

Agenda for Community Grant Panel Wednesday, 8th October, 2025, 6.00 pm

Members of Community Grant Panel

S Hawkins (Chair), J Bailey, S Hughes, J Loudoun, H Parr,
S Jackson and S Smith

Venue: Council Chamber, EDDC Blackdown House, Honiton

Contact: Debbie Meakin debbie.meakin@eastdevon.gov.uk;

(or group number 01395 517546)

Tuesday, 30 September 2025

Re-issued Friday, 3 October 2025



East Devon District Council
Blackdown House
Border Road
Heathpark Industrial Estate
Honiton
EX14 1EJ

DX 48808 HONITON

Tel: 01404 515616

www.eastdevon.gov.uk

1 Apologies

2 Declarations of Interest

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

3 Public Speaking

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

4 Matters of Urgency

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

5 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.

6 Draft Community Grants Fund Policy (Pages 3 - 23)

Under the Openness of Local Government Bodies Regulations 2014, any members of the public are now allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). No prior notification is needed but it would be helpful if you could let the democratic services team know you plan to film or record so that any necessary arrangements can be made to provide reasonable facilities for you to report on meetings. This permission does not extend to private meetings or parts of meetings which are not open to the public. You should take all recording and photography equipment with you if a public meeting moves into a session which is not open to the public.

If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings for example by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording. You may not make an oral commentary during the meeting. The Chairman has the power to control public recording and/or reporting so it does not disrupt the meeting.

Members of the public exercising their right to speak during Public Question Time will be recorded.

[Decision making and equalities](#)

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

Report to: Community Grant Panel



Date of Meeting 08 October 2025

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A

Community Grant Fund

Report summary:

Community grant funding plays a key role in helping the voluntary sector uplift and empower the local communities they are working in and helping community buildings remain open and well maintained.

Following a review of EDDC's previous grant funding available for the voluntary sector a new funding scheme the 'Community Grant Fund' is being established. This grant funding will be available for the voluntary sector thereby helping support small community projects and community buildings.

This report details some of the key criteria and differences from our previous funding schemes.

The attached draft policy sets out the details of each part of the fund available, proposals for the amounts of funding that the voluntary sector can apply for and how the fund will be administered in practice.

If Members of the Community Grant Panel (CGP) agree to the proposed funding scheme a report will be presented to Cabinet for approval.

Is the proposed decision in accordance with:

Budget Yes ☒ No ☐

Policy Framework Yes ☒ No ☐

Recommendation:

That the Community Grant Panel

1. Agree the draft policy for the new Community Grant Fund
2. Recommend the final scheme to Cabinet.

Reason for recommendation:

The Community Grant Panel agreeing the draft policy will allow the proposed new Community Grant Fund to be presented for approval to Cabinet with the Community Grant Panel's recommendation.

Officer: Sharon Church, Benefits and Financial Resilience Manager

Portfolio(s) (check which apply):

☐ Assets and Economy

☐ Communications and Democracy

- ☐ Council, Corporate and External Engagement
- ☐ Culture, Leisure, Sport and Tourism
- ☐ Environment - Nature and Climate
- ☐ Environment - Operational
- ☒ Finance
- ☐ Place, Infrastructure and Strategic Planning
- ☐ Sustainable Homes and Communities

Equalities impact Low Impact

Climate change Low Impact

Risk: Low Risk;

Links to background information

Link to [Council Plan](#)

Priorities (check which apply)

- ☒ A supported and engaged community
- ☐ Carbon neutrality and ecological recovery
- ☐ Resilient economy that supports local business
- ☒ Financially secure and improving quality of services

Report in full

1. Introduction

- 1.1 The Community Grant Fund is a new fund being made available for the voluntary sector to apply for funding in the financial years 2025/26 and 2026/27. In the event of remaining or new funding being made available the scheme will continue into 2027/28.
- 1.2 This new fund will replace three previous schemes (Action On Poverty Fund, Community Buildings and Small Community Grants).
- 1.3 As agreed by Cabinet in February 2025 the remaining funds from the above schemes will be used for the new Community Grant Fund.
- 1.4 The total budget available over the two financial years will be £204,842 giving £102,421 per year for 2025/26 and 2026/27. Any funding not spent within the relevant financial year will be carried forward to the next financial year.
- 1.5 The draft policy for the new fund has been developed based on criteria set for the above previous funding schemes. In addition, research with other Local Authorities and internal teams administering grant funding has been carried out. Consideration has also been given to the voluntary sector feedback gathered on our behalf by Devon Communities Together and the VCSE co-ordinator for East Devon.
- 1.6 In addition a consultative meeting of the CGP was held on 5 August 2025 to provide the opportunity for Members to give initial feedback on key principles and criteria for the new draft policy. Some of the key points raised at that meeting included:
 - Some improvements to the policy wording and clearer distinction between Small Community Grants and Community Buildings.
 - Importance of prioritising funding of Community Buildings for rural areas.
 - Clarify the eligibility of Beneficiaries and who can apply for grant funding.
 - Allowing the scheme to run into a third year and to carry over any underspend

