

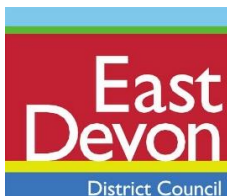


**Funded by
UK Government**

East Devon District Council

Culture, Leisure and Tourism Fund (CLTF)

Policy & Guidance



Contents

| | |
|--|----|
| Definitions | 3 |
| 1.0 Scheme Purpose and Background | 4 |
| 2.0 Funding | 4 |
| 3.0 Eligible Applications | 4 |
| 4.0 Eligible Equipment | 6 |
| 5.0 Funding Amounts | 8 |
| 6.0 Making an Application | 9 |
| 7.0 Assessing Applications | 10 |
| 8.0 Funding Agreement | 11 |
| 9.0 Priority Groups | 11 |
| 10.0 Subsidy Control | 11 |
| 11.0 Scheme of Delegation | 12 |
| 12.0 Review of Decisions | 12 |
| 13.0 Complaints | 12 |
| 14.0 Taxation..... | 13 |
| 15.0 Risk of Fraud..... | 13 |
| 16.0 Recovery of Amounts Incorrectly Paid..... | 13 |
| 17.0 Data Protection | 13 |

Definitions

The following definitions are used within this document:

‘Applicant’; means the organisation applying to the CLTF scheme;

‘Capital funding’; means expenditure that results in the acquisition or construction of a fixed asset (land, building, vehicle, equipment) or enhancement of an existing fixed asset;

‘Council’; means East Devon District Council;

‘Culture, Leisure and Tourism Fund’ (CLTF); means the grant scheme administered by the Council;

‘Department for Environment Food and Rural Affairs’ (DEFRA); means the Government department responsible for the Rural England Prosperity Fund (REPF) [scheme and guidance](#);

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

‘East Devon’; means the local authority area of East Devon;

‘Equipment’; means the items which the applicant is seeking to purchase (in full or in part), install and utilise using CLTF funding;

‘Funding Agreement’; means the agreement between the Council and the applicant that sets out the terms and conditions of the CLTF funding award;

‘Match-funding’; means funds provided by the applicant or another source (excluding the Council) to fund a percentage of the equipment;

‘CLTF funding’; means the Culture, Leisure and Tourism Fund grant awarded by the Council to the applicant;

‘Quote’; means the estimated cost of a good or service provided by a supplier to the applicant;

‘Revenue funding’; means expenditure incurred for the purpose of the business’ daily activity, services or to maintain fixed assets;

‘Rural England Prosperity Fund’ (REPF); means the [funding](#) provided by DEFRA;

‘Trading’; means businesses and organisations that are carrying on a trade or profession, or buying and selling goods or services in order to generate turnover;

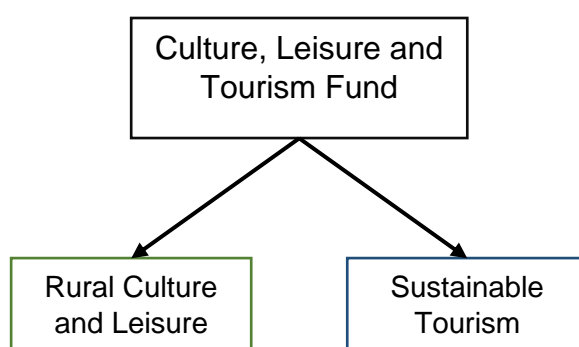
‘UK Shared Prosperity Fund’ (UKSPF); means the [funding](#) provided by DLUHC.

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 Culture, Leisure and Tourism Fund (CLTF) scheme.

1.2 The purpose of this scheme is to provide grants to community organisations in East Devon to help decarbonise East Devon's culture, leisure and tourism sector. Grants will also be available for a limited number of tourism businesses to help them decarbonise or to improve the accessibility of their business.

1.3 Applicants to the CLTF are required to choose between one of two funding pathways, the Rural Culture and Leisure pathway for community organisations or the Sustainable Tourism pathway for tourism businesses.



