

FORM 1: FIRST STAGE ELIGIBILITY CHECK

Name of accountable group: Seaton Town Council

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

FORM 2: PRIORITY ASSESSMENT

Minimum score for each = 0

	ITEM	Max. Score	Score Given
1	Working with other groups and communities to either identify and / or carry out the project, identifying new ideas for their mutual benefit.	10	8
Comments: Seaton Town Council, Axmouth Parish Council and Seaton Visitor Centre Trust will be working together to design and distribute the Sidmouth to Seatown leaflet. Will probably bring in other organisations as it develops. Will be working with Seaton Visitor Centre Trust and Axmouth Parish council on the Goat Island leaflet too.			
2	Benefitting, enhancing and / or making a difference to communities.	5	3
Comments: Local residents and visitors to the area will be able to see how accessible the South West coast path is. Will encourage outdoor walking which benefits health and wellbeing. The guides will highlight the area and what it has to offer, benefitting the local economy.			
3	The need for the project.	5	3
Comments: TIC's receive a lot of queries from members of the public on local walks.			
4	How well is the project planned?	5	3
Comments: Is well planned up to the making of the leaflets, but haven't mentioned publicity, distribution or online availability.			
Total Score:		25	17

ASSESSOR Comments:

FORM 3: SUMMARY SHEET FOR COMMITTEE

Name of accountable organisation:

Seaton Town Council

Seaton Town Council, Axmouth Parish Council and Seaton Visitors Centre Trust will work together to produce a leaflet for walkers / information for walks from Sidmouth to Seaton, highlighting Seaton. A leaflet will also be produced with information specifically about Goat Island, unclear how this will be working together. Both will be branded to link with the 'Around Seaton' heritage trail leaflet. All the information will also be available online.

Total Project Cost:

£3,652

Award Requested

£2,921.60

Recommendation

£

Funding Package:

Unconfirmed Funds:

£0

Shortfall:

£0

<u>Funds Applied For or Raised</u>	<u>Amount</u>	<u>In hand? Yes, No, or Unsuccessful</u>
Seaton Town Council	£730.40	Yes
Total (if we give our grant)	£	3,652.00

Priority Scoring:

ITEM	SCORE
1.	8
2.	3
3.	3
4.	3
TOTAL SCORE:	17

Assessment Summary:

East Devon District Council and Devon County Council

Communities Together Fund Application Form 2018 / 2019

Devon County Council and East Devon District Council have allocated a sum of money to be given in grants. This equates to £1.10 per elector in the District. The fund exists to encourage communities to work together; identifying new ideas for their mutual benefit. Applications are welcome from community projects benefiting, enhancing and making a difference to communities.

Please read the guidance notes thoroughly before completing the application form.

All applications must be with us by midnight on Wednesday 16 January 2019.

IMPORTANT- If your application is incomplete by the deadline, it will not be assessed and will be returned to you. Please ensure that all sections are complete and any supporting documentation sent by email or post either before or shortly after submitting your application.

Data Protection

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

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 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>

Section A - Your contact details

1. Names of all the organisations involved in submitting this application:

Seaton Town Council, Axmouth Parish Council & Seaton Visitor Centre Trust

If you are a voluntary or community group where someone like a town or parish council has agreed in writing to be accountable for the project and bankroll it please put both your groups details and the accountable organisations details.

Please nominate one lead person involved and fill in their details below. This nominated person will receive all communications about the funding and will receive and be responsible for any funding received on behalf of all involved.

2. Main contacts name, organisation they represent, and address (including postcode):

██████████ Town Clerk to Seaton Town Council, Marshlands Centre, Harbour Road, EX12 2LT

3. Main contacts phone number:

████████████████████

4. Main contacts e-mail:

████████████████████

5. Is the lead organisation (the one who will be accountable for the funding):

Although voluntary and community groups and clubs are eligible, they must work with a lead organisation who would be accountable and must fit into one of the categories below.

