



**Funded by
UK Government**

East Devon District Council

Creative East Devon Fund Round 1

Policy & Guidance



This project is funded by the UK Government through the UK Shared Prosperity Fund

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Contents

Definitions 3

1.0 Scheme Purpose and Background 3

2.0 Funding 4

3.0 Eligible Applications 4

4.0 Eligible Projects 5

5.0 Funding Amounts 6

6.0 Making an Application 7

7.0 Assessing Applications 7

8.0 Funding Agreement 8

9.0 Scheme of Delegation 9

10.0 Review of Decisions 9

11.0 Complaints 10

12.0 Taxation..... 10

13.0 Risk of Fraud..... 10

14.0 Recovery of Amounts Incorrectly Paid..... 10

15.0 Data Protection 11

Definitions

The following definitions are used within this document:

'ACED' ; Arts and Culture East Devon (www.aced.org.uk)

'Applicant'; means the individual or organisation applying to the CEDF1 scheme for project funding;

'CEDF1'; Creative East Devon Fund First Round

'Council'; means East Devon District Council;

'Department for Levelling Up, Housing and Communities' (DLUHC); means the Government department responsible for the UK Shared Prosperity Fund (UKSPF) [scheme and guidance](#);

'Funding Agreement'; means the agreement between the Council and the applicant that sets out the terms and conditions of the project funding award;

'Match-funding'; means funds provided by the applicant or another source (excluding the Council) to fund a percentage of the total project cost;

'Project'; means the activity which the applicant is seeking to achieve using project funding;

'Project funding'; means the CEDF1 grant awarded by the Council to the applicant;

'Revenue funding'; means expenditure incurred for the purpose of the organisations' daily activity, services or to maintain fixed assets;

'UK Shared Prosperity Fund' (UKSPF); means the [funding](#) provided by DLUHC.

1.0 Scheme Purpose and Background

1.1 The purpose of this document is to determine eligibility for a grant award payment under the Council's first round of the Creative East Devon Fund (CEDF1).

1.2 The purpose of this scheme is to provide project grants to local art and culture initiatives and projects that can demonstrate a commitment to achieving the aims and ambitions of the East Devon Cultural Strategy.

2.0 Funding

2.1 A total of £25,000 has been allocated to this scheme for the 2023/24 financial year.

2.2 The Council reserves the right to amend the total funding allocated to this scheme should other UKSPF interventions underspend or overspend their respective allocations.

2.3 A second round of the CEDF1 scheme will be launched in the 2024/25 financial year with a separate allocation and policy document.

3.0 Eligible Applications

3.1 For the purposes of this scheme the following eligibility criteria must be met in order to receive project funding through the CEDF1.

3.2 The fund is open to applications from registered charities, organisations with charitable aims, companies limited by guarantee, Community Interest Companies, Clubs or associations.

3.3 To be eligible for CEDF1 project funding organisations must:

- have a business bank account
- be a member of the ACED Network (you can sign up for free online: www.aced.org.uk)
- have a clear plan for a cultural project that can be financially complete by March 2024
- have appropriate liability insurance in place for the activity you are carrying out
- meet at least one of the UK Shared Prosperity Fund outcomes by March 2024 if requesting a grant over £1,500
- Be registered with an East Devon address or the majority of activity must be in East Devon

3.4 Applicants seeking over £1,500 must meet at least one of the following outcomes:

Improved engagement numbers
Improved perception of events
Improved perception of facilities/amenities
Increased footfall
Jobs created
Community-led arts, cultural, heritage and creative programmes created
Increased visitor numbers

3.5 An organisation can only receive CEDF1 for one application. Successful Round 1 recipients of the CEDF1 are welcome to apply for Round 2, however the UKSPF Panel are likely to prioritise those applicants who have not received CEDF funding in any previous round.

3.6 Applicants (directors/project managers/freelancers) representing more than one organisation can apply to the CEDF1 for each organisation, with separate project proposals required from each organisation. If an applicant is a director of more than one organisation registered at a particular address, only one of those organisations can receive project funding.

3.7 Where the Council has reason to believe that the information provided by the applicant during the application process is incomplete or inaccurate, it may withhold or recover any project funding awarded.

3.8 Where any business or individual misrepresents information or contrives to take advantage of the scheme, the Council will look to recover any project funding paid and take appropriate legal action. Likewise, if any person is found to have falsified records in order to obtain project funding.

4.0 Eligible Projects

4.1 Applicants can only apply for CEDF1 to deliver a project that demonstrates support and alignment with the [East Devon Cultural Strategy](#)

4.2 We welcome a wide range of applications. Projects can be across any art form (music, dance, theatre, heritage, craft, digital and visual arts as well as literature, gardening and cookery), which celebrate everyday creativity. For example, projects which are looking to:

- Develop cultural events to celebrate local communities in East Devon
- Promote everyday creativity, bring people together and engage volunteers
- Tackle environmental, economic, social and cultural issues
- Improve access, restore or enhance cultural facilities or creative networks
- Improve happiness, health and wellbeing through art and culture
- Support people at risk of loneliness and isolation through art and culture
- Demonstrate innovation and best practice
- Develop initiatives to specifically improve the cultural offer for young adults (18-30 year olds) in East Devon
- Utilise empty or underused spaces for creative activities
- Test new collaborations or pilot new products that can support growth in sustainable cultural tourism

4.3 Project funding from the CEDF1 can only be used to purchase the items and services necessary to deliver the project as outlined in the applicant's application form.

