

**Agenda for consultative meeting of the
Community Grant Panel
Thursday, 25th November, 2021, 2.00 pm**



Members of Community Grant Panel

Councillors J Bailey, D Key, J Loudoun, H Parr, G Pook,
V Ranger and J Rowland (Chair)

East Devon District Council
Blackdown House
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Tel: 01404 515616

www.eastdevon.gov.uk

Venue: online via Zoom

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(or group number 01395 517546)

12 November 2021

Important - this meeting will be conducted online and recorded by Zoom only.

Please do not attend Blackdown House.

Members are asked to follow the [Protocol for Remote Meetings](#)

This meeting is being recorded by EDDC for subsequent publication on the Council's website and will be streamed live to the Council's Youtube Channel at

<https://www.youtube.com/channel/UCmNHQruge3LVl4hcgRnbwBw>

Public speakers are now required to register to speak – for more information please use the following link: <https://eastdevon.gov.uk/council-and-democracy/have-your-say-at-meetings/all-other-public-meetings/#article-content>

Between 27th July 2021 to 17th January 2022, the Council has delegated much of the decision making to officers. Any officer decisions arising from recommendations from this consultative meeting will be published on the webpage for this meeting in due course. All meetings held can be found via the [Browse Meetings](#) webpage.

1 Public Speaking

Information on [public speaking is available online](#)

2 Minutes of the previous meeting 31 August 2021 (Pages 3 - 5)

To endorse the minutes from the previous meeting held on 31 August 2021.

3 Apologies

4 Declarations of Interest

Guidance is available online to Councillors and co-opted members on making [declarations of interest](#)

5 Matters of Urgency

Information on [matters of urgency](#) is available online

6 Confidential or exempt items

To agree any items to be dealt with after the public (including the press) have been excluded. There are no items which Officers recommend should be dealt with in this way.

7 **Small Community Grants stream proposal** (Pages 6 - 14)

To consider the proposals for an East Devon District Council Small Community Grants stream.

8 **Revised Community Buildings Fund guidance** (Pages 15 - 22)

To consider the revised Community Buildings Fund guidance.

[Decision making and equalities](#)

For a copy of this agenda in large print, please contact the Democratic Services Team on 01395 517546

EAST DEVON DISTRICT COUNCIL**Minutes of the meeting of Community Grant Panel held at online via zoom on 31 August 2021****Attendance list at end of document**

The meeting started at 10.00 am and ended at 10.45 am

60 Public Speaking

Mr Shorthouse gave the following statement in relation to minute 66:

“Our proposal to build a new Sports Pavilion in Branscombe will provide a much-needed smaller community facility within the Village. The Pavilion will be used regularly by Branscombe School as an additional classroom and will provide a community hub for a wide range of sporting and other groups, not just as a changing facility, but as a base for weekly meetings, club functions and social gatherings.

The benefits of the social side of sport cannot be overlooked. Sport brings people with a common interest and passion together and provides a regular opportunity for the local community to get together. The heart of this project is therefore not the facilities that allow sport to happen, but the venue itself that allow participants to socialise on a weekly basis. In a community as dispersed as Branscombe, such a facility is much needed.

Our planning application was submitted over 9 weeks ago. It is a matter of great frustration that the application was not submitted earlier and this was wholly down to the Architect who, it would appear, had taken on too many assignments. With only overwhelmingly positive comments received from the local community we are confident that planning will be approved. However, we fully understand that any assistance you could offer would be dependent on planning permission being granted.

Following a number of additional donations, should this grant application be successful, all but £2,464 of the anticipated cost of the project has now been received. In order to ensure that the project is completed, a number of members of the Cricket Club Committee have, in writing, agreed to underwrite the remaining cost of the project. We remain however, highly dependent on this grant from the EDDC Community Buildings Fund to ensure this project can go ahead”

61 Minutes of the previous meeting held on 22 July 2021

The minutes of the previous meeting held on the 22 July 2021 were recommended to senior officers for approval.

62 Declarations of Interest

Minute 65: Councillor Pook; personal interest; Application falls under ward of Beer and Branscombe, of which the councillor is Ward Member.