A charity registered with the Charities Commission

A Community Interest Company registered with Companies House

A town or parish council

If the lead organisation is a registered charity, please put your charity number below:

If the lead organisation is a Community Interest Company please put your registration number below:

Section B - Eligibility checklist

6. If you answer 'No' to any of the following questions you are not eligible for this funding:

	Yes	No	Does not apply
Does your project benefit two or more town or parish council areas within East Devon? Exmouth, as part of a pilot scheme, are managing their own funding so must not be included when counting how many town or parish council areas your project benefits.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Does your project show communities working together; identifying new ideas for their mutual benefit?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Does your project benefit, enhance and/or make a difference to communities?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Have you explored opportunities to work with other voluntary and community groups to either identify and/or carry out the proposed project? For example; town and parish councils, Community Interest Companies, registered charities, other voluntary and community groups.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do you already have a minimum of 20% of the total costs of your project from elsewhere?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are you applying to us for funding of between £400 and £30,000?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do you have one written quotation if the total cost of your project is under £5,000, three written quotes if it is between £5,000 and £100,000, or five written quotes if it is over £100,000?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Will any grant money awarded be able to be spent and claimed within 12 months of receiving your grant offer letter in around March 2019?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
If you aren't a town or parish council, do you have or will you get the written support of one or more of the parish or town councils in the area your project will benefit and send it in with your application?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Have you let the relevant EDDC Ward Councillor(s) know about your project?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are you; a town or parish council, Community Interest Company registered with Companies House, registered charity, or a voluntary or community group where someone like a town or parish council has agreed in writing to be accountable for the project and bankroll it?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
If you are a town or parish council, are you submitting this application jointly on behalf of two or more parish or town councils?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
If your project is working with vulnerable people do you have a Safeguarding Policy and appropriately trained staff/volunteers?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Taking into account likely funding, is your project viable in the long term, or is it in a transition phase with documented evidence of how the project will become sustainable post transition?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

7. If you answer 'Yes' to any of the following questions you are not eligible for this funding:

	Yes	No	Does not apply
Is your project eligible for our Community Buildings Fund? eastdevon.gov.uk/grants-and-funding/community-buildings-fund	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Has your project received funding from the Parishes Together Fund?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Is your project any of the following; promoting religion or politics, the direct responsibility or statutory obligation of another statutory organisation, regular activity such as lengthsman duties, on-going staff costs or costs for the day to day running of an organisation, to fund budget shortfalls or pay off debts, to fund a project where planning permission is needed but hasn't been given.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Will any of the project costs be raised by means of a personal mortgage or personal security?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Is your project due to start before the end of March 2019?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Are a significant amount of the beneficiaries of your project within the Exmouth Town Council area? As part of a pilot project, Exmouth Town Council are managing their own funding so aren't included.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

If you are ineligible and feel you should be eligible please call us to discuss on 01395 517569.

Section B - About your project

When filling in section B, please remember you will be competing with others for this funding. We can only assess your application on what you submit, so to have the best chance of being successful please read the guidance notes, the notes underneath the question and give us as much information as possible.

8. What is your project?

Should be approximately 250 words.

Describe in detail what is involved with your project. What do you intend to do? We want to know what you will do with the grant and what exactly it will pay for.

This Seaton Town Council project in conjunction with Axmouth Parish Council & Seaton Visitor Centre Trust will produce information leaflets/walkers guides from Sidmouth through to Seatown and a further guide that will provide information specifically about Goat Island situated in the Undercliffs, a National Nature Reserve. The Sidmouth to Seatown guide will provide key information on access points to the South West Coastal path, enabling the walker to choose the distance and time likely to take on their chosen route. Produced as an A3 colour guide, it will include a map of Seaton town, highlighting Seaton's attractions encouraging the visitor to explore as well as several different routes e.g. Sidmouth to Branscombe & Charmouth to Seatown. The format of the leaflet would be similar to that of the Heritage Trail leaflet, including a mix of photographs, illustrations and text. The purpose of the design will be to make the walk instructions and points of interest, clear and informative. The Goat Island Walk leaflet will be produced as an A4 colour guide containing a balanced mix of photographs, illustrations and information. The start of the walk will be Seaton Jurassic to highlight the importance of the centre with information on Axmouth village and harbour also being included. The walk to Goat Island is a challenging one and the guide will provide the walker with information around the nature and geology of the area as they make their way along the route. Both guides will be branded to link with the 'Around Seaton' Heritage Trail leaflet.