4.4 CEDF1 is not for core operating costs, however, we may consider a proportion of the grant to go towards core operating costs that are essential for the project to go ahead.

4.5 Only one project can be submitted per application, although an application can contain costs for more than one item, service or provision to deliver that project.

4.6 All projects must be delivered by 01 March 2024. This is within 3 months of when the project funding is awarded. This requirement will be included within a binding funding agreement to be signed prior to any project funding being awarded. Special exemptions for projects that require more time to be delivered will be considered where applicants can demonstrate that their proposed project will lead to exceptional positive benefits. Businesses seeking to submit an 'exemption application' will be required to email aced@eastdevon.gov.uk with specific justifications for support and full details of their case before submitting an expression of interest. Once funding is awarded, extensions to the project completion deadline will only be considered in exceptional circumstances.

4.7 CEDF1 funding cannot be used to purchase items or procure services for projects where planning permission is required but has not been granted.

4.8 All CEDF1 recipients are responsible for maintaining and securing the CEDF1 funded equipment at their own cost.

5.0 Funding Amounts

5.1 Applicants will be required to request a funding amount in the full bid application form that is based on the estimated total cost of their proposed project, excluding VAT.

5.2 Project funding of up to £3,000 is available per organisation. The minimum grant amount that can be requested by any applicant is £500.

5.3 Applicants must match-fund at least 10% of the total project cost. Any voluntary match-funding above 10% committed by the applicant will be scored favourably during the appraisal of the application. Match-funding will only be regarded as such if it is committed and not already spent.

5.4 Match-funding above 10% will be required in cases where the applicant is unable to use CEDF1 to cover the total cost of the eligible project. In this case, the applicant is required to detail the total cost of the project and evidence the match-funding available to the applicant, either using internal funds or funding from an additional external source.

5.5 In cases where the applicant is seeking to purchase equipment which is VAT rated, CEDF1 cannot be used to pay the VAT element of this cost. Any VAT costs incurred by the applicant will not be regarded as match-funding.

6.0 Making an Application

6.1 We recommend applicants briefly outline their project idea by emailing aced@eastdevon.gov.uk before submitting an application. Applicants will then be provided with feedback regarding the eligibility of the project.

6.2 Applicants are invited to submit expressions of interest from 11 September 2023. Applicants will be able to submit an online application form from Monday 2 October at midday. The scheme will remain open for full bids until Friday 17 November 2023. The Council reserves the right to close the scheme at an earlier time and date or extend the duration of the scheme. Any organisation considering making an application to the CEDF1 is advised to subscribe to the Arts and Culture East Devon (ACED) newsletter to ensure they receive up to date information in relation to the fund. You can subscribe [here](#).

6.3 The Council reserves the right to request any supplementary information from applicants, and they should look to provide this, where requested, as soon as possible. The Council will suspend an application in the event an applicant fails to provide sufficient requested evidence. If this is not provided within the required timeframe communicated to the applicant in the request, the application may then be rejected.

6.4 An application to the CEDF1 is deemed to have been made when submitted through the online form on the ACED website (www.aced.org.uk). Any questions regarding your application should be directed to aced@eastdevon.gov.uk.

6.5 Full details of the Creative East Devon Fund are outlined on the ACED website, including FAQs.

7.0 Assessing Applications

7.1 Full bid applications will be scored by officers using a scoring matrix. The table below outlines how points will be assigned:

CRITERIA	Score
Creative Engagement	1 - 10
Relevance to EDDC Strategies	1 - 10
Deliverability	1 - 10
Public Benefit	1 - 10
Match Funding	1 - 10
Value	1 - 10
SPF Outputs (only applicable to applications over £1,500)	1 - 10

7.2 The scoring matrix also contains pass/fail criteria based on sections 3 and 4 of the Policy. The application must pass all of these criteria if it is to be approved.

7.3 If the application fails any of the pass/fail criteria, or scores 20% or below of the available points in the scoring matrix, the application will either be rejected, or the applicant will be asked to amend their full bid application and resubmit it.

7.4 We expect to be oversubscribed and receive more applications than we will be able to fund. If applications score equally, we will consider the following points to make a final decision:

- the geographical spread of projects to ensure that as far as possible we spread the funding across East Devon
- a range of different projects and artforms
- projects that are testing innovative new ideas that could provide learning and examples of good practice for others

7.5 Grants below £1,500 will be appraised by the Cultural Producer who may seek comments from a pool of professionals with specific knowledge such as local authority officers. For grants over £1,500 the applications would be initially assessed by the Cultural Producer and Economic Development team member to produce a recommendation of either approval or rejection.