Minute 67: Councillor Parr; personal interest; Application falls under ward of Coly Valley, of which the councillor is Ward Member.

63 Matters of urgency

There were no matters of urgency.

64 **Confidential or exempt items**

There were no confidential/exempt items.

65 **Branscombe Pavilion application**

The Engagement & Funding Officer outlined the need to take into account the use of the pavilion building in terms of the award requested, and stressed that there was no planning permission in place for the improvements to the pavilion. She reminded the Panel that this was required. The Panel were informed by Mr Shorthouse that the funding shortfall that remained, as set out in the application, had now been covered.

Following discussion by the Panel, the application had support but at a lower level than that requested in the application. The Panel felt that the Parish Council should be approached for funding towards the project and suggested to the applicant that this should take place.

On a separate issue of the current criteria, the Panel requested a report to the next meeting, in order to debate the criteria in the context of how ancillary aspects of halls could be brought into account, such as an adjoining sports field as in this application, as an example.

RECOMMENDED to Senior Officers that the sum of £3,000 be made towards the project for Branscombe Pavilion from the Community Buildings Fund, subject to planning permission being in place.

66 **Lympstone Village Hall application**

The Engagement & Funding Officer outlined the importance of the village hall to the local community as the main site for local use in that area. The application also had financial contributions from user groups.

The Panel were in support of the application.

RECOMMENDED to Senior Officers that the sum of £3,364 be made towards the Lympstone Village Hall project from the Community Buildings Fund.

67 **Northleigh Village Hall application**

The Engagement & Funding Officer reminded the Panel that the village hall was the only community building in the parish and therefore important to the rural community there. The application also attracted a contribution from the parish council.

The Panel were in support of the application.

RECOMMENDED to Senior Officers that the sum of £2,590 be made towards the project for Northleigh Village Hall from the Community Buildings Fund.

68 **Offwell Sports and Social Club application**

The Engagement & Funding Officer outlined the connection of the Club to the next door village hall, and how the building was used for smaller events. She recommended that, if

the Panel were to support the application, a condition to have the new 50 year lease in place before the grant was made, should be included.

The Panel discussed concerns over the application, in particular that if the sum requested was supported, the hall contribution would be reduced accordingly. The need for improving the outside space offer was acknowledged, but the Panel felt that further work on the application was required before the Panel could consider recommending a sum from the Fund to support the application.

RECOMMENDED to Senior Officers that the application for Offwell Sports and Social Club from the Community Buildings Fund, be deferred, in order for the applicant to re-submit the application once the new 50 year lease was in place, and the application to the parish council for funding had reached a decision.

Attendance List

Councillors present:

- J Bailey
- D Key
- J Loudoun
- H Parr
- G Pook
- J Rowland (Chair)

Councillors also present (for some or all the meeting)

- T McCollum

Officers in attendance:

- Jamie Buckley, Community Engagement and Funding Officer
- Debbie Meakin, Democratic Services Officer

Councillor apologies:

- V Ranger

Chairman

Date:

Covering information

Small Community Grants Proposal

There is currently around £70,000 left in the Crowdfund East Devon pot. Through this fund, we've helped some fantastic projects come to fruition: <https://eastdevon.gov.uk/grants-and-funding/grants-available-from-us/crowdfunding/> However, £70,000 is quite a bit to be left in the pot. This is such a crucial time for some voluntary, community and social enterprise groups, so it is important to try and support them more if we can, so they can support the local community more.

After discussion with Cllr Jack Rowland, Chairman of the Panel, I would like to propose the idea of setting up a Small Community Grants Fund. This would give out grants of between £300-£500 to projects that help achieve either or both of the following:

1. One or both of the following key priorities listed in our Council Plan:
 - Better homes and communities for all.
 - A greener East Devon.

Please see our website for more details: www.eastdevon.gov.uk/council-plan

2. One or more of the priorities / actions listed in our Poverty Strategy. Please see our website for more details about what is included: www.eastdevon.gov.uk/council-and-democracy/council-business/poverty-reduction-strategy/poverty-reduction-strategy-action-plan: www.eastdevon.gov.uk/media/3723416/poverty-strategy-action-plan-v7.pdf

I have drafted some guidance notes and an application form, which are also within this agenda.