2.0 Funding

2.1 A total of £158,512 has been allocated to this scheme. This includes £106,787 of East Devon's Rural England Prosperity Fund (REPF) allocation for the Rural Culture and Leisure pathway issued by DEFRA and £51,725 from East Devon's UK Shared Prosperity Fund (UKSPF) allocation for the Sustainable Tourism pathway issued by DLUHC.

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

2.3 A second round of the CLTF scheme will be launched in the 2024/25 financial year with a separate allocation and policy document. 2.3 Whilst the awarding of grants will be at the Council's discretion, both DEFRA and DLUHC have set down criteria which must be met by each organisation making an application.

3.0 Eligible Applications

3.1 For the purposes of this scheme the Council has decided that the following eligibility criteria must be met in order to receive funding through the Culture, Leisure and Tourism Fund.

3.2 The fund is open to applications from the following types of organisations/businesses under the two pathways:

- Rural Culture and Leisure: rural community organisations with legal status and a clear cultural or leisure focus, including charities, community interest companies (CICs), social enterprises, voluntary organisations, religious institutions, local authorities, education providers and other public sector bodies
- Sustainable Tourism: established businesses trading within the tourism sector

3.3 For the purposes of the CLTF scheme, the Council regards the following types of businesses to be trading within the tourism sector:

- Hotels, bed & breakfasts and holiday parks/resorts
- Tourist attractions and amusements
- Bars, restaurants, cafes and nightclubs
- Transportation operators and tour operators

3.4 CLTF officers will use their professional judgement and discretion in cases where it is unclear as to whether a particular organisation has a clear cultural or leisure focus or whether a business can be regarded as trading within the tourism sector.

3.5 An organisation/business must be operating/trading at the time of their CLTF application. Organisations are considered to be operating if they are actively carrying out a public, community or voluntary service. Businesses are considered to be trading if they are carrying out a trade or profession, or buying and selling goods or services in order to generate turnover.

3.6 An organisation can only receive CLTF funding under the Rural Culture and Leisure pathway if it is seeking funding to purchase, install and utilise a specific type of equipment to help decarbonise their operation.

3.7 A business can only receive CLTF funding under the Sustainable Tourism pathway if it is seeking funding to purchase, install and utilise a specific type of equipment to help decarbonise their operation or improve the accessibility of their business beyond statutory requirements.

3.8 An organisation/business can only receive CLTF funding if it:

- does not intend to use the funding to substitute lost income/turnover; to cover fixed business/operation costs; or as a wage supplement
- primarily operates within East Devon
- is not in administration, insolvent or has been struck off the Companies House register
- has not exceeded the permitted subsidy control threshold

3.9 All items fully or partially purchased using CLTF funds must be fully utilised in East Devon. For the Rural Culture and Leisure pathway, an organisation must utilise any CLTF funded items within the rural areas of East Devon. A 'rural area' is defined as any part of East Devon excluding Exmouth. A map of eligible rural areas can be found [here](#) (once opened expand 'Administrative Geographies, then expand 'Other Administrative Boundaries' and tick the box titled 'Rural England Prosperity Fund'. Tick the box titled 'Aerial Photography' to view when zoomed in. The areas outlined in red within the district of East Devon are ineligible for REPF funding).

3.10 An organisation can only receive CLTF funding if they own or lease the premises the CLTF funded equipment will be installed and utilised. For the Sustainable Tourism pathway, where the property is leased, the lease must not expire for at least another 2 years. For the Rural

Culture and Leisure pathway, the lease must not expire for at least another 10 years. The Panel will consider applications where the applicant has less than 10 years remaining on their lease in cases where the building seeking CLTF funded equipment is owned by a public body. For either pathway, the applicant must have written permission from the owner of the leased premises to install and utilise the equipment to the applicant's benefit. CLTF funded equipment cannot be installed on residential properties or any other property not relating to the operations of the applicant.

3.11 For the Sustainable Tourism pathway, only businesses operating at a fixed premises registered for business rates in East Devon are eligible for CLTF funding.