- Clarification on the decision-making process which will include officer recommendation
- Members keen for the scheme to go live as soon as possible.
- Members raised the importance of co-designing the application form with the VCSE and ensuring that we made it clear that we will want to promote successful applications.

Notes of the consultative meeting were emailed to all Members of the CGP.

2. Proposed New Fund

- 2.1 The attached draft policy sets out how the new fund will have two separate parts - namely the Small Community Projects and Community Buildings. This is to reflect feedback from Senior Officers and/or Members that we need to have funding available for both these areas.
- 2.2 Applications for grant funding will be linked to the Council Plan priorities – A supported and engaged community and Financially Secure and improving quality services. Carbon reduction funding and support for local businesses will be excluded from this fund as separate funding is currently in place for these areas.
- 2.3 Applications will be open to voluntary groups, charities and social enterprises with grants allowed between £300 and £1,500 for small community grants and between £500 and £10,000 for community buildings. The maximum funding for community buildings has been increased to £10,000 (previously £5,000) to help provide support for larger works such as roof replacement and kitchen and toilet refurbishments.
- 2.4 Feedback from the voluntary sector was received that match funding was a barrier for them being able to apply for funding and deliver projects, therefore the match funding requirements for small community grants and for grants of under £3,000 for community buildings has been removed.
- 2.5 As we are expecting a high number of applications from a diverse range of organisations for the small communities grant and due to the limited amount of funding available, we are suggesting that the maximum grant available for Community Buildings is capped at 50% of the overall fund.
- 2.6 Whilst funding will be available for small community projects across the district, community buildings will be restricted to rural communities within East Devon . The exception to this will be for those town parishes where they have a rural settlement/village within the town parish boundary. For example, Sidbury is a village that sits within the parish boundary of Sidmouth. Decisions on whether a community building sits within a rural settlement/village will be determined by the CGP.
- 2.7 We are keen to fund a wide variety of projects that help to support our residents, especially those where services touch on multiple areas such as helping prevent health conditions and improving financial situations, and/or where projects link in with already existing services to help strengthen and build collaborative working across sectors and help to avoid duplication. For example, community projects that combine growing fresh fruit and vegetable and cooking courses with that produce could have multiple benefits such as sense of belonging to a community, addressing loneliness, helping provide food for less and the health benefits that eating fresh food brings. All these outcomes may therefore help to reduce the need on statutory and other services such as the NHS, emergency funding etc.

3. Administration and approval thresholds

- 3.1 The fund will be administered by officers currently supporting the Financial Resilience team in issuing emergency and discretionary payments. This team is managed by the Benefits and Financial Resilience Manager and as part of the Anti-Poverty work the team are already working closely with the Voluntary Sector. Officers will be fully trained in scoring applications.
- 3.2 Applications for grants will be determined by officers using an agreed scoring matrix such as a Red, Amber, Green rating.
- 3.3 Decisions on applications for grants under £3,000 will be presented in a summary report to Members of the CGP which will include the officer's recommendation on the decision.
- 3.4 Applications for over £3,000 will initially be reviewed and scored by officers. Each application will be submitted along with relevant supporting evidence/information and an officer recommendation for these applications to be determined on a case-by-case basis by Members of the CGP.

4. Key Outcomes

- 4.1 To ensure oversight of how funding has been utilised outcomes of each project will be required on a regular basis. These outcomes will be dependent on the size of the project and the amount of funding granted.
- 4.2 In addition, reporting periods will also be dependent on the size of the project and amount of the grant awarded with more regular reporting periods being required, for example these may be at the end or throughout the duration of the project and/or grant period if the grant is for a large amount and seeks to help a large number of residents over a longer period.
- 4.3 When appropriate regular updates of funding awarded and outcomes will be provided to the CGP overseeing the administration of the funds. An annual report will also be produced and presented to Cabinet confirming the spend, spread and scope of each project submitted.

