

What is GAP (Grant Access Point) Registration?

All Voluntary and Community Sector (VCS) organisations that wish to be considered for funding from Kirklees Council to support their work and projects of above £1000 need to be GAP registered.

GAP registration is free of charge and is a due diligence check to ensure that public funds are given to groups and organisations that are inclusive and transparent, able to manage their finances, and follow policies in areas such as Health and Safety and Safeguarding.

What are the benefits of being GAP registered?

- Recognition that the group is running effectively and following policy and legal requirements
- Saves time uploading Policies and Documents each time you apply for Council Funding
- Free Organisational Health Check – if something isn't quite right, we can help you
- Free Support to develop, refresh and implement relevant Policies
- Free support to get Funding ready

Who Can Apply?

GAP registration is only available to Constituted Voluntary and Non-Profit Organisations, Such as Registered Charities, Community Groups and Centres, "Friends Of" Groups, Community Interest Companies, Community Benefit Societies etc. If you are an unconstituted, informal group, we can still advise on how you can generate funds, and develop your group.

Unfortunately we cannot register:

- Incorporated Companies where there is a share capital given to directors or trustees; and sole traders
- Organisations which are run exclusively by a family or cohabiting people, without further committee members
- One-off events and festivals who do not intend to continue afterwards
- Individuals

How to apply:-

Applications for GAP, are completed online, via the following link:

[Register with the Grants Access Point | Kirklees Council](#)

The registration page will ask for details of Trustees/ Directors , address and contact details of the group, and there is an opportunity for you to upload the documents listed below.

Applying for GAP does not mean you are registered; a registration number will be issued upon satisfactory completion. Registration times may vary depending on information required, all applications will aim to be acknowledged within 5 working days.

What will we need to supply?

Once contact details have been entered on the sign-up page, you will be asked to upload the following documents, if you don't have electronic copies, photos or scanned images can also be attached:

- Signed copy of Constitution or Memorandum and Articles of Association
- Copy of latest AGM minutes
- Bank Account in the name of the Group, with minimum of two unrelated signatories
- Copy of latest accounts
- Copy of Insurance documents
- Health and Safety Policies
- Safeguarding
- Equality and Diversity
- Volunteering Policy
- Business Plan

Any other supporting documents significant to the activities being delivered

If you have problems with the web portal, please get in touch with us

What if we don't have all the documents?

We can support you to develop any of the documents you might need to complete your GAP registration. We may recommend that you review or refresh some of them, and again we can support you through this process, free of charge, and as part of the process.

The registration processes

Once all information has been submitted, a member of the Third Sector Team will be in touch to introduce themselves, along with asking for any further details that may be required.

Once completed, you will be given a GAP registration Number, which can be quoted on all Kirklees Council Grant Application forms.

We will also provide a report of any recommendations we have, and details of support will also be given to groups as part of the free Health Check.

How long does registration last

GAP Registration last for three years.

If in that time, members of the group leave, the registration is still valid, and it is advised new members details are passed on to the Third Sector Team to enable renewals are sent out for future correspondence.

Available Support

We are here to help and support you.

If you require any further information, or assistance in uploading documents,

Officers can be contacted by emailing:

thirdsector@kirklees.gov.uk

or by calling 01484 221040 during 9am-5pm Monday to Friday (you can leave a voicemail outside of these hours)