7.6 If an application requesting over £1,500 both scores above 20% of the available points and passes the pass/fail criteria in the scoring matrix, the application will be presented to the UKSPF Panel of EDDC councillors who will make a final decision on each application. The total scores identified for each application will assist UKSPF Panel members in determining the competitiveness of a particular application. The UKSPF Panel will review submissions and can choose to approve the application, reject the application or ask the applicant to amend their full bid application and resubmit it with the required additional information.

7.7 Where amendments are required to a submitted full bid application, feedback will be provided on what amendments would improve the likelihood of the application being re-considered.

7.8 Officers will use their professional judgement and discretion to determine how many points are awarded to each application based on the information provided, whether an application fails to score highly enough to be presented to the UKSPF Panel or whether amendments and a resubmission of the application is required before or after being presented to the UKSPF Panel.

7.9 All decisions made by the Council shall be notified to the applicant by email.

8.0 Funding Agreement

8.1 Before any funds can be awarded, applicants must sign a Funding Agreement to ensure the organisation agrees to use the CEDF1 grant payment to deliver the specific project detailed in their application and within the delivery timeframe. The Funding Agreement will only be shared with applicants who have had their project approved for funding by the UKSPF Panel. The Funding Agreement will be provided to the applicant by email.

8.2 The purpose of the Funding Agreement is to ensure that grant awards are not used for purposes which the Council considers to be inappropriate. The Funding Agreement is a legal document that will allow the Council to reclaim project funding from the CEDF1 recipient should the terms and conditions set out in the Funding Agreement not be met.

8.3 Project funding will be dispersed as soon as possible from the point when both the full bid application has been approved by the UKSPF Panel and the Funding Agreement has been signed by both the applicant and the Council.

8.4 Applicants should not start the process of purchasing, ordering or commissioning items or services relating to their CEDF1 application until the Funding Agreement has been signed by both the applicant and the Council.

8.5 Successful applicants will be required to provide evidence to demonstrate that they have spent their project funding appropriately and in line with their supported project proposal and Funding Agreement. This includes completing a short survey by March 2024 and submitting photos and/or videos where appropriate. Successful recipients will also be invited to share their project at ACED Network meetings. Further details regarding monitoring and evaluating will be outlined in the Funding Agreement.

9.0 Scheme of Delegation

9.1 The Council has approved this scheme.

9.2 Officers of the Council will administer the scheme to ensure it meets the criteria set by the Council and in line with Government guidance.

9.3 The Council reserves the right to change any element of this scheme at any time. Significant changes will be communicated via the ACED newsletter. You can subscribe [here](#).

10.0 Review of Decisions

10.1 The Council will operate an internal review process but will only accept an applicant's request for a review of its decision relating to a full bid application. Decisions relating to an expression of interest will not be reviewed by the Council.

10.2 All such requests for a rejected full bid application to be reviewed must be made in writing to the Council within 14 days of the Council's decision. The request must state the specific reasons why the applicant is aggrieved with the decision of the Council and specifically set out how the application is Policy compliant, meeting all the necessary assessment criteria. New information may be submitted at this stage to support the applicant's appeal.

10.3 The application will be reconsidered by a senior officer as soon as practicable, and the applicant informed in writing or by email of the decision. This decision shall be final.

10.4 An organisation can reapply to the scheme in the second round if their initial application was rejected.

10.5 The Council will not review any rejections where this has been issued due to a lack of remaining funds to award the applicant. Where the Council has remaining CEDF1 funds which are below the grant request of the next highest scoring applicant, the UKSPF Panel will make a decision on how any remaining funds will be spent.

11.0 Complaints

11.1 The Council's 'Complaints Procedure' (available on the Council's website) will be applied in the event of any complaint received about this scheme.

12.0 Taxation

12.1 The Government has confirmed that grant payments funded through the UKSPF schemes will be classed as income for tax purposes.

12.2 The Council does not accept any responsibility in relation to an applicant's tax liabilities and all applicants should make their own enquiries to establish any tax position.

12.3 All applicants should note that the Council is required to inform the Government of all UKSPF payments made to organisations.

13.0 Risk of Fraud

13.1 Neither the Council, nor Government will accept deliberate manipulation of the CEDF1 scheme or fraud. Any applicant found falsifying information to gain grant money or failing to declare entitlement to any of the specified grant will face prosecution and any project funding issued will be recovered from them.

13.2 Applicants should note that, where project funding is awarded by the Council, details of each individual payment will be passed to the relevant Government department for that particular fund.

14.0 Recovery of Amounts Incorrectly Paid

14.1 If it is established that any award has been made incorrectly due to error, misrepresentation or incorrect information provided to the Council by an applicant or their representative(s), the Council will take all required action to recover the amount in full.

15.0 Data Protection

15.1 All information and data provided by applicants shall be dealt with in accordance with the Council's Data Protection policy and Privacy Notices which are available on the Council's website.

15.2 Applicants will be made aware that detail about their application will be shared with DLUHC for the purpose of monitoring and evaluating the scheme. Details may also be shared with other Council departments and contracted parties for verification and anti-fraud purposes.