5. Summary

- 5.1 Feedback we have received from the voluntary sector has confirmed that they are now finding it more difficult to source funding. The proposed new Community Grant Fund scheme will ensure that we can provide much needed financial support to a wide range of voluntary organisations, charities and social enterprises. The funding will also allow us to help community buildings to remain in a good state of repair, thereby helping them to remain a key and much needed local resource of rural areas.

Financial implications:

The grant sums detailed in this report are from approved budgets already in place.

Legal implications:

Grants will be awarded in accordance with the adopted criteria and will be subject to a grant agreement.

Community Grants Fund policy

Issue details	
Title:	Community Grants Fund
Version number:	1
Policy owner:	Benefit and Financial Resilience Manager
Policy sponsor:	Assistant Director Revenues, Benefits and Customer Services
Authorisation by:	Cabinet
Authorisation date:	29 October 2025
Future review date:	01 March 2028
Delegated authority to make changes to the policy:	Assistant Director Revenues and Benefits, in consultation with the Chair of the Community Grant Panel.

1. Purpose of policy

- 1.1 The purpose of this policy is to determine eligibility for The Community Grant Fund currently available for years 2025/26 and 2026/27. In the event of remaining funding or new funds being made available the scheme will continue into 2027/28.
- 1.2 Recognising the valuable work that the voluntary sector does and the importance of community buildings, this fund aims to address the gaps and needs in the provision of services, and to support and strengthen the voluntary groups and organisations within our communities, thereby supporting the Council's vision in making a positive contribution to the lives of our residents.
- 1.3 Community buildings for the purpose of this policy are those buildings used by the community such as village halls, community run shops etc. Buildings owned privately or by for profit groups are not eligible for funding unless the property is being leased by a 'not for profit' organisation/group, a registered charity, social enterprise, community group. Further conditions regarding leases are stated in 3.16.
- 1.4 Small Community grants will be available for voluntary groups, charities and social enterprises providing support to the residents of East Devon.
- 1.5 The grant is intended to support voluntary and charitable activities, not to provide personal benefit to individual applicants. All supporting evidence as required under section 5 of this policy must be supplied before a grant application can be determined.

2 Funding

- 2.1 Funding of £204,000 has been available for the two years of the scheme, with £102,000 made available for each year. Any funding not spent within the relevant financial year will be carried forward to the next financial year.
- 2.2 Funding will be available during the grant windows published on our website. This is subject to available remaining funding.
- 2.3 There will be no set amount for each part of the fund however, to ensure there is sufficient funding available for community projects the total amount granted for community buildings will be capped at 50% of the total fund for each year.
- 2.4 Funding available for individual applicants of small community projects will be between £300 and £1,500. The minimum application amount will be £300.
- 2.5 Funding available for individual applicants of Community buildings will be between £500 and £10,000. The minimum application amount will be £500.

2.6 Only one grant per voluntary organisation/group will be awarded in any twelve-month rolling period.

2.7 East Devon District Council reserve the right to recover any funds that are not used within the timescale stipulated within the issued grant agreement.

3 Eligible Applications

3.0 All applications must be made on-line via EDDC's application form within the stated application windows published on our website.

3.1 Applications for this grant must be submitted on behalf of the organisation by an authorised representative, such as the Chair, Secretary, Treasurer, or Chief Officer/Lead of the group. The applicant must be acting in an official capacity on behalf of the organisation and not in a personal capacity.

3.2 All applications received must commit to spending funding within 12 months of receipt of any grant.

3.3 Applications for funding must be linked to an outcome that helps to deliver the Council plan focussing on the two priorities:

- A supported and engaged community
- Financially Secure and improving quality services

3.4 The following table provides some examples of the types of projects we will consider funding in key areas as they support the above two priorities:

Key Area	Example
Homeless and rough sleeper strategy and action plan	Providing support which will help homeless residents find and/or sustain accommodation.
Our anti-poverty strategy	Helping low-income families in financial crisis with skills such as cooking classes to enable them to provide healthy low-cost meals.
Homes for refugees and related sustainment support.	Providing a service to help refugees integrate into the community.
Leisure and cultural strategies	Improving happiness, health and wellbeing, supporting people at risk of loneliness and social isolation through creativity or leisure activities.