Key things to think about:

- Would you commit to attending decision making meetings once every 6 weeks? Or would you prefer to see if Full Council will give permission for you to make final decisions on this grant by email as with the Crowdfund East Devon monies? We do need to make fairly speedy decisions on these applications, but not as quickly as we do with Crowdfund East Devon.
- How would this work for Democratic Services in terms of the approval processes? We do have special permission for Councillors on the Panel to make instant and final decisions on Crowdfund East Devon monies.
- Do you support the two aims as listed above i.e. to help achieve the Council Plan and the actions within the Poverty Strategy?
- Due to the amount of monies available, we do need to keep the application form light touch whilst at the same time making sure our grant is financially prudent. Do you feel the application form would give you the information you need to make good decisions on the applications.

Small Community Grants

Overview

The fund provides small, one-off non-repeatable, grants of up to £500 to support community-led ideas and initiatives across the area of East Devon administered by East Devon District Council. Properly constituted not for profit organisations can apply.

What we will fund

- Community led ideas and initiatives that will benefit East Devon's communities.
- We can give grants of between £300 and £500.
- We would prefer to fund smaller projects, rather than be contributing a small percentage of big costly projects.

Projects must help achieve either or both of the following:

1. One or both of the following key priorities listed in our Council Plan:
 - Better homes and communities for all.
 - A greener East Devon.

Please see our website for more details about what is included within each priority and so whether your application would be eligible: www.eastdevon.gov.uk/council-plan

2. One or more of the priorities / actions listed in our Poverty Strategy. Please see our website for more details about what is included and so whether your application would be eligible: www.eastdevon.gov.uk/council-and-democracy/council-business/poverty-reduction-strategy/poverty-reduction-strategy Action Plan: www.eastdevon.gov.uk/media/3723416/poverty-strategy-action-plan-v7.pdf

Who can apply

Applications are accepted from properly constituted and not-for-private-profit:

- Voluntary and community sector groups and organisations
- Town and Parish Councils
- Charities
- Others such as Community Interest Companies

Or a combination of such groups working together.

******(a) Non-constituted groups without their own, separate bank account may apply but will need to do so by an accountable constituted organisation acting on their behalf. If you fall into this category, you may wish to seek the support of an eligible organisation such as a town or parish council, village hall or another local voluntary group that qualifies. If you're not sure who this would be then please contact jbuckley@devon.gov.uk.

You must have at least two unrelated signatories / trustees.

Those applying must:

- Have the permission of all relevant organisations to carry out their project.
- Take responsibility for delivering their project.
- Be able to deliver their project.

- If relevant, commit to maintaining the project and keeping it going.
- Be willing to agree to and sign a legal grant agreement and relevant terms and conditions for the funding, by signing the application form.

Whilst you may be applying for an individual project or group, it is always good to indicate in your application, whether you have involved the wider community or other local groups in the development of your idea.

What we can't fund

Generally speaking, the following will not be eligible:

- Projects where you haven't got the majority of any match funding in place already.
- Projects that promote or support a particular politics, faith or belief (including repairs to buildings used solely or mainly for these activities).
- Individuals or projects that result in direct cash payments or awards to the end beneficiaries, or to ongoing staff salaries.
- Project sponsorship and fundraising events.
- Projects from purely commercial or for- "private-profit" organisations.
- Projects considered likely to create a new or displaced dependency on other public and voluntary services.
- Regular highways-related activity such as but not limited to grass cutting, ditch and drainage work or other associated 'lengthsman' duties and tasks.
- Projects benefitting one individual recipient, e.g. an individual carer.
- Projects where more than 25% of the people benefiting from the project live outside of East Devon.
- Animal welfare projects where the sole/majority of beneficiaries are animals (i.e. charity, rescue or therapy).
- Projects seeking a commitment to ongoing support.
- Projects that have already taken place.
- Projects where work has already started before we've confirmed you've been successful in your application.
- Organisations or groups that do not have a bank account in their name with at least two unrelated signatories and/or do not have a management committee comprising at least three unrelated members. Unless you are applying using guidance note ^{**}(a) above.
- 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 where planning permission is required but hasn't yet been given.
- Funds that are required to help pay off debts.
- Projects that directly benefit individuals or for profit organisations.
- Ongoing costs including ongoing rent costs, ongoing salaries, 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, or as part of a pilot project.
- Work that a statutory organisation has to do by law, for example Devon County Council, the Church or the NHS, unless this is over and above what they would ever provide.
- Projects that have a negative effect on one or more of the priorities listed in our council plan.

