

Communities Together Fund 2018 / 2018 / 2019



Rules

Communities Together Fund- An Introduction

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

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

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

Exmouth, as part of a pilot scheme, are managing their own funding so must not be included when counting how many town or parish council areas your project benefits. Although we will consider applications that include a small benefit to Exmouth as well as a larger benefit to two or more other town or parish councils, where there is a significant benefit to Exmouth or where Exmouth is the only beneficiary you must apply to the Exmouth fund through Exmouth Town Council.

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

How much can you apply for?

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

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

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

Who can apply

Four types of organisations can apply:

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

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

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

Organisation types 2, 3 and 4 please note;

-) All projects must benefit two or more town or parish council areas. Exmouth, as part of a pilot scheme, are managing their own funding so must not be included when counting how many town or parish council areas your project benefits.

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

What we will fund

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

What we won't fund

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

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

What to include as part of your application

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

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

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

When to apply?

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

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

How will we assess your application?

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

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

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

The fund aims to support projects that are:

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

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

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

Privacy statement / data protection

Any personal information which you provide will be held and used by East Devon District Council for the purpose of your grant application. Your information will be held temporarily by SNAP Surveys Ltd who provide the software used for the application. Your information may also be shared within East Devon District Council for the purposes of carrying out our lawful functions. Otherwise your personal information will not be disclosed to anybody outside East Devon District Council without your permission, unless there is a lawful reason to do so, for example disclosure is necessary for crime prevention or detection purposes. Your information will be held securely and will not be retained for any longer than is necessary. There are a number of rights available to you in relation to our use of your personal information, depending on the reason for processing.

All applications including any supporting evidence you send in with your application, and details of any funding allocated will be published on the East Devon District Council website in line with our Privacy Statement. Personal information will be removed. Names and contact details of organisations and businesses will be published as part of your application. Successful projects will need to complete an evaluation form, which will also be published on our website in the same way.

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

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

Who do I contact?

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

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

Phone (01395) 517569

E-mail jbuckley@eastdevon.gov.uk