3.12 Where the applicant is seeking to install and utilise CLTF funded equipment on a property used for self-catered accommodated, the property in question must be owned and operated by a registered commercial entity.

3.13. For the Rural Culture and Leisure pathway, applicants must be a properly constituted not-for-profit organisation with at least two wholly unrelated trustees, signatories or directors.

3.14 An organisation can only receive CLTF funding for one application regardless of the number of different premises it occupies.

3.15 Applicants, or a group of applicants, cannot apply collaboratively. Each application must be submitted by an individual eligible organisation or business.

3.16 An organisation cannot receive CLTF funding if they have already received funding from the Council within the last three years to purchase equipment to help decarbonise the organisation.

3.17 A business cannot receive CLTF funding if they have received or are in the process of applying for funding under the Council's Innovation and Resilience Fund Round 2 (IRF2).

3.18 Applicants (directors/owners/major shareholders) can apply for CLTF funding for each organisation, with separate proposals required from each organisation. If an applicant is a director/owner/major shareholder of more than one organisation or business registered/trading at a particular address, only one of those organisations/businesses can receive CLTF funding.

3.19 Where the Council has reason to believe that the information provided by the applicant during the application process is inaccurate, it may withhold or recover CLTF funding.

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

4.0 Eligible Equipment

4.1 Applicants can only apply for CLTF funding to purchase, install and utilise a specific type of eligible equipment.

4.2 Eligible types of equipment under the Rural Culture and Leisure pathway include, but are not limited to, the following types of equipment where an organisation is seeking to decarbonise its operation:

- Solar panels
- Small wind turbines
- Air source heat pumps
- EV charging points
- LED lighting, replacing halogen lighting systems
- Double glazed windows, replacing single-paned windows
- Loft or wall insulation

4.3 Eligible types of equipment under the Sustainable Tourism pathway include all of those listed in 4.2 and the following types of equipment where a business is seeking to improve the accessibility of their business:

- Hearing loops
- Stair lifts
- Ramps
- Handrails
- Improved accessibility signage

4.4 The use of CLTF funding to purchase supplementary items required to facilitate the installation or utilisation of eligible items is permissible. If in doubt, applicants should contact the CLTF team at cltf@eastdevon.gov.uk

4.5 For the avoidance of any doubt, the following costs and activities are not eligible for CLTF funding:

- Funding for any activity not relating to a specific type of equipment to decarbonise or improve the accessibility of a specific site or premises.
- Funding to cover the maintenance or replacement of any existing equipment used to decarbonise or improve the accessibility of a specific site or premises.
- Funding to cover any debt repayments or taxes relating to any new or existing equipment used to decarbonise a specific site or premises.
- Funding to cover feasibility studies or any other revenue (non-capital) costs.

4.6 Only one type of equipment can be submitted per application.

4.7 All equipment must be delivered, installed and utilised within 12 months of when the CLTF funding is awarded. Applicants must be able to demonstrate that the installation can be achieved within 12 months, citing a projected installation date provided by the preferred supplier. Once funding is awarded, extensions to the 12 month deadline will only be considered in exceptional circumstances.

4.8 CLTF funding cannot be used to purchase equipment where planning permission is required but has not been granted for the installation of that equipment.

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

5.0 Funding Amounts

5.1 Applicants will be required to request a funding amount in the application form that is based on the estimated total cost of the equipment they intend to purchase, excluding VAT. Copies of quotes must be provided to evidence those costs when the application is submitted.

5.2 The table below details the minimum and maximum grant requests per application for the two pathways:

| Pathway | Minimum | Maximum | Match funding minimum |
|---------------------------|----------------|----------------|------------------------------|
| Rural Culture and Leisure | £2,500 | £20,000 | 10% |
| Sustainable Tourism | £2,500 | £5,000 | 50% |

Under the Rural Culture and Leisure pathway, funding of up to £20,000 is available per individual eligible organisation. Under the Sustainable Tourism pathway, funding of up to £5,000 is available per individual eligible business. The minimum grant amount that can be requested by any applicant is £2,500.