How to apply

Applications can be made until ??????. However, the amount of available funding is limited, once it runs out we'll close to applications, this may be earlier than ?????.

To apply:

- Complete a Small Community Grants form online.
- If you need to receive a printed copy of the application form in the post to fill in and send back to us then email jbuckley@eastdevon.gov.uk or call 01395 517569.

In addition you can send more details about your idea/initiative to go along with your application e.g. pictures, photos, video and audio:

- By email to jbuckley@eastdevon.gov.uk
- By post to Jamie Buckley, Community Engagement and Funding, East Devon District Council, Blackdown House, Border Road, Heathpark Industrial Estate, Honiton, EX14 1EJ.

Please clearly state which application they go with.

If you would like to discuss your application or have any further questions about the grant scheme, please email jbuckley@eastdevon.gov.uk or call 01395 517569.

What happens after you've applied

Applications can be submitted at any point up until the cut-off date of ??????. However, the amount of available funding is limited, once it runs out we'll close to applications, this may be earlier than ?????.

Once we've received your application:

1. We will make sure your application is eligible and that we have all the information we need to make a decision. We may contact you with queries.
2. We will submit your application and accompanying documents to Councillors on our Community Grants Panel:
<https://democracy.eastdevon.gov.uk/mgCommitteeDetails.aspx?ID=207>
3. Applications will be considered once every six weeks. Decision making meetings will be on ??????, ?????, ?????.
4. We'll contact you after your application has been considered to let you know whether your application has been successful.
5. Payments will be made by BACS using the details you gave us in your application form.

What happens if you get a grant

If you are successful in getting funding for your idea/initiative, the grant will need to be spent within 3 months of you receiving it.

We will ask you for some feedback after 3 months. We may also share your application and your evaluation outcomes publicly, to promote the grant scheme and to encourage others to apply.

We will require:

- A minimum of 250 words of feedback, which we can use in our communications, publicity materials and on our website and social media channels.
- Copies of invoices and receipts relating to the grant provided.
- Any publicity you generate must clearly acknowledge the contribution we have made to the project.

Generic terms and conditions

1. You must confirm on the application that your project meets the respective eligibility criteria. The grant can only be used for the purposes specified in the application.
2. Project applicants must confirm the project serves communities within East Devon, with at least 75% of the people benefiting from the project living in that area.
3. There is no automatic right to a grant, we will consider all applications and decide on the applications we wish to grant fund. We reserve the right not to make a funding offer to a project.
4. Grants will be awarded where they are deemed to be most needed and where they would have the greatest, long-lasting impact and outcomes.
5. Grants will be awarded on a one-off basis and applications for continuation of 'business as usual' will not be supported. Any grant relating to an application does not commit us to ongoing future funding.
6. For successful projects, our funding will only be released following the submission of evidence that the remainder of the match funding has been secured from other sources.
7. Applicants have to accept in writing our associated Terms and Conditions before any grants can be released. They do this by signing the application form.
8. After 3 months any unspent / uncommitted monies will be returned to us, in line with the relevant terms and conditions applying.
9. An evaluation of how the funding has benefited the organisation / local community will be provided; in line with the relevant terms and conditions applying.
10. Any grant-funded projects will clearly acknowledge, in any related publicity materials the Small Community Grants scheme as an East Devon District Council initiative.
11. Grant-funded projects accept that East Devon District Council will issue publicity about projects and activities that it supports, so may use such projects within its publicity materials and as promotional case studies, and may wish the project to evaluate further its project work and outcomes. Publicity may include digital images, video and other content.
12. Three months after receiving the grant, projects receiving a grant will conduct a project evaluation and forward it to us.
13. This grant cannot be used to: benefit individuals directly, (e.g. ongoing salary costs or cash payments), or for private profit businesses, reverse public sector policy or provide services which are the statutory responsibility of public sector agencies, support political activities and/or projects where most or all beneficiaries are animals (i.e. charity, rescue or therapy), fund and commit to ongoing support.
14. Regular Highways-related activity such as grass cutting, ditch and drainage work and any other associated 'lengthsman' duties, are not eligible for these funding schemes.
15. Repayment of East Devon District Council grant funds may be required at our sole discretion if a funded project supplies false information, fails to spend the money in any allotted time period, fails to return evaluation materials within the agreed time period, becomes insolvent and / or there are any other breaches of the conditions or eligibility criteria.
16. We may request additional information and assurances; requiring additional terms and conditions to apply and will require you to confirm in writing your acceptance of any additional terms and conditions before agreeing to provide East Devon District Council grant funding.

