

Agenda for New Homes Bonus Panel

Thursday, 25 October 2018; 10.00am



Date: 10 October 2018
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To: Members of the New Home Bonus Panel

Councillors:

Dean Barrow (Portfolio Holder – Finance)

Tom Wright (Portfolio Holder – Environment)

Paul Diviani (Portfolio Holder – Strategic Development and Partnerships)

Michael Allen

David Barratt

Simon Grundy

Douglas Hull

Geoff Jung

Christopher Pepper

Community Engagement and Funding Officer
DCC Ali Eastland

New Homes Bonus Panel
Monday 25 October 2018 at 10.00am

The above meeting will be held in the Room 1, Knowle, Sidmouth, to consider the matters detailed on the agenda below.

A G E N D A

	Page/s
1 To confirm the notes of the New Homes Bonus Panel held on 14 May 2018.	2 - 3
2 To receive any apologies for absence.	
3 To receive any declarations of interests relating to items on the agenda.	
4 Communities Together Fund Rules – for information.	4-10
5 Communities Together Fund application form – for information.	11-18
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[Decision making and equalities](#)

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EAST DEVON DISTRICT COUNCIL

Notes of a Meeting of the New Homes Bonus Panel held at Knowle, Sidmouth on Monday 14 May 2018

Present:	Councillors: Phil Twiss (Chairman) David Barratt Iain Chubb Douglas Hull Geoff Jung
Apologies:	Councillors: Mike Allen Simon Grundy
Officers:	Ali Eastland, Locality Development Officer, DCC Jamie Buckley, Community Engagement and Funding Officer Chris Lane, Democratic Services Officer

The meeting started at 1:00pm and finished at 1.45pm.

*43 Minutes

The notes of the previous meeting of the New Homes Bonus Panel held on 29 March 2018 were confirmed as a true record.

*44 Declarations of interest

Councillors Phil Twiss and Councillor Iain Chubb declared personal interests in minute 45 as Devon County Councillors.

*45 Approval of New Guidance Notes for Communities Together Fund

Members received the proposed application form and guidance notes for the Communities Together Fund for 2018/19. This needed to be considered by the June meeting of Cabinet and ratified by the July meeting of Council.

During discussion the following points were highlighted:

-) How are parishes neighbouring Exmouth going to be affected? They would need to find other parishes to work with.
-) What would happen to projects for an organisation that had more than 12 months running costs? This project would be precluded or would have to demonstrate the project was outside of their normal duties.
-) What would happen to projects where planning permission was required? They would need to obtain planning permission before applying if it was need for the part of the project they were applying for.

- RECOMMENDED:**
1. that the guidance notes, including the changes listed below, for the Communities Together Fund be approved;
 2. that organisations other than town and parish councils should send details of their projects to Ward Members within their area. This should happen at the same time as the project asks town and parish councils for support;
 3. that town/parish councils be notified of the proposed details of the Communities Together Fund when the report going to Cabinet appears online;

4. that the deadline for applications be changed to the middle or end of January and it be made clear that applications received after the deadline will not be considered.

46 Approval of New Application for Communities Together Fund
Consideration was given to the application form for the Communities Together Fund.
RECOMMENDED: that the application form for the Communities Together Fund be approved.

*47 Feedback from previously funded Parishes Together Fund projects
Members received feedback from previously funded Parishes Together Fund projects.

RESOLVED: that details of the previously funded projects be noted.

Communities Together Fund 2018 / 2018 / 2019



Rules

Communities Together Fund- An Introduction

Devon County Council and East Devon District Council have allocated a sum of money to be given in grants through the Communities Together Fund. This fund exists to encourage communities to work together; identifying new ideas for their mutual benefit. Projects should benefit, enhance and make a difference to communities.

Projects are more likely to be funded if they involve organisations working together. This could include voluntary and community groups, clubs, town and parish councils, community interest companies or registered charities. All applicants must demonstrate how they have explored opportunities to work together with others on the proposed project.