5.3 Applicants applying under the Rural Culture and Leisure pathway must match fund at least 10% of the total equipment cost, whilst those applying under the Sustainable Tourism pathway must match fund at least 50% of the total equipment cost. Any voluntary match funding committed by the applicant above these minimum thresholds 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 the minimum thresholds will be required in cases where the applicant is unable to use CLTF funds to cover the total cost of the eligible equipment. In this case, the applicant is required to detail the total cost of the equipment and evidence the match funding available to the applicant, either using internal funds or funding from an additional external source.

5.5 The CLTF scheme cannot support projects that have received funding from other DEFRA schemes, including the Farming in Protected Landscapes Programme, the Farming Investment Fund and the Platinum Jubilee Village Hall Improvement Grant Fund.

5.6 In cases where the applicant is seeking to purchase equipment which is VAT rated, CLTF funding cannot be used to pay the VAT element of this cost.

5.7 All applicants must provide copies of quotes for the items they intend to procure using the CLTF funding. At least two quotes should be provided from at least two separate suppliers for the purchase and installation of the equipment, with the applicant highlighting the preferred supplier. One quote will be accepted when specialist equipment is required and it can be demonstrated that only one supplier is present in the market.

5.8 All quotes provided by the applicant must be submitted as a screenshot or scan, along with a date and a web address if the price is visible online. All quotes will be subject to verification.

Applicants which propose to use local suppliers will score more highly compared to suppliers outside of the district.

5.9 Applicants are welcome to provide quotes and procure from any supplier, excluding suppliers where the applicant is a director, or major shareholder of the supplier, or where an immediate family member of the applicant is a director or major shareholder of the supplier.

5.10 The Council will undertake both pre and post-payment anti-fraud checks. Any attempt to fraudulently claim public grant funding will result in funds being recovered and legal action being taken in every instance.

6.0 Making an Application

6.1 All applicants are required to complete and submit the online CLTF application form available at [Apply - East Devon](#)

6.2 An application to the CLTF is only deemed to have been made when a duly completed application form has been submitted. Once this application is submitted, the applicant will receive an automated email response to the email address provided confirming their submission and application reference number.

6.3 Once an application has been submitted, the CLTF team will conduct an initial appraisal of the application. If the application appears to be consistent with the eligibility criteria set out in this Policy document, the application will proceed to the scoring stage. Where the application is not consistent with this eligibility criteria, the application will be rejected and the applicant will be notified of the outcome.

6.4 The application form is available to complete with effect from 12 June 2023. The scheme will remain open for applications until 21 July 2023. The Council reserves the right to close the scheme in part or in full at an earlier time and date or extend the duration of the scheme. Further details regarding scheme dates and deadlines will be detailed and regularly updated online. Any organisation considering making an application to the CLTF is advised to subscribe to the Council's email business bulletin to ensure they receive up to date information in relation to the fund. You can subscribe [here](#). We will also be providing updates to cultural providers via the Arts and Culture East Devon (ACED) Newsletter. You can subscribe [here](#).

6.5 The Council will allow applicants to submit an application prior to the deadline in cases where the applicant has not been able to obtain at least two quotes. Applicants must provide all quotes, including any additional quotes obtained after an application is made, to the Council by 18 August 2023. Any quotes received after an application is made must be provided via email to the CLTF team at cltf@eastdevon.gov.uk

6.6 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.

6.7 Full details of the Council’s scheme, including how to apply are available online at www.eastdevon.gov.uk/cltf and marketed via the East Devon business update which all businesses are encouraged to subscribe to.

7.0 Assessing Applications

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

| Category | Description |
|----------------|---|
| Deliverability | What is the likelihood of the equipment being operational within 12 months? |
| Funding | Has the applicant committed any voluntary match funding either through internal funds or an additional external funding source? |
| Green | How much carbon (or other greenhouse gasses) will be saved annually once the equipment is operational? |
| Local | Does the applicant seek to procure from an East Devon business? |
| Need | Does the applicant have sufficient funds to purchase the equipment without CLTF funding? |
| Priority | Is the applicant in a priority group? (see Section 9 below) |
| Resilience | Are there any wider social or economic benefits? How does the applicant intend to use any financial savings gained? |
| Value | Are the project costs reasonable and adequately evidenced? |

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 pass/fail 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 application and resubmit it.

