

**Guidance Notes for Honiton Together Funding**

It’s great that you have a Good Idea for a Project that will improve the lives of people in Honiton. Here are some notes to give you more information about how to apply for Honiton Together Funding.

Honiton Together funds come from Honiton Town Council, East Devon District Council and Devon County Council and are specifically for community groups working in Honiton.

**Remember: the deadline for applications is 10 NOVEMBER 2017**

1. **How much funding can we apply for?**

You can apply for up to £500. It does not have to be matched with other funds. However, the Honiton Together funding should make a significant difference to your project being able to take place. It should not be another drop in a funding bucket to fund a large project. If you have offers of help or equipment that you can put down as ‘in kind’ funding, this all goes to show the support you already have for your project.

1. **Do we have to be a constituted group?**

Yes, your group must have a previously agreed governing document. You should send this document in with your application.

1. **Do we have to have a bank account?**

If you are successful in your Honiton Together application you must have a bank account in your group’s name for the grant to be paid into. You do not need to have had this bank account set up by the time you apply for funding.

1. **What is Honiton Together funding for?**

Honiton Together was set up to help local people and businesses in Honiton work together to make Honiton a better place to live and work.

Your application should show how your project or good idea brings Honiton together, helping local people or organisations or businesses network or collaborate to make life better in Honiton.

There are likely to be more applications for Honiton Together funding than there are funds and priority will be given to:

* Projects that will improve the health and wellbeing of people in Honiton
* Projects that have not already received Honiton Together funds in previous years.

You should therefore aim to show:

* how YOUR project is different or distinctive
* is needed and wanted by local people
* has community support
* has been well-thought through and planned.
1. **Are there things that Honiton Together will not fund?**

Yes. Here is the list of things that cannot be funded by Honiton Together.

* Projects that have already started
* Day to day ongoing costs e.g. salaries, administration etc. of keeping an organisation going
* Services or activities that should be statutory
* Political activities
* Animal beneficiaries
* Trips or outings
* Private businesses
* Activities where individuals will directly benefit financially
1. **How long do we have to spend the Honiton Together grant?**

The grant must be spent within 12 months.

1. **Who will make the decision about our application?**

The community, who will vote at a Dragon’s Den type event at The Beehive in Honiton on **30 November 2017 from 1pm to 3pm**.

1. **Okay, now I’m scared!!! Tell me more about the process my application will go through.**

**The deadline for applications is** **10 November 2017**

* Your application will be looked at first by a small advisory group. Honiton Together may ring you to discuss your application. This is so we can make sure that your application is a) eligible and b) meets Honiton Together criteria and c) is ready to go. If we think your application does not meet one or all of these criteria, we may be able to advise you on the next steps to take regarding your project and signpost you to someone who can advise you further.
* All applications that meet Honiton Together guidelines will then go to an open meeting of community supporters on 30 November 2017 1pm -3pm at The Beehive, Honiton. At that meeting you will be invited to make a presentation of not more than 3 minutes about your project and why it should be funded.
* A small panel of Honiton Together representatives will act as the ‘spokespeople’ for the audience – asking you a few questions (not difficult ones!!!) to help the audience get more information about your project.
* The audience will then be invited to vote for the projects they would like to see funded by Honiton Together. The projects with the most votes will be funded.
1. **Okay, now I’m REALLY scared! Can we get any help and support on making these presentations?**

Yes. Honiton Together is running a ‘**Practice Session’ 11 am – 12.30 pm**

**21 November at The Beehive, Honiton for** any applicants who will be making presentations in the Dragon’s Den. Hannah Reynolds of Action East Devon will run the practice session, which will give applicants a chance to:

* Plan how to structure your Presentation
* Think about key presentation messages, what makes a good story and how to tell it
* Share tips on controlling nerves
* Discuss your project ideas with others
* Rehearse your Presentation.

It’s not obligatory to come to the Practice Session – but as the saying goes… ‘practice makes perfect’. And there is free coffee, tea and biscuits! Book your place by contacting Action East Devon – hannah.reynolds@actioneastdevon.org.uk

1. **Hmmm … interesting. We may apply for funding. How do we get the application form and more information?**

You can download the application form and these guidance notes from East Devon District Council website or contact Hannah.reynolds@actioneastdevon.org.uk