Projects must benefit two or more town or parish council areas within Devon. For example, this could be factors such as residents of neighbouring parish attending your project, or the project being delivered in multiple locations in different parishes.

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. Although we will consider applications that include a small benefit to Exmouth as well as a larger benefit to two or more other town or parish councils, where there is a significant benefit to Exmouth or where Exmouth is the only beneficiary you must apply to the Exmouth fund through Exmouth Town Council.

The funding is available initially for this year only, there is no guarantee of it being available in future years.

How much can you apply for?

-) There is a total funding pot of about £195,000. This made up of £1.10 per elector in East Devon, plus the unallocated funding from the Parishes Together Fund which money was allocated to in the same way.
-) You can apply for a maximum of £30,000 and a minimum of £400.
-) A minimum of 20% of the total costs of your project must be funded from other sources. For example, for a project that costs £10,000 in

total, you can apply to this fund for a maximum of £8,000 and must have a minimum of £2,000 of the money to pay for the project from elsewhere. You should have at least the vast majority of your match funding in place before applying to us, preferably all of it.

-) If the organisation paying for the project is VAT registered and is able to claim back VAT, you must only apply and claim for the net amount (total amount minus VAT).
-) We'll pay grants upon receipt of invoices and receipts for the project as outlined in the application form unless you agree an exception with us in advance.
-) There is likely to be a lot of competition for the funding, so not all projects will be funded. Have a good think about how much you really need and what other funding you might be able to find from elsewhere.

Who can apply

Four types of organisations can apply:

1. **Town and parish councils.** Your project must benefit two or more town or parish council areas in East Devon, excluding Exmouth who are managing their own funding. Each application must be submitted jointly by two or more parish or town councils with one application form submitted by a lead parish or town council. In addition you must make the relevant East Devon District Councillors aware of your project. To find out about which EDDC Ward Members cover your area:
<http://eastdevon.gov.uk/council-and-democracy/who-is-my-councillor/>

The following can also apply, as long as they have a governing document, which needs to be sent with the application:

2. **Charities registered with the Charities Commission.** You'll need to send in accounts from the previous financial year.
3. Properly constituted and regulated **Community Interest Companies** registered with Companies House. You'll need to send in accounts from the previous financial year.
4. **Voluntary and community groups and clubs** where someone like a town or a parish council has agreed in writing to be accountable for the project and the funding, and bankroll it. Please send evidence with your application. The accountable organisation will need to send in relevant documents.

Organisation types 2, 3 and 4 please note;

-) All projects must benefit two or more town or parish council areas. 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.

-) You must have the written support of at least one of the town and parish councils for the areas that would benefit from your project (not including Exmouth). You must send this in with your application. When you contact the relevant town or parish councils you must also contact the relevant East Devon District Council Ward Member(s) to let them know about your project, so for example if you are emailing the town or parish council then copy in the Ward Member.
To find out about town and parish council areas and how to contact them: http://www.eastdevon.gov.uk/parish_and_town_councils.htm
To find out about which EDDC Ward Members to contact: <http://eastdevon.gov.uk/council-and-democracy/who-is-my-councillor/>

What we will fund

-) Projects that benefit two or more town or parish council areas within East Devon. For example, this could be factors such as residents of neighbouring parish attending your project, or the project being delivered in multiple locations in different parishes. 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. Although we will consider applications that include a small benefit to Exmouth as well as a larger benefit to two or more other town or parish councils, where there the majority of the benefit is to Exmouth or where Exmouth is the only beneficiary you must apply to the Exmouth fund through Exmouth Town Council, which is not yet open to applications.
-) Projects that show communities working together; identifying new ideas for their mutual benefit. Applications are welcome from community projects benefiting, enhancing and making a difference to communities.
-) All applicants must show that they have explored opportunities to work with other voluntary and community groups to either identify and/or carry out the proposed project.
-) Grants are for both capital (one off costs of a permanent item, structure etc) and / or one off revenue costs (temporary items, events, start-up costs, costs of a time limited project etc.). Can include one off staff costs / time limited project staff costs.
-) All grant money awarded must realistically be able to be spent and claimed within 12 months of receiving your grant offer letter.