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

7.5 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 should be rejected before being presented to the CLTF UKSPF or whether amendments and a resubmission of the application is required before or after being presented to the UKSPF Panel.

7.6 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 business/organisation agrees to use the CLTF grant payment to deliver the work detailed in their application, including all specified milestones, sub-tasks and outcomes. The Funding Agreement will only be shared with applicants who have had application approved 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 CLTF funding is 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 CLTF funding from the CLTF recipient should the terms and conditions set out in the Funding Agreement not be met.

8.3 Where the applicant occupies a leasehold property, the owner/landlord of that property will be required to co-sign the Funding Agreement.

8.4 Funding will be dispersed as soon as possible from the point when both the application has been approved by the CLTF UKSPF and the Funding Agreement has been signed by both the applicant and the Council.

8.5 Applicants should not start the process of purchasing, ordering or installing equipment relating to their CLTF application until the Funding Agreement has been signed by both the applicant and the Council.

8.6 Successful applicants will be required to provide evidence to demonstrate that they have spent their CLTF funding appropriately and in line with their application and Funding Agreement. Applicants will also be required to provide regular updates to the Council to keep track of project milestones and whether the key project objectives have been met. Progress will be regularly reported to DEFRA and DLUHC. Further details regarding monitoring and evaluating will be outlined in the Funding Agreement.

9.0 Priority Groups

9.1 The following applicants will be prioritised in the scoring matrix:

Rural Culture and Leisure pathway:

- Organisations based in villages, hamlets or the open countryside

Sustainable Tourism pathway:

- Businesses with a cultural or leisure focus

10.0 Subsidy Control

10.1 The UK is bound by its international commitments, including subsidy obligations set out in the Trade and Cooperation Agreement (TCA) with the EU.

10.2 Where an applicant is actively competing within a particular market, a CLTF grant could be regarded as a subsidy. Where a CLTF grant is regarded as a subsidy, the applicant must confirm to the Council whether or not the applicant has exceeded the minimum financial assistance limit. Further information regarding the Government's UKSPF subsidy control policy is available at www.gov.uk/guidance/uk-shared-prosperity-fund-subsidy-control-7

11.0 Scheme of Delegation

11.1 The Council has approved this scheme.

11.2 Officers of the Council will administer the scheme and the Section 151 Officer is authorised to make technical scheme amendments to ensure it meets the criteria set by the Council and, in line with Government guidance.

11.3 The Council reserves the right to change any element of this scheme at any time. Significant changes will be communicated via the Council's CLTF webpage available at www.eastdevon.gov.uk/cltf

12.0 Review of Decisions

12.1 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 submitted application.

12.2 All such requests for a rejected application to be reviewed must be made in writing to the Council within 14 days of the Council's decision. The request should state the specific reasons why the applicant is aggrieved with the decision of the Council and 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.

12.3 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.

12.4 An organisation can reapply to the CLTF scheme if their initial application was rejected. A second application will only be considered if the proposal differs significantly from the proposal outlined in the initial application. An organisation can only reapply once. If a second application is also rejected, any subsequent applications will be automatically rejected.

12.5 The Council will not review any rejections where the rejection has been issued due to a lack of remaining funds to award the applicant. Where the Council has remaining CLTF 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.

13.0 Complaints

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

14.0 Taxation

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

14.2 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.

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

15.0 Risk of Fraud

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

15.2 Applicants should note that, where CLTF funding is awarded by the Council, details of each individual payment may be passed to Government.

16.0 Recovery of Amounts Incorrectly Paid

16.1 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 look to recover the amount in full.

17.0 Data Protection

17.1 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.

17.2 Applicants will be made aware that detail about their application will be shared with DEFRA and/or 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.