

East Devon District Council

Community Building Funding

Guidance Notes

2018



Please read the guidance notes thoroughly before completing the application form

The Community Building Fund- An Introduction

Each year East Devon District Council allocates a sum of money to be given in grants for community buildings in Parish Council areas.

Always ensure you have the most up to date version of the guidance notes and application form before applying to us.

Who can apply?

-) This grants scheme is open to all multi-use community buildings within Parish Council areas covered by East Devon District Council. Community shops in Parish Council areas can also apply.
-) Community buildings and community shops that are within an area covered by a Town Council are not eligible to apply. So if your community building or community shop is in an area covered by Budleigh Salterton Town Council, Exmouth Town Council, Ottery St Mary Town Council, Axminster Town Council, Seaton Town Council, Honiton Town Council, Sidmouth Town Council you cannot apply.
-) Community buildings must be multi-use (minimum of three separate user groups), with open community access, and owned and / or managed by the community.
-) You must have permission from all the relevant bodies to carry out the project before you apply. For example, if the Parish Council owns the building then you must have their permission before you apply.

How much can you apply for?

Grants are available of between £1,500 and £5,000, but we will only contribute up to 1/3 of total project costs. Total project costs cannot exceed £750,000.

Match funding should make up 2/3 of the total project costs, this should include a contribution from your Parish Council.

We pay grants upon receipt of valid invoices and receipts. If the organisation paying for the project is VAT registered so is able to claim back VAT, you must only claim for the net amount (total amount minus VAT).

What projects are eligible for a grant?

Grants are available for capital projects only (not to help with running costs, routine repair or maintenance).

What we will fund

-) Providing a new/ replacement building
-) Serious structural defects i.e. roof and walls
-) Adapting the building for disabled access
-) Kitchen refits
-) Modernising/ improving outdated facilities
-) Environmental/ green projects e.g. solar panels, ground source heating, wind turbines etc

What we will not fund

-) Single use buildings e.g. sport club or church
-) New curtains or carpets
-) Ground works
-) Removable items such as kitchen appliances, crockery, chairs and tables
-) Community buildings outside of EDDC boundaries
-) Community buildings in Town Council areas
-) Routine maintenance such as re-painting.

When to apply?

Closing dates for applications are 5pm on Friday 29 June 2018 and 5pm on Friday 11 January 2019 (please bear in mind that there is only limited funding available so if all is granted in July there will be no funding available in January). Any applications received after the deadline will be deferred until the next round. Once the deadline is reached there is a critical timescale, so incomplete applications will not be assessed and will be returned to the applicant.

Please ensure that your match funding is in place before applying to us. As a general rule this grants scheme operates as a final funder. Please be aware that other organisations and authorities may have different timescales for their grants schemes.

How to apply?

1. Read through all of the guidance notes to ensure your application is eligible. Early contact with us will ensure feedback for your application.
2. Fill in the application form using the guidance notes to complete the questions. Make sure to attach all the documents specified in the application form otherwise your application will be returned to you as incomplete.
3. Submit your application before the deadline. Do not leave applying until the last minute.

How will we assess your application?

Once the deadline has passed all applications undergo an eligibility check. If we find that your application is incomplete we will not proceed any further. This could include an incomplete form, missing documentation or ineligibility against our criteria i.e. match funding.

Once your application has passed its eligibility check, all eligible application forms will be presented to the EDDC Community Fund Panel of Councillors for decision.

The whole process takes approximately 8 weeks. You will be notified in writing whether your application has been successful or not. Successful applicants will receive a grant offer letter and form which must be completed within 3 months to secure the grant.

For further information:

Jamie Buckley, Engagement and Funding Officer, East Devon District Council, Knowle, Station Road, SIDMOUTH, EX10 8HL Email: jbuckley@eastdevon.gov.uk
Telephone: 01395 517569

How to complete the application form

Please read the guidance notes thoroughly before completing the application form

A - Your contact details

The majority of this section is self explanatory but please note

3	The main contact will be the person contacted on all issues regarding the grant application
---	---

B - The legal status and management of your community building

The community building must be multi-use (minimum of three separate user groups), with open community access, and owned and/ or managed by the community.

9	Your community building should be a charity governed by a trust deed based on either the Charity Commission approved village hall or community centre model trusts. Whatever form of governing document is used by your hall, it must be enclosed with your application.
10	The holding/ custodian trustees are distinct from your management committee which runs the community building. Their details should be laid out in your governing document.
11	The community building must be freehold or with a remaining lease of 28 years or more.

C - About your project

17	All projects are required to provide evidence of need for the project. Letters of support from user groups and partners would be appropriate for most projects. For a new building, a big extension or big refurbishment project we will expect you to have reviewed the present and likely future needs of the community, undertaking a consultation exercise such as a survey or community consultation, and to have held public meetings or exhibitions.
18 19	Applicants must make sure that they obtain planning and building regulation approvals where these are required.
20	You should not start working on a project until you have received a written offer of a grant from EDDC. Starting work before this could make your application ineligible. EDDC would expect funded projects to be completed and grant money claimed within a year of the grant offer.

D - Project costs and match funding

19	Grants are not available for land purchase alone, this must form part of an overall plan to build a hall within a reasonable timescale. When land or buildings are being purchased grants will not be awarded on a price higher than that recommended by
----	--

	<p>the District Valuer. A grant cannot be awarded to cover costs already incurred, or contracted for, except where fees have been paid for professional services in connection with a project which is awarded a grant.</p>
23	<p>Complete the match funding table with appropriate amounts from each funder, state whether or not it has been confirmed and a date when this has or will happen. Any letters from funders confirming their grants should also be enclosed with the application. Your contribution- This should include any funds from your reserves, local fundraising and donations. Grant from EDDC- Grants are available of between £1,500 and £5,000, but we will only contribute up to 1/3 of total project costs. Grants are discretionary. Each application is considered on its merits and an offer is dependent on the amount of money available from EDDC in any one year and on a number of factors used to assess your application. The total amount of funding requested usually exceeds the amount available and so even sound projects will sometimes have to be turned down. The shortfall is the difference between your total costs and your total match funding including the grant requested from EDDC. You have to make clear how you will be addressing this difference. The same applies for funding which has not yet been approved. This grant scheme will only fund applications with the vast majority of their match funding in place and prefer to fund schemes with all their other funding in place.</p>

E - Your Finances

Please enclose a copy of your latest annual accounts. We encourage community buildings to follow good practice and generate reserves to meet the costs of unforeseen costs and emergencies. If you are holding significant reserves which are not allocated for specific purposes please explain why you are not contributing more to this project. If you are in deficit please explain how you are addressing this and the longer term sustainability of your community building.

F - East Devon District Councillor comments

Please ensure you include comments about your project from your East Devon District Ward Councillor(s). If you don't know who your EDDC Councillor is you can find out online here: www.eastdevon.gov.uk/council-and-democracy/who-is-my-councillor/

G - Application Checklist

Essential Documents- Please ensure that the essential documents listed are enclosed with the application. If these documents are not received by the deadline, your application will not be assessed.

Optional Documents- These are a number of items which are optional for inclusion. Only enclose additional documents if they support or provide evidence for your application.

For more information

Jamie Buckley, Engagement and Funding Officer, East Devon District Council, Knowle, Station Road, SIDMOUTH, EX10 8HL

Email: jbuckley@eastdevon.gov.uk

Telephone: 01395 517569