What we won't fund

-) Projects that only benefit one town or parish council area within East Devon.

-) Projects where there is a significant benefit to Exmouth or where Exmouth is the only beneficiary. In this case you must apply to the Exmouth fund through Exmouth Town Council.
-) Unsustainable projects. For example, projects that need to continue beyond the life of the funding but are unlikely to be able to.
-) Projects working with vulnerable people where there isn't a Safeguarding Policy and / or appropriately trained staff / volunteers.
-) Projects for organisations that have more than 12 months running costs in reserves.
-) Projects where planning permission is required but hasn't yet been given.
-) Funds can't be given to help pay off debts.
-) Projects that promote religion or politics.
-) On-going costs including staff costs or costs for the day to day running of an organisation, unless this is during a transition phase with documented evidence of how the project will become sustainable post transition.
-) Regular activity such as grass cutting, ditch and drainage work and other associated 'lengthsman' duties.
-) Projects that are the statutory obligation of another statutory organisation for example Devon County Council, the Church or the NHS.
-) Projects that will have already started before grant offers are made.
-) Repeat projects. You can't apply for funding for the same project twice, unless there is a compelling business case proving this will help the change to the project becoming sustainable. We also won't fund projects that have previously received funding from the Parishes Together Fund.
-) Funds can't be given to benefit individuals or private / for profit enterprises.
-) Projects that are eligible for East Devon District Council's Community Buildings Fund: <http://eastdevon.gov.uk/grants-and-funding/community-buildings-fund/>

What to include as part of your application

-) Please send us quotations, tender specifications and evidence of cost as outlined:
 - All projects that will cost under £5,000 must include at least one written quotation from a contractor (if using a contractor) / supplier.
 - If the total cost of your project is between £5,001 and £100,000 you must provide a minimum of three quotations. For projects

between £5,001 and £100,000 you must invite quotations using a written tender specification containing brief details of the project and asking for quotations to be submitted to you by a specified deadline. The same written tender specification must be sent to all organisations you're inviting to send you a quote. This is to ensure all organisations vying for the project have exactly the same information to use for their quotation.

- If the total cost of your project is over £100,000 you must use a formal tender process and a minimum of 4 suppliers must respond to a written tender specification. If you aren't sure what this involves please contact us.
 - If for some reason you can't submit the required number of quotations please send us information / evidence of why this isn't possible.
 - If your project doesn't involve any 3rd party quotations please give us as much detail as possible on how you reached your conclusion of costs.
-) If you are applying as a voluntary or community group, Community Interest Company or a registered charity you'll need to send us a copy of your governing document. You must also send us the previous year's accounts for your organisation, or evidence that another organisation such as a town or parish council will be accountable for and bank roll your project. Also send us a letter of support from at least one of the town and parish councils that your project will cover.
-) If your project involves work with vulnerable people then send us a copy of your safeguarding policy/policies and details of how any staff and volunteers are appropriately trained.
-) Please send supporting documents wherever possible. This could include things such as; details of offers/ grants from any other funder/ organization, photographs, specifications and drawings, extracts from your Parish Plan(s) or Neighbourhood Plan(s), evidence of consultation e.g. letters of support, evidence of need for your project.

When to apply?

The closing date for all applications is midnight on Wednesday 16 January 2019. Any applications received after this will not be taken forward and will be returned to you. The fund is confirmed for this year only. Decisions on applications will be made at the end of March 2019. This is a competitive fund, we don't expect to be able to fund all applications.

Once the deadline is reached incomplete applications will not be assessed.

How will we assess your application?

Once the deadline has passed all applications undergo an eligibility check. If your application is incomplete or ineligible we will not take it any further.

If we have any queries on your application we will send those queries to the main contact for the application by email. They will need to respond by the deadline given or we will not take your application any further.

Once your application has been passed as eligible it will be evaluated and presented to a group made up of EDDC Councillors (the New Homes Bonus Panel) and a Devon County Councillor, for a decision to be made.

The fund aims to support projects that are:

-) needed locally
-) of benefit to two or more parish / town council areas
-) supported by the local community
-) evidencing how they have explored opportunities to work with others
-) well thought out and planned
-) in receipt of the 20% of project costs from elsewhere

You will be told in writing around the end of March 2019 whether your grant application has been successful or not. Successful applicants will receive a grant offer letter which must be signed and sent back to us within one month.

All monies must be claimed within 12 months of receiving your grant offer letter.

Privacy statement / 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 Data Protection Policy and 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>

Who do I contact?

If you have any queries or to send in your application form and supporting documents please use the following contact details:

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

Phone (01395) 517569

E-mail jbuckley@eastdevon.gov.uk

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.

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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:

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

FORM 1: FIRST STAGE ELIGIBILITY CHECK

Name of accountable group:

Application Eligibility		
Criteria	Yes	No
Is the application form <i>complete</i> ?		
Is the form <i>signed</i> ?		
Has the group let the relevant EDDC Ward Member(s) know about the project / application?		
Group Eligibility		
Criteria	Yes	No
Is the accountable organisation; a charity registered with the Charities Commission, a Community Interest Company registered with Companies House, or a town / parish council?		
Is there a copy of the accountable organisation's most recent annual accounts unless they are a town or parish council?		
Is there less than one year's running costs in reserve?		
If the project involves working with vulnerable people have they included a Safeguarding Policy and details on how volunteers / staff are appropriately trained?		
If not a town or parish council, is there at least one letter of support from a town or parish council in the relevant area?		
If a town or parish council, is the project joint between two or more town or parish councils?		
Project Eligibility		
Does it benefit two or more town or parish council areas, not including Exmouth?		
Are the majority / all of the benefits of the project within East Devon but outside of Exmouth?		
Is it an admissible type of project?		
Is the project; sustainable, in a transition phase with evidence of how it will become sustainable, or a short term project?		
If planning permission is needed has it been gained?		
Will the project not start until after March 2019?		
Will any grant money awarded be spent and claimed within 12 months from time of approval?		
Is the project ineligible for the Community Buildings Fund?		
Has the project not previously received funding from the Parishes Together Fund?		
Costs Eligibility		
Are there the required number and type of quotations, with a written tender specification?		
Is the grant requested between £400 and £30,000?		
Is the grant requested no larger than 80% of the overall project costs?		
Has the applicant obtained at least 20% match funding from elsewhere?		
Do funding gained (once our grant is added) and total project costs match?		

FORM 2: PRIORITY ASSESSMENT

Minimum score for each = 0

	ITEM	Max. Score	Score Given
1	Working with other groups and communities to either identify and / or carry out the project, identifying new ideas for their mutual benefit.	10	
Comments:			
2	Benefitting, enhancing and / or making a difference to communities.	5	
Comments:			
3	The need for the project.	5	
Comments:			
4	How well is the project planned?	5	
Comments:			
Total Score:		25	

ASSESSOR Comments:

FORM 3: SUMMARY SHEET FOR COMMITTEE

Name of accountable organisation:

Total Project Cost:

Award Requested

Recommendation

Funding Package:

Unconfirmed Funds:

Shortfall:

	<u>Funds Applied For or Raised</u>	<u>Amount</u>	<u>In hand? Yes, No, or Unsuccessful</u>
Total (if we give our grant)		£	

Priority Scoring:

ITEM	SCORE
1.	
2.	
3.	
4.	
TOTAL SCORE:	

Assessment Summary: