

East Devon District Council and Devon County Council

Communities Together Fund Application Form 2018 / 2019

Devon County Council and East Devon District Council have allocated a sum of money to be given in grants. This equates to £1.10 per elector in the District. The fund exists to encourage communities to work together; identifying new ideas for their mutual benefit. Applications are welcome from community projects benefiting, enhancing and making a difference to communities.

Please read the guidance notes thoroughly before completing the application form.

All applications must be with us by midnight on Wednesday 16 January 2019.

IMPORTANT- If your application is incomplete by the deadline, it will not be assessed and will be returned to you. Please ensure that all sections are complete and any supporting documentation has been attached before submitting your application.

Data Protection

Any personal information which you provide will be held and used by East Devon District Council for the purpose of your grant application. Your information will be held temporarily by SNAP Surveys Ltd who provide the software used for the application. Your information may also be shared within East Devon District Council for the purposes of carrying out our lawful functions. Otherwise your personal information will not be disclosed to anybody outside East Devon District Council without your permission, unless there is a lawful reason to do so, for example disclosure is necessary for crime prevention or detection purposes. Your information will be held securely and will not be retained for any longer than is necessary. There are a number of rights available to you in relation to our use of your personal information, depending on the reason for processing.

All applications including any supporting evidence you send in with your application, and details of any funding allocated will be published on the East Devon District Council website in line with our Privacy Statement. Personal information will be removed. Names and contact details of organisations and businesses will be published as part of your application. Successful projects will need to complete an evaluation form, which will also be published on our website in the same way.

Further detail about our use of your personal information can be found in the relevant Privacy Notices which can be accessed online: <http://eastdevon.gov.uk/privacy> SNAP Surveys Ltd Privacy Policy: <https://www.snapsurveys.com/survey-software/privacy-policy-uk>

Section A - Your contact details

1. Names of all the organisations involved in submitting this application:

If you are a voluntary or community group where someone like a town or parish council has agreed in writing to be accountable for the project and bankroll it please put both your groups details and the accountable organisations details.

Please nominate one lead person involved and fill in their details below. This nominated person will receive all communications about the funding and will receive and be responsible for any funding received on behalf of all involved.

2. Main contacts name, organisation they represent, and address (including postcode):

3. Main contacts phone number:

4. Main contacts e-mail:

5. Is the lead organisation (the one who will be accountable for the funding):

Although voluntary and community groups and clubs are eligible, they must work with a lead organisation who would be accountable and must fit into one of the categories below.

A charity registered with the Charities Commission

A Community Interest Company registered with Companies House

A town or parish council

If the lead organisation is a registered charity, please put your charity number below:

If the lead organisation is a Community Interest Company please put your registration number below:

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Section B - Eligibility checklist

6. If you answer 'No' to any of the following questions you are not eligible for this funding:

| | Yes | No | Does not apply |
|--|-----------------------|-----------------------|-----------------------|
| Does your project benefit two or more town or parish council areas within East Devon? Exmouth, as part of a pilot scheme, are managing their own funding so must not be included when counting how many town or parish council areas your project benefits. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Does your project show communities working together; identifying new ideas for their mutual benefit? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Does your project benefit, enhance and/or make a difference to communities? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Have you explored opportunities to work with other voluntary and community groups to either identify and/or carry out the proposed project? For example; town and parish councils, Community Interest Companies, registered charities, other voluntary and community groups. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Do you already have a minimum of 20% of the total costs of your project from elsewhere? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Are you applying to us for funding of between £400 and £30,000? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Do you have one written quotation if the total cost of your project is under £5,000, three written quotes if it is between £5,000 and £100,000, or five written quotes if it is over £100,000? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Will any grant money awarded be able to be spent and claimed within 12 months of receiving your grant offer letter in around March 2019? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| If you aren't a town or parish council, do you have or will you get the written support of one or more of the parish or town councils in the area your project will benefit and send it in with your application? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Have you let the relevant EDDC Ward Councillor(s) know about your project? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Are you; a town or parish council, Community Interest Company registered with Companies House, a registered charity, or a voluntary or community group where someone like a town or parish council has agreed in writing to be accountable for the project and bankroll it? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| If you are a town or parish council, are you submitting this application jointly on behalf of two or more parish or town councils? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| If your project is working with vulnerable people do you have a Safeguarding Policy and appropriately trained staff/volunteers? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Taking into account likely funding, is your project viable in the long term, or is it in a transition phase with documented evidence of how the project will become sustainable post transition? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

7. If you answer 'Yes' to any of the following questions you are not eligible for this funding:

| | Yes | No | Does not apply |
|--|-----------------------|-----------------------|-----------------------|
| Is your project eligible for our Community Buildings Fund? eastdevon.gov.uk/grants-and-funding/community-buildings-fund | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Has your project received funding from the Parishes Together Fund? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Is your project any of the following; promoting religion or politics, the direct responsibility or statutory obligation of another statutory organisation, regular activity such as lengthsman duties, on-going staff costs or costs for the day to day running of an organisation, to fund budget shortfalls or pay off debts, to fund a project where planning permission is needed but hasn't been given. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Will any of the project costs be raised by means of a personal mortgage or personal security? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Is your project due to start before the end of March 2019? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Are a significant amount of the beneficiaries of your project within the Exmouth Town Council area? As part of a pilot project, Exmouth Town Council are managing their own funding so aren't included. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

If you are ineligible and feel you should be eligible please call us to discuss on 01395 517569.

Section B - About your project

When filling in section B, please remember you will be competing with others for this funding. We can only assess your application on what you submit, so to have the best chance of being successful please read the guidance notes, the notes underneath the question and give us as much information as possible.

8. What is your project?

Should be approximately 250 words.

Describe in detail what is involved with your project. What do you intend to do? We want to know what you will do with the grant and what exactly it will pay for.

9. How have you explored opportunities to work with other voluntary and community groups to either identify and / or carry out your proposed project, and how are you committed to working together on the project:

Should be approximately 100 words

For example; town and parish councils, Community Interest Companies, registered charities, other voluntary and community groups.

Send any accompanying evidence you have of this with your application form.

10. Why do you want to carry out this project and what difference will it make?

Should be approximately 100 words

Outline what impact / difference the project will have on the quality of life for your users and community e.g. how it will solve a local issue, improve services or engage more residents in their communities.

11. How do you know this is needed? Who and how have you consulted?

Should be approximately 100 words

How do you know this is what is needed and wanted by the community? You may wish to include letters of support from town and parish councils involved, voluntary and community groups, residents, local organisations, businesses, Councillors etc. Have you undertaken any consultation exercises like Parish Plans, public meetings, other surveys that support your application. Is there any statistical evidence to support your application?

12. When do you intend to start work on this project and how long is work likely to take?

Funding can only be given to work that has not happened. Do not start spending on your project until we have confirmed we have received back your signed copy of your official letter offering the grant, which we would normally send to you by the end of March 2019. We can't pay for the project if it has been started before this has happened. The project must be completed within 12 months of you receiving a grant offer letter if you are successful.

13. How is your project sustainable?

Should be approximately 80 words

For example, is it a one off event, will the money pay for buying some items that will stay with the project, is it some funding to kick start a project or is it work that the results of will last for a long time. If it is successful and needs longer term funding how will you make sure the project can carry on, for example by paying for it from main parish or town council budgets.

Section C - Project costs and match funding

14. Every project needs to include a written quotation from at least one contractor / supplier / provider. If the total cost of the project is over £5,000 but less than £100,000 you must get a minimum of three written quotations, or detail why this is not possible e.g. only one supplier that can do the project. If your project costs are over £100,000 you must provide five written quotations, or detail why this isn't possible. Have you done this and included it as part of your application?

Please see the rules for the fund for details on the quotation process.

- Yes - please detail as part of question 17 and send written quote(s) with your application
- No - you need to do this before submitting your application, even with ditches and drainage projects

15. What is the total cost of your whole project, and how have you arrived at that cost e.g. please detail and include quotes you have received for the project and state which ones you wish to proceed with and why:

Please note that all of the funding will be passed onto the organisation leading the application and they will be responsible for it. It will be up to the applicants to distribute from there.

We'll pay grants upon receipt of invoices or receipts, unless you agree an exception to this with us in advance.

16. Can you claim the VAT back on your project costs?

- Yes - please apply for the costs without including the VAT you can claim back
- No - please apply for the project costs inclusive of VAT

17. Funding

You need to already have a minimum of 20% of the total project costs from other sources to be eligible.

Total grant you are requesting from the Communities Together Fund:

Other confirmed match funding (please give more details below of where the funding is coming from and how much it is for):

Other unconfirmed match funding (please give more details below of funding that has been applied for and how much it would be for):

Total cost of project:

Shortfall (please specify below how this shortfall will be met):

Section D - Checklist

18. Please tick below to indicate that you have understood and agree to your application form and supporting evidence being used and published in both of the ways outlined below:

- You have understood that we are subject to Freedom of Information legislation. Unless the information contained with and within this application is legally classed as confidential or protected under current data protection legislation it will be made public, usually in the form of being published on our website. This will be in the form of the agenda and minutes of the decision making meeting and to fit in with any other Freedom of Information requests. If any information you have given is exempt from disclosure under the Freedom of Information Act, it may be redacted before the remainder is published. Find out more here: <http://eastdevon.gov.uk/access-to-information/freedom-of-information/>

- You are aware of and have understood our Data Protection Policy and Privacy Notices: <http://eastdevon.gov.uk/privacy/> This includes all applications including any supporting evidence you send in with your application, and details of any funding allocated being published on the East Devon District Council website in line with our Privacy Statement. This includes names of individuals and personal contact details being removed. Names and contact details of organisations and businesses will be published as part of your application. Successful projects will need to complete an evaluation form, which will also be published on our website in the same way.

If you don't tick this box your application can't go forward.



Please check you have completed all of the information above.

You must include:

- Any relevant documents as outlined in guidance notes, for example accounts, governing documents, safeguarding policies.
- The appropriate number and type of quotations for the cost of your project, and any invitations to tender documents.
- If you are not a town or parish council you must include written support from at least one of the town and parish councils in the area your project will benefit. You must also have made your EDDC Ward Councillor aware of your project.

You may also wish to include the following to support your application:

- Details of offers/ grants from any other funder/ organisation
- Photographs, specifications and drawings
- Extracts from Parish Plan(s) or Neighbourhood Plan(s)
- Evidence of consultation e.g. letters of support

Before signing, please read

I confirm that:

- I am authorised by the organisations involved to sign on their behalf.
- Funding will not directly benefit any individual or private business and will only be used for the purposes specified within the application.
- I understand that funding will only be paid upon receipt of valid invoices/ receipts.
- That we will provide East Devon District Council with information of how the funding has benefitted the community on request.

19. Signature of applicant (or type name and this will be counted as a signature):

20. Date:

The closing date for applications is midnight on Wednesday 16 January 2019.

At this stage Devon County Council have only been able to confirm their funding of this scheme for this year only.

Please send completed forms and accompanying information to:

Post: Community Engagement and Funding Officer, East Devon District Council, Knowle, Station Road, Sidmouth, EX10 8HL

E-mail: jbuckley@eastdevon.gov.uk