR4Good Fund Panel.

The Panel may also require the submission of further information before a decision is made.

From the closing date of applications to the YOR4Good Fund, the assessment process through to notifying applicants of the YOR4Good Fund Panel's decision will normally be within eight weeks but may take longer.

## **Notification of the outcome of Applications:**

We will notify applicants of the YOR4Good Fund Panels' decision by e-mail.

If your application has been successful you will be issued:

- A Funding Award Notification letter which will detail the cash grant being offered.
- A Grant Funding Agreement and Acceptance form.
- A Bank Details form to enable us to transfer the grant.

The documents must be returned as directed within 10 working days. This will confirm your acceptance of the offer.

If your application is unsuccessful, you will be notified accordingly and we will provide feedback upon request, detailing the reasons why the application was unsuitable and provide advice on how your application could be improved.

You should not let unsuccessful applications deter you from submitting applications to future rounds of the YOR4Good Fund; however, if you were unsuccessful, it is unlikely that the re-submission of the application will result in a different decision without improvements being made.

### **Funding:**

**Cash donations will be released in two instalments:**

- **80% of the grant value released up front to aid with the funding of the project.(see below for timescales)**
- **The final instalment of up to 20% will be paid once a final monitoring form has been submitted and the final account has been verified. If verified project costs are less than the grant award, only the verified due balance will be paid. The value of the final instalment will not exceed the balance of the grant. If the project costs exceed the agreed budget, the YOR4Good Fund will not pay more than the remaining balance of the grant. Funds spent on items not identified in the grant submission will not be reimbursed. The YOR4Good Fund reserves the right to reduce the balance to be paid if the final account cannot be verified.**

The first instalment of the Cash Grant Awarded will be transferred within 10 working days from the receipt of the returned completed Grant Funding Agreement and Acceptance form and Bank Details form. Confirmation of receipt of the above forms will be issued to you, confirming the payment date of the first instalment of the cash grant.

Upon verification of the final account, the final instalment of the cash grant will be paid within 10 working days.

### **Please note:**

- The cash fund awarded to a project will not increase if the actual project costs increase above the agreed budget.
- Cash funds are only to be spent on works or goods and services identified within the application, funds spent on items not identified in the grant submission will not be reimbursed.
- Funds will not be provided to support incidentals or subsistence costs associated with projects.

## **Project Monitoring**

Project monitoring forms will be issued at bi-monthly (once every two months) intervals from the date the first instalment of the cash grant is paid.

It is your organisations responsibility to:

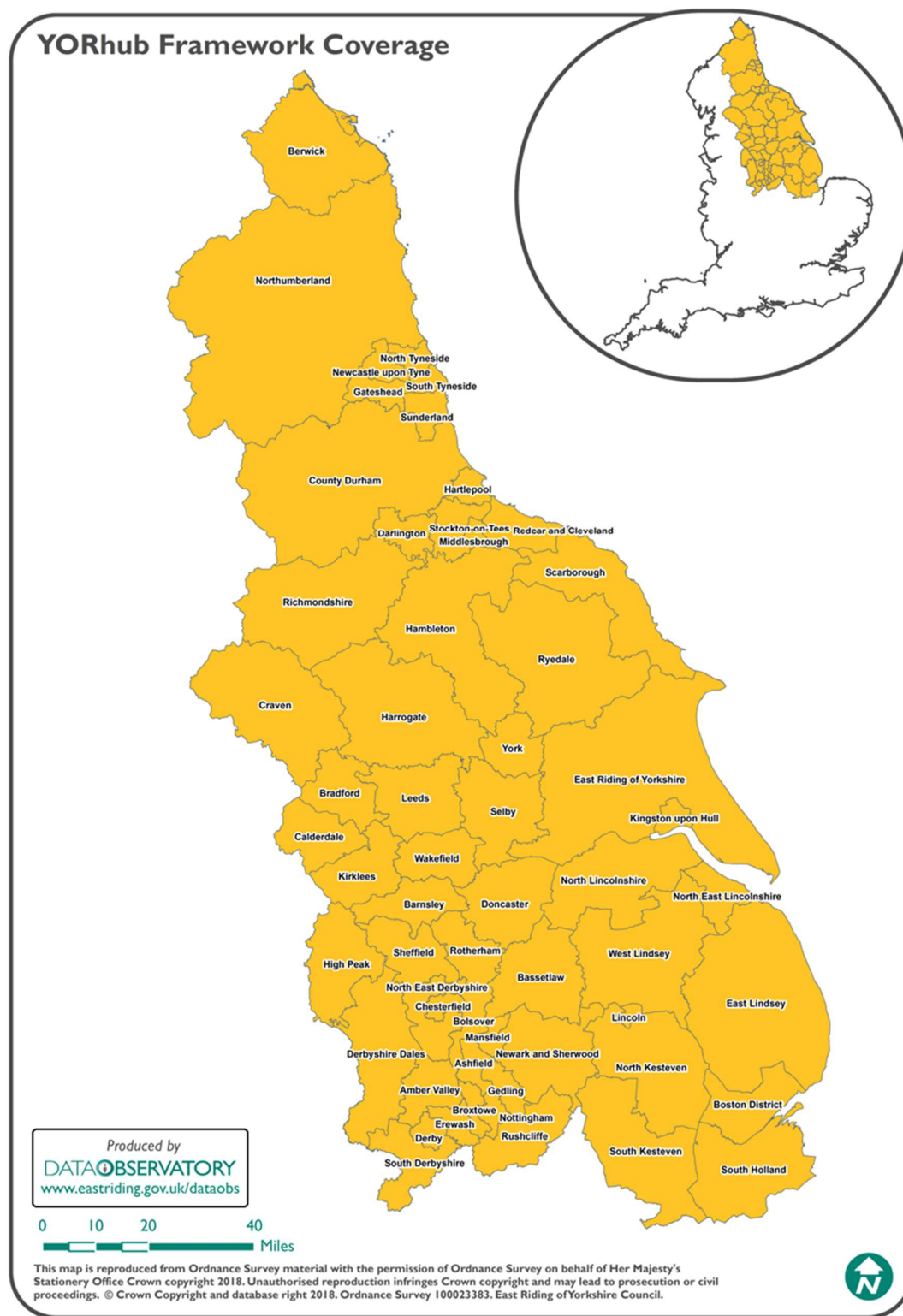
- Complete and return the monitoring forms detailing how the funding is being spent and how the project is progressing, within 10 working days of being issued.
- Ensure VAT receipts are kept.