Addressing inclusivity in the district so residents don't feel excluded or isolated.	Providing support to residents who struggle to access on-line services or feel isolated.
Community Buildings	Providing broadband facilities, projector, screens, installation of new kitchen/catering facilities, accessible toilets, new roof etc to maximise use of the building by community groups.

Examples are for illustrative purposes only and not an exhaustive list

- 3.5 Projects that work with or link in with already existing providers in the community or those that are addressing a gap or need within the applicant's local community will be especially welcome, as will those where multiple outcomes will be achieved such as helping prevent health conditions and improving financial situations.
- 3.6 Although not a requirement of the fund we are keen to hear from groups that are working with and/or are being supported by the business community. This will help us to better understand how the voluntary sector and business community are working together to help support local community resilience. This will be an area we are looking to understand as part of our anti-poverty strategy.
- 3.7 Applicants can apply to the fund under one of the following two parts of the policy.
- 3.8 Any groups applying for funding must be 'not for profit', a voluntary or community group, registered charity or social enterprise. Beneficiaries of a project may not apply for funding in their own right.

Part One - Small Community Projects

- 3.9 Projects must be viable and filling a need not already being met within the applicant's local or immediate surrounding community.
- 3.10 For un-constituted groups or groups setting up a new project, the group must be working with Devon Communities Together (DCT).
- 3.11 Where a group does not hold their own bank account funds can be held and distributed by a host organisation that is constituted.
- 3.12 Small community grants will be available to all areas of East Devon District Council.

Part Two – Community Buildings

- 3.13 Funding for community buildings is available to help towards the cost of building projects or refurbishments of community buildings.

- 3.14 Community buildings funding will normally only be available for those community buildings in our rural parishes. The exception to this will be for those town parishes where they have rural settlements/villages within the town parish boundary. For example, Sidbury is a village that sits within the parish boundary of Sidmouth. Decisions on whether a community building sits within a rural settlement/village will be determined by the CGP.
- 3.15 Funding applications for community buildings will need to demonstrate that works are required to improve the resilience of the building, by helping to improve facilities through reduced bills, increased revenue or to ensure that additional services can be provided to the local community. Additional services are those that are not already being provided by other local organisations in existence within the same geographical area e.g. in the same town or parish.
- 3.16 For any amount requested over £3,000 match funding of at least 30% of the total project cost must be in place or 'conditional approval' has been received. For example, funding has been reserved from another source for 3 months subject to confirmation of a successful bid. Evidence to support this must be provided in the application.
- 3.17 If the property is leased there must be at least 2 years remaining on the lease agreement if the grant is for any removable equipment (such as projector/TV) or 5 years for refurbishment of building projects or evidence that negotiations to extend the lease that are likely to be successful are underway.
- 3.18 Where required all necessary planning and building regulations consents must be in place.
- 3.19 Funding will only be available towards the capital element of a project (e.g. one-off costs of a permanent item, refurbishment such as to improve toilet facilities, kitchen refurbishments) See appendix A for further details.
- 3.20 Funds must be spent within 12 months of receipt.
- 3.21 Any unspent funds must be returned to EDDC.
- 3.22 In the event that the funding recipient organisation disbands any unspent funds must be returned to EDDC.

4.0 Projects not eligible for funding

4.1 The following projects will not be eligible for funding under this scheme.

4.2 Public body related

- Any project where funding can be or has been provided by an alternative grant scheme by East Devon District Council within a rolling 12-month period.
- Projects that have had other public sector funding that has been withdrawn.
- Any project that does not support one of the two council plan priorities as listed.
- Projects that have a negative effect or work against one or more of the priorities listed in our council plan or existing services.
- 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 where planning permission is required but hasn't yet been given.
- Projects working with vulnerable people where there isn't a Safeguarding Policy and / or appropriately trained staff / volunteers in place or can be evidenced as being in place by the time the project is delivered.
- Regular highways-related activity such as but not limited to grass cutting, ditch and drainage work or other associated 'lengthsman' duties and tasks.
- Projects that promote or support a particular politics, faith or belief (including repairs to buildings used solely or mainly for these activities).
- Projects considered likely to create a new or displaced dependency on other public and voluntary services.

4.3 Finance related

- Projects from purely commercial or for- "private-profit" organisations.
- Individuals or projects that result in direct cash payments or awards to the end beneficiaries
- Funds that are required to help pay off debts.
- 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.
- Projects seeking a commitment to ongoing support or where ongoing support is required to achieve the project's aims

4.4 Other related

- Project sponsorship and fundraising events.
- Projects benefitting one individual recipient, e.g. an individual carer.

- Projects where more than 10% 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).
- Retrospective costs or costs to cover existing services
- Any project run by a PTA (Parent Teacher association)

4.5 Carbon reduction initiatives and support for local businesses are excluded from this grant scheme, as other funding schemes from EDDC are currently available to support these key areas.

4.6 Funding will only be available towards the capital element of a project (e.g. one-off costs of a permanent item, refurbishment such as to improve toilet facilities, kitchen refurbishments.) A detailed list can be found at appendix A.

4.7 Where a further application has been received where a grant has already been awarded within a twelve-month rolling period, it will automatically be refused.

4.8 EDDC reserves the right to refuse multiple repeat applications from the same organisation/group within a rolling 12-month period.

4.9 Any public sector/statutory body will not be eligible to apply for this funding including Town and Parish Councils.

5.0 Application and supporting evidence requirements

5.1 A statement explaining what the project is intending to achieve and how it will meet the requirement of linking to our council plan.

5.2 A full breakdown of what the funding will be used for, key milestones with dates that these are due to be met, and an agreement that the full amount of funds will be used within the timescale stipulated within the grant conditions/agreement.

5.3 Confirmation that the project will be serving communities within East Devon and that at least 90% of the people benefiting from the project live in the East Devon area.

5.4 Agreement to provide outcomes as stipulated within individual grant agreements, such as how many residents have been helped as a result of the grant. Outcomes to be provided will be relevant to the size of the grant and the organisation/charity.

5.5 A governing document to show the status of the organisation.

- 5.6 Confirmation/evidence of up-to-date safeguarding policies and that training for relevant staff is in place when a project is working with vulnerable people.
- 5.7 An up-to-date bank statement in the name of the organisation applying for the grant or the host organisation holding the funds on behalf of the applicant.
- 5.8 Evidence of any match funding where required.

6.0 Scoring and decision making

- 6.1 Applications for grants will be assessed by officers using an agreed scoring matrix by CGP. The table below outlines the factors that will be considered as part of the scoring matrix.

Category	Description
Viability	Will the project and use of the community building be viable?
Financial	Does the applicant have sufficient funds to provide the service/carry out works?
Productivity	Will the project provide/increase support to the community or use of the community building?
Risk	What is the likelihood of the project not achieving its core aims and full grant spend within 12 months of the grant being awarded?
Local	How many local residents will benefit from the project?
Priority	Is the applicant in a group with protected characteristics?
Value	Are the project costs reasonable, adequately evidenced, and are justified by the outputs achieved?
Match Funding where applicable	Has the applicant committed any secured voluntary match-funding (above 30%) either through internal funds or an additional external funding source?

- 6.3 The scoring matrix also contains pass/fail criteria based on sections 2 – 5 of this policy. The application must pass all the pass/fail criteria to be approved.
- 6.4 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 be rejected by officers and will not be passed to the CGP for consideration.
- 6.5 If an application both scores above 20% of the available points and passes the pass/fail criteria in the scoring matrix, the application together with officer recommendation will be presented to Members of the Community Grant Panel who will make a final decision.
- 6.6 Decisions on applications for grants under £3,000 will be presented in a summary report to Members of the Community Grants Panel which will include the officer's recommendation on the decision.

- 6.7 Applications for over £3,000 will initially be reviewed and scored by officers. Each application will be submitted along with an officer recommendation, for these to be determined on a case-by-case basis by Members of the Community Grant Panel. The Community Grant Panel will review submissions and can choose to approve the application, reject the application or ask the applicant to amend their full bid application and resubmit it with the required additional information.
- 6.8 The Panel may choose to make a 'conditional approval' in which the applicant will be offered the grant, in full or in part, if certain additional criteria are met by the applicant. In such cases, the applicant will be invited either to accept the conditional approval or decline it. Where the conditional approval is accepted by the applicant, the additional criteria agreed by the Community Grant Panel will be added into the applicant's Funding Agreement. Where an applicant declines the Panel's offer, the Panel reserves the right to reject the application.
- 6.9 Officers will use their professional judgement and discretion to determine how many points are awarded to each application based on the information provided. This includes whether an application fails to score highly enough to be presented to the Community Grant Panel or whether amendments and a resubmission of the application is required before or after being presented to the Community Grant Panel.
- 6.10 Applications will be assessed on the responses provided to questions in the application form. Where supplementary evidence is provided, the applicant must cite in the application form where the relevant information is situated in any supplementary documents. Only information included in or referenced by the application form will be scored against.
- 6.11 In the event of more eligible applications being received for grants than funding allows those that score the highest and/or are deemed to be most needed and those which would have the greatest, long-lasting impact and outcomes and in line with Council Plan priorities will receive funding, for example where the service will be supporting our most vulnerable residents.
- 6.12 All decisions made by the Council shall be notified to the applicant by email.

7.0 Funding Agreement

- 7.1 Before any funds can be awarded, applicants must sign a Funding Agreement to ensure the group/organisation agrees to use the Community Grant payment to deliver the specific project milestones, sub-tasks and outcomes detailed in their application within the stated timeline. The Funding Agreement will only be shared with applicants who have had their project approved for funding by the community Grant Panel.
- 7.2 The Funding Agreement will be provided to the applicant by email and must be signed and returned by the applicant within 10 working days. The Council will consider an extension to this deadline on a case-by-case

basis. All signed Funding Agreements must be returned by email and submitted in Microsoft Word format with either a handwritten or digital signature.

- 7.3 The purpose of the Funding Agreement is to ensure that Community grant awards are not used for purposes which the Council considers to be inappropriate. The Funding Agreement is a legal document that will allow the Council to reclaim project funding from the recipient should the terms and conditions set out in the Funding Agreement not be met.
- 7.4 Project funding will be dispersed as soon as possible from the point when both the full bid application has been approved by the Community Panel and the Funding Agreement has been signed by both the applicant and the Council.
- 7.5 Applicants should not start the process of purchasing, ordering or commissioning items or services relating to their Community Grant application until the Funding Agreement has been signed by both the applicant and the Council.
- 7.6 Successful applicants will be required to provide evidence to demonstrate that they have spent their project funding appropriately and in line with their supported project proposal and Funding Agreement. 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 the community Grant Panel. Further details regarding monitoring and evaluating will be outlined in the Funding Agreement.
- 7.7 Successful grant recipients must agree to any promotional material clearly acknowledging the grants funding provided by East Devon District Council community Grant Fund scheme.
- 7.8 Successful grant recipients accept that East Devon District Council will issue publicity about projects and activities that it supports and may use such projects within its publicity materials, as promotional case studies and for evaluating the project work and outcomes. Publicity may include digital images, video and other content.

8.0 Outcomes and reporting

- 8.1 Outcomes will be required for the reporting of how the Community Grant Fund has been administered.
- 8.2 Where an application has been successful EDDC will agree the outcomes and reporting period with the grant recipient
- 8.3 Outcomes will be linked to individual projects and will be relevant to the size of the organisation and amount of grant received.

- 8.4 Dependant on the size of the project, grant reporting may be required throughout the duration of the project and/or grant period.
- 8.5 Final project outcomes after the project is delivered will be requested. These will be dependant of the individual project and may include numbers of residents helped, a case study, a short video, any learning such as challenges, what went well, what didn't and why etc.
- 8.6 An annual report will be produced and presented to Cabinet confirming the spread, spend and scope of each project supported. Reporting will include the following
- number of grants
 - amount of funding issued
 - categories of organisation
 - geographical location
- 8.7 Regular updates of funding awarded and outcomes when appropriate will be provided to the Community Grant Panel overseeing administration of the funds.

9.0 Scheme of Delegation

- 9.1 The Council reserves the right to change any element of this scheme at any time. Significant changes will be communicated via the channels stated in section 18.
- 9.2 The Assistant Director for Revenues, Benefit and Customer Services retains delegated authority to make amendments to the policy in consultation with the Chair of the Community Grants Panel.

10.0 Review of Decisions

- 10.1 There will no right of review to decisions, however the Council may choose to undertake an internal review of a decision in exceptional circumstances as the grants are being decided by Members of the Communities Grant Panel.
- 10.2 Requests for a review of a rejected full bid application must be made in writing to the Council within 14 days of the Council's decision. The request must state the specific reasons why the applicant feels exceptional circumstances apply.
- 10.3 Applications will be reconsidered by a senior officer and referred to the Chair of the Community Grant Panel as soon as practicable, and the applicant informed in writing or by email of the decision. This decision shall be final.
- 10.4 The Council will not review any rejections where this has been issued due to a lack of remaining funds to award the applicant. Where the

Council has remaining funds which are below the grant request of the next highest scoring applicant, the Community Grant Panel will make a decision on how any remaining funds will be spent.

11.0 Complaints

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

12.0 Risk of Fraud

- 12.1 The Council will not accept deliberate manipulation of the Community Grant scheme or fraud. Any applicant found falsifying information to gain grant money or failing to declare entitlement to any of the specified grant could face prosecution and any project funding issued will be recovered from them.
- 12.2 It is the responsibility of the applicant to have and keep in place systems to deal with the prevention of fraud and/or administrative malfunction.
- 12.3 In the event that the project cannot be delivered due to the applicant being a victim of fraud, the Council reserves the right to reclaim all funding awarded.

13.0 Recovery of Amounts Incorrectly Paid

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

14.0 Policy administration

14.1 Equality impact considerations

This policy does not require an Equality Impact Assessment as it is a grant fund for the voluntary sector, however as part of the application process details on organisations/groups providing a service for those with protected characteristics will be collected.

15.0 Data protection TBC

The [EDDC Data Protection Policy](#) outlines how we store and use personal information.

The following privacy notice(s) provide further information on how we will use personal data, how it is gathered, how long we will retain this information, and what rights individuals have in relation to this.

Choose the relevant privacy notices from the drop-down menu below.
Choose an item.

All our privacy notices can be found on the EDDC website –
<https://eastdevon.gov.uk/access-to-information/data-protection/privacy-notices/>.

16.0 Policy review

This policy will initially be reviewed by the Benefits and Financial Resilience Manager by 01 March 2026 to assess impact as this a new grant scheme.

History of most recent policy changes – Must be completed			
Date	Section	Change	Origin of change (e.g. change in legislation)

17 Policy authorisation

Executive Leadership Team
Members of the Community Grant Panel
Cabinet

18 Policy dissemination

The policy will be published on our website.

The Voluntary Sector will be notified of the final policy and when the grant scheme is open to applications.

Promotion of the policy and grant application windows will be by press release, social media channels, and through working with our voluntary sector partners such as Devon Communities Together.

Internal communications will also be issued through Stay Connected, Members newsletter and to Town and Parish Councils to ensure that the fund is fully promoted.

19 Related policies, strategies, procedures, and legislation

Not applicable

20.0 Appendices and other relevant information

Appendix A

Capital

Capital funding can be used to purchase assets, either new or the significant refurbishment of existing assets. These are expected to have “wider community benefit” and to have an expected lifespan of at least 5 years. Specific examples of uses for capital funding are shown below, grouped into themes:

New buildings and repairs/refurbishment to existing buildings:

- Building of new village halls, community halls, sports pavilions, Scout / Guide huts, etc. including purchase of land.
- Significant repairs to the structure / fabric of any permanent building, including items such as drains, roofing, windows, floors, rewiring, insulation, solar panels, heat-pumps and associated professional/planning/installation costs, especially where this improves the energy efficiency of the building.
- Full or substantial replacement of the roof covering, (not simple repairs including touch-up painting and guttering repairs.)
- Re-tarmacking a community building car park or creating new / additional car parking, that will benefit the building users.
- New/replacement fencing around community building / land (not simple repairs)
- Refurbishment of toilets and changing rooms, especially to improve accessibility for all.
- Replacing / installing new kitchen facilities to a venue, especially where this is to provide a community service such as lunch clubs, day centres, etc.
- Fire alarms, sprinklers, emergency lights, fire extinguishers, fire blankets, stair lifts, hoists, etc. - but not safety inspections

Land, outside space, playgrounds, sports grounds, sports equipment.

- New gardens, allotments, orchards, community farms, etc.
- Wildlife and wildflower meadows
- Community growing: water systems, storage sheds, rotavators, tractors, water butts, composters, mowers and other gardening equipment (not consumables such as plants, seeds, sharpening, Capital repairs, etc.) Should have an expected lifespan of at least 5 years
- New/replacement play equipment - swings, roundabouts, skate ramps, climbing walls, slides, climbing frames, outdoor gym, MUGA, etc. (but not simple repairs to existing equipment)
- New or replacement safety surfacing e.g. under play equipment
- Substantial items of outdoor leisure equipment such as scoreboards, floodlights, goal posts, gym equipment, artificial wickets, line markers, tennis nets – should have an expected lifespan of at least 5 years. Not consumables such as balls, playing kit, whistles, etc.

- Purchase of a lawn mower, grounds maintenance equipment, roller, etc. (must demonstrate wider community benefit)
- Acquisition of land, buildings, monuments and heritage assets for public use / enjoyment.
- Trees, woodlands, trails, paths, fences, gates, improving access, riverbank enhancements, cycle lanes, picnic tables, built BBQs and BBQ areas for public use / enjoyment.
- Permanent finger posts, styles, gates, information boards, Blue plaques, way markers, benches, litter bins, dog bins, recycle bins, etc. (but not emptying on such bins)

Indoor space, village / community halls, offices, equipment

- PA and audio/visual systems – new projectors, screens, TV screens, sound systems and their installation.
- New hearing loop systems
- New seating and/or tables for halls
- Desks, chairs and physical items of office equipment (laptops, printers, other IT, one-off purchase of software, etc.) that supports or enhances the running of your organisation - but not stationery or consumables such as printer ink, paper, envelopes, etc.
- Broadband routers, cabling and installation - but not ongoing costs
- Creation of new websites (to further promote your organisation or benefit wider community)
- Substantial items of indoor leisure equipment such as bowls mats, gym equipment, tennis/badminton nets, snooker tables, TV screens – should have an expected lifespan of at least 5 years.
- Purchase of pianos, musical instruments, lighting rigs, fire curtains, etc. to enhance public performances

Other significant purchases

- New or replacement vehicle (e.g. for transport to day centre or other wider community benefit)
- CCTV/safety cameras, where having a system helps to protect an asset or provide greater community safety.
- Museum acquisitions and permanent artworks such as paintings, murals, sculpture, tapestry and the production of such items for public display / enjoyment.
- Purchase of marquees, caravans, market stalls, staging, outdoor PA systems, projection/cinema equipment, generators, lighting rigs, Portaloo, tents and camping equipment, etc. (not hire of these items). Should have an expected lifespan of at least 5 years.
- Professional fees for creation of documents, e.g. feasibility studies, business plans, architect's drawing/plans, etc. that will be used by and benefit an organisation's development and improve the service they give.

Revenue

Revenue funding can be used where there is no lasting asset. Revenue funding can be used to put on events, performances and activities, pay for the running costs of an organisation or pay for trips and excursions. All of these examples can either be for education, leisure or to support health and wellbeing. There must be community benefit shown amongst the target group (young people or older / vulnerable adults).

Positive activities and events

- Costs towards putting on events, fun days, coaching sessions, fetes, carnivals, fayres and festivals for the target group.
- Costs towards putting on performances, plays, concerts that either involve or benefit the target group.
- Running costs for a group that puts on positive activities, e.g. venue hire, office/printing costs, transport, staff costs. (we expect groups to become self-supporting and will not fund year after year).
- Helping to fund access to positive activities where a person's circumstances make it hard for them to afford. Such as low income, physical disability, rural isolation, etc.

Therapeutic activities / sessions

- Funding professionals to support people with specific needs, e.g. mental health issues, physical disabilities, dementia
- Putting on sessions that deliver therapeutic activities e.g. running "music for the mind" events, mindfulness, support groups, counselling, etc.
- Funding of training for a group, so members have those skills. E.g. safeguarding, 1st aid, mental health awareness, becoming a mentor, etc.
- Creating social opportunities that help to prevent isolation and loneliness e.g. a lunch club or day centre.

Sport and physical activities

- Putting on coaching sessions, taster days, fun days, etc.
- Prizes, certificates, etc. at such events.
- Training for leaders to improve skills, e.g. coaching, mentoring, safeguarding, etc.
- Purchase of items that don't qualify as Capital e.g. balls, sports kit, etc. with lifespan less than 5 years.
- Transport to a specific venue to carry out an activity, e.g. sailing lake, climbing wall, artificial ski slope.

Community organisations

- Activities that support and encourage volunteering
- Salaries for paid workers within community organisations e.g. youth workers, support staff, counsellors, administrators, etc.
- Running costs for a community group that supports the target group of people, e.g. venue hire, office/printing costs, staff costs, social media

presence / website operation. (we expect groups to become self-supporting and will not fund year after year).

DRAFT