9. How have you explored opportunities to work with other voluntary and community groups to either identify and / or carry out your proposed project, and how are you committed to working together on the project:

Should be approximately 100 words

For example; town and parish councils, Community Interest Companies, registered charities, other voluntary and community groups.

Send any accompanying evidence you have of this with your application form.

We have explored working with Axmouth Parish Council as they approached us with the idea for the project and this was also something that the Seaton Visitor Centre Trust were also looking at. So we worked together on the project. Discussions were also held with the Tourist Information Centre to find out what the demand is for information for walkers.

10. Why do you want to carry out this project and what difference will it make?

Should be approximately 100 words

Outline what impact / difference the project will have on the quality of life for your users and community e.g. how it will solve a local issue, improve services or engage more residents in their communities.

The hope is that in producing this leaflet both local residents and visitors to the area will be able to see at a glance how accessible the South West Coastal path walks in the area are. To encourage walking as an activity is beneficial to all and has proven health benefits, so giving an indication of distance and times for different routes will allow individuals to choose suitable walks and may encourage them to go and walk a new section of the Coastal path. The Guides will also highlight what the local area, with particular focus on Seaton, has to offer and it is anticipated that this will bring footfall into Seaton, therefore also benefitting the local businesses and economy.

11. How do you know this is needed? Who and how have you consulted?

Should be approximately 100 words

How do you know this is what is needed and wanted by the community? You may wish to include letters of support from town and parish councils involved, voluntary and community groups, residents, local organisations, businesses, Councillors etc. Have you undertaken any consultation exercises like Parish Plans, public meetings, other surveys that support your application. Is there any statistical evidence to support your application?

Tourist Information Centre who have confirmed that they receive a lot of enquiries from members of the public on local walks.

12. When do you intend to start work on this project and how long is work likely to take?

Funding can only be given to work that has not happened. Do not start spending on your project until we have confirmed we have received back your signed copy of your official letter offering the grant, which we would normally send to you around the end of March 2019. We can't pay for the project if it has been started before this has happened. The project must be completed within 12 months of you receiving a grant offer letter if you are successful.

Project work will commence in April 2019 so that the leaflets can be available before the summer season commences

13. How is your project sustainable?

Should be approximately 80 words

For example, is it a one off event, will the money pay for buying some items that will stay with the project, is it some funding to kick start a project or is it work that the results of will last for a long time. If it is successful and needs longer term funding how will you make sure the project can carry on, for example by paying for it from main parish or town council budgets.

If successful this funding will cover the cost of the initial design and first print runs of the guide. Reprints will be funded through the Town Council and other interested parties

Section C - Project costs and match funding

14. Every project needs to include a written quotation from at least one contractor / supplier / provider. If the total cost of the project is over £5,000 but less than £100,000 you must get a minimum of three written quotations, or detail why this is not possible e.g. only one supplier that can do the project. If your project costs are over £100,000 you must provide five written quotations, or detail why this isn't possible. Have you done this and included it as part of your application?

Please see the rules for the fund for details on the quotation process.

- Yes - please detail as part of question 17 and send written quote(s) with your application
- No - you need to do this before submitting your application

15. What is the total cost of your whole project, and how have you arrived at that cost e.g. please detail and include quotes you have received for the project and state which ones you wish to proceed with and why:

Please note that all of the funding will be passed onto the organisation leading the application and they will be responsible for it. It will be up to the applicants to distribute from there.

We'll pay grants upon receipt of invoices or receipts, unless you agree an exception to this with us in advance.

The total cost of the project is £3,652. The breakdown of this figure is as follows: Goat Island to Seaton Jurassic A3 leaflet design= £1,140 - Yes proceed with Cost of printing