Small Community Grants

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.

Further detail about our use of your personal information can be found in the relevant Privacy Notices which can be accessed online:<http://eastdevon.gov.uk/privacy>

SNAP Surveys Ltd Privacy Policy:<https://www.snapsurveys.com/survey-software/privacy-policy-uk>

Confirmations

1. Please select the box below to confirm that you've read and understood the online guidance for our Small Community Grants scheme. You won't be able to fill in the application form without confirming you've read and understood the guidance available at: eastdevon.gov.uk/grants-and-funding/grants-available-from-us/small-community-grants

2. Please select the box below to indicate that you have understood that East Devon District Council is subject to Freedom of Information legislation. Unless your information is classed as confidential or protected under data protection legislation and policies it will be made public. 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/>

A. About your organisation

3. The name of your organisation:

4. Is your organisation:

- A town or parish council
- A properly constituted voluntary or community group with a constitution and your own separate bank account
- A Charity registered with the Charities Commission
- A Community Interest Company registered with Companies House
- Other properly constituted and not for private profit organisation, please describe below:

*Non-constituted groups without their own, separate bank account will need to get an accountable constituted organisation to apply on their behalf and to be responsible for the grant.

5. Your position within the organisation:

6. Postal address of your organisation:

7. Email address of your organisation:

8. Web address of your organisations website (if you have one):

9. Bank account or building society details for your organisation:

Please include the account name as shown, account number and sort code.

We're asking for this information so that if you're successful we can pay you the grant by BACS.

B - About you

10. Your name:

11. Your email address, if different to the email address of your organisation above:

12. Your postal address, if different to the postal address of your organisation above:

C - About your project

13. Tell us about the project, item or activity for which the funding will be used and why you want to do it:

This should be a minimum of 150 words.

Please send any pictures, quotes, photos and videos by email to jbuckley@eastdevon.gov.uk or by post to Jamie Buckley, Community Engagement and Funding, East Devon District Council, Blackdown House, Border Road, Heathpark Industrial Estate, Honiton, EX14 1EJ.

14. How will your project, item or activity help meet the aims of our Council Plan?

See the Council Plan: www.eastdevon.gov.uk/council-plan

This should be a minimum of 100 words.

15. If your application was successful, when do you think you would:

Please bear in mind that it can take us up to 6 weeks to make a decision on your application.

Start work on the project / item / activity:

Spend the Small Community Grant: This must be within three months of finding out you have been successful in your application.

D - The costs of your project

16. Please tell us about the costs and funding for your project:

Total cost of project / item / activity:

Please tell us how you've arrived at this cost:

Amount of funding you are applying for from our Small Community Grants:

Please tell us about any other funding you have already in place for your project / item / activity:

If there is a difference between the total cost of the project / item / activity and the amount of funding you are applying to from us and already have from other sources, please tell us how this gap will be filled:

E - Terms and conditions

I confirm that:

- I am authorised to sign on behalf of the above named organisation and that any funding will not benefit any individual or private business and will only be used for the purposes specified;
- This Small Community Grant will be used for the purpose outlined in the application form, by the deadline specified and any unspent / uncommitted monies will be returned to East Devon District Council promptly.
- That I / we will provide East Devon District Council with a statement of how the funding has benefited the organisation / local community, and copies of invoices / receipts for the expenditure of the grant amount. Please see the guidance for details of what we require.
- That I / we acknowledge and understand that approval of any grant relating to this application does not commit the council to ongoing funding.
- I / we agree to all other terms and conditions of the funding.