Upon your notification of the project completion, we will issue the final monitoring form.

It is your organisations responsibility to:

- Complete and return the final monitoring form within 20 working days of being issued, including any supporting documentation where applicable: financial report, receipts etc.

We will not release the final instalment until the form has been returned and the account verified with the Grant Funding Agreement. Following receipt of this information and verification by the YOR4Good Fund Co-ordinator, a confirmation of account verification letter will be issued. This will identify the amount of any final instalment to be released within 10 working days.



## YORhub Framework Boundary Map

## List of Users

- Barnsley College
- Barnsley Metropolitan Borough Council
- Chesterfield College
- City of Bradford Metropolitan District Council
- City of Wakefield Metropolitan District Council
- Doncaster Metropolitan Borough Council
- East Riding of Yorkshire Council
- Harrogate and District NHS Foundation Trust
- Hull City Council
- Humber Bridge Board
- Kirklees Council
- Leeds City College
- Leeds City Council
- Leeds Trinity University
- North Lincolnshire Council
- North Yorkshire Council
- Rotherham Metropolitan Borough Council
- Sheffield City Council
- University of Huddersfield
- University of Hull
- University of York
- Wakefield College
- West Yorkshire Combined Authority
- York City Council
- York College
- Yorkshire Ambulance Service NHS Trust



### **List of Contractors**

- Applebridge Construction Ltd
- Balfour Beatty Group Ltd
- BAM Construction
- Berman Building Co Ltd
- Bowmer & Kirkland Ltd
- Breheny Civil Engineering Ltd
- Britcon (UK) Ltd
- C D Potter & Sons Ltd
- C R Reynolds Limited
- Colas Limited
- DSD Construction Ltd
- Equans Regeneration Ltd
- Eric Wright Civil Engineering
- Esh Construction Ltd (Civil Engineering)
- Esh Construction Ltd
- Eurovia Infrastructure Ltd
- F Parkinson Ltd
- Galliford Try Building Ltd
- Galliford Try Construction Ltd (Civil Engineering)
- Galliford Try Infrastructure Ltd (Civil Engineering)
- Geo Houlton & Sons Ltd
- Henry Boot Construction Ltd
- Henry Brothers Ltd
- Hobson and Porter Ltd
- Jackson Civil Engineering Group Ltd
- JN Bentley Ltd
- John Graham Construction Ltd
- John Sisk and Son (Holdings) Ltd
- JP Developers Ltd
- Keltbray Highways Ltd
- Keltbray Ltd

**(continued)**

### **List of Contractors (continued)**

- Kier Construction (Building & Construction) Ltd
- Kier Services Ltd T/A Kier Places
- Lindum Group Ltd
- Morgan Sindall
- Morgan Sindall Construction & Infrastructure Ltd
- Morris & Spottiswood Ltd
- O&P Construction Services Ltd
- Octavius Infrastructure Ltd
- P Casey & Co Ltd
- P Casey (Land Reclamation) Ltd (Civil Engineering)
- PBS Construction (North East) Ltd
- R H Fullwood & Co Ltd
- Rainton Construction Ltd
- RG Carter Lincoln Ltd
- Robertson Construction Group
- S Voase Builders Ltd
- Sewell Construction Ltd and Illingworth & Gregory Ltd
- Simpson (York) Ltd
- Tarmac Farrans JV Ltd
- Thomas Bow Ltd
- Tilbury Douglas Construction Ltd (Civil Engineering)
- Tilbury Douglas Construction Ltd
- Tolent Construction Ltd
- Trios Facilities Management Ltd
- United Living (North) Ltd
- Walter Carefoot & Sons (Construction) Ltd
- Wates Construction Ltd
- William Birch & Sons Ltd
- Willmott Dixon Construction Ltd
- Wright Civil Engineering Ltd