Name

Date:

Thanks for your application. Please click on the 'submit' button below to send it to us.

Community Buildings Fund

Proposal for revised guidance

When people apply to our Community Buildings Fund, they have to meet criteria and provide information. Recent applications have come up against issues and had to be postponed, or due to the guidance, received lower initial assessment scores than Members felt should be given.

At our last Community Grants Panel meeting, Members asked for the guidance to be reviewed so it was more up to date.

Please see the attached revised guidance notes for your consideration and discussion. The main changes are:

Previous guidance	Reason for change	New proposed guidance
It was advisable that all or most match funding should be in place when the grant was applied for.	Where all match funding was not in place, Members were postponing the decision until it was, or inviting applicants to apply again when they had all match funding in place.	Applications are not eligible without all match funding in place.
It was suggested that applications should include a contribution from the parish council.	Applicants who had not approached their parish council for match funding were viewed unfavourably by Members. Some applicants were unaware they could ask their parish council for a contribution.	Applicants must approach their local parish council to see if they can help with any funding towards their project in order to be eligible. Councillors on the decision making panel do prefer to see a contribution from the parish council, however small, but applicants must at least have asked.
In order to be eligible, applicants had to have a significant number of years left on their lease, but no specific number was mentioned in the guidance. This is due to the funds we're giving out being public money, we wouldn't want improvements to be made and the freeholder take the hall back soon after.	This lack of clarity ended up with people applying with relatively short leases, which led to the applications having to be postponed until they had extended their leases, or invited to re-apply.	If the building is leasehold, people must have a minimum of 28 years remaining on their current lease when they apply. This is the recommended minimum from Devon Communities Together – who are community buildings experts.

<p>All the projects that were listed as eligible in the guidance were to do with the structure of the building itself, or projects inside the building.</p>	<p>Members wished to, and have, approved projects for car parks, and structures outside that were part of the building that increased the sustainability of the hall itself or the surrounding public open space. However, with the guidance as it was, projects such as this received lower assessment scores, especially those that increased the sustainability of the surrounding public open space.</p>	<p>Eligible projects must be for:</p> <ul style="list-style-type: none"> • the building itself. • structures permanently attached to the building that are often used in conjunction with the building, and increase the sustainability of the building itself and / or significantly increase the sustainability of the surrounding public open space. • car parks next to the building that are solely / mainly for the use of those accessing the building.
<p>Community buildings must be multi-use (minimum of three separate user groups), with open community access, and owned and / or managed by the community.</p>	<p>There have been some projects recently where it hasn't been clear how much usage the community building has had or will have from more than one main user group. This makes initially assessing the application difficult in some cases, and can make decisions on the application less well informed.</p> <p>The danger is that we could be funding community buildings for specific sports or activities rather than the whole community, and there are other funding streams that would be suitable for those kinds of projects.</p>	<p>Community buildings must be multi-use (minimum of three separate user groups), with open community access, and owned and / or managed by the community.</p> <p>Thinking about the main user group (if there is one), they should use the community building a maximum of 50% of the time it is in use. The remaining 50% of the time it must be used by a minimum of two other separate and distinct user groups from within the community.</p>
<p>Community buildings can't apply if they have heard they have been successful for a Community Buildings Grant from us within the last two years.</p>	<p>I have a couple of examples of community buildings coming up with very different worthy projects within the two years. I would suggest we reduce this to 18 months, so they would have to miss two funding rounds (as we have two each year) and then could re-apply on the third one.</p>	<p>Community buildings can't apply if they have heard they have been successful for a Community Buildings Grant from us within the last 18 months.</p>

East Devon District Council

Community Buildings Fund

1. What is the Community Building Fund?

We have funding available for village halls, community shops and community buildings in rural areas covered by Parish Councils.

The grants can be used to help refurbish, improve or even build village halls, community shops or community buildings in rural areas (those in areas covered by Town Councils are not eligible).

Successful projects have included things like improvements to the stage at Clyst St Mary Village Hall, re-roofing at Poltimore Village Hall and kitchen and toilet improvements at Woodbury Village Hall.

You can apply for a maximum of £5,000 and there must be match funding available of at least twice the amount of the funding from other sources plus local fundraising. So, for a grant of £5,000 you would need to show that you can obtain £10,000 from elsewhere.

2. Rules for the Community Buildings Fund

The Community Building Fund - an introduction

Each year we allocate a sum of money to be given in grants for community buildings in villages. Always ensure you have the most up to date version of the guidance notes and application form before applying to us.

Recently several applications have been sent in without quotations. You must send a minimum of three quotations for your project with your application form, or have a good reason why three written quotes are not possible. If you don't, your application will be returned to you as incomplete and will not be assessed.

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. Thinking about the main user group (if there is one), they must use the community building a maximum of 50% of the time it is in use. The remaining 50% of the time it must be used by a minimum of two other separate and distinct user groups from within the community.

Extra guidance notes:

- 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.
- You can't apply if you have heard you have been successful for a Community Buildings Grant from us within the last 18 months.
- You must have three written quotations for the works which you must submit with your application, or a good reason why three written quotes are not possible.
- Ensure that your match funding is in place before applying to us. This grants scheme operates as a final funder. Please be aware that other organisations and authorities may have different timescales for their grants schemes.
- If planning permission is required for your project, it must be in place when you apply to us.
- Applicants must approach their local parish council to see if they can help with any funding towards their project in order to be eligible. Councillors on the decision making panel do prefer to see a contribution from the parish council, however small, but applicants must at least have asked.
- If the building is leasehold, you need to have a minimum of 28 years remaining on the lease when 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 third of total project costs. You would need to find a minimum of the other two thirds of your project costs from elsewhere. This means the total minimum costs for the whole project would need to be £4,500. Total project costs cannot exceed £750,000.

Match funding should make up third 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).

Applications must be for one or more of the following:

- the building itself.
- structures permanently attached to the building that are often used in conjunction with the building, and increase the sustainability of the building itself and / or significantly increase the sustainability of the surrounding public open space.
- car parks next to the building that are solely / mainly for the use of those accessing the building itself.

What we will fund

- provide a new / replacement building
- serious structural defects, for example, roof and walls
- adaptation of a building for disabled access
- kitchen refits
- modernising / improving outdated facilities
- environmental / green projects for example, solar panels, ground source heating, wind turbines

What we won't fund

- routine repairs and maintenance
- running costs of the community building
- single use buildings for example, sport club or church
- new curtains or carpets
- cosmetic re-decoration
- ground works
- removable items such as kitchen appliances, crockery, chairs and tables
- community buildings outside of our boundary
- community buildings in Town Council areas

When to apply?

The final closing date this financial year is 5pm on Friday 14 January 2022.

How to apply?

1. Read through all of the rules 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.

3. Make sure to send in all the documents specified in the application form otherwise your application will be returned to you as incomplete.
4. Submit your application before the deadline. Do not leave applying until the last minute.

How will we assess your application?

We may come back to you with queries on your application, if we do, you must respond by the given deadlines. Decisions on applications will be made by the [Community Grants Panel](#). We'll usually let you know whether your application has been successful within 8 weeks of the closing deadline.

3. Application form for Community Building Fund

[Make sure you read all the guidance notes to make sure your project is eligible and can be assessed](#)

The final closing date this financial year is 5pm Friday 14 January 2022. There are two closing dates for applications each financial year, applications received by these closing dates will be considered by Councillors.

[Application form](#)

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. Further detail about our use of your personal information can be found in the relevant Privacy Notices which can be accessed online: [/privacy](#)

SNAP Surveys Ltd Privacy Policy: <https://www.snapsurveys.com/survey-software/privacy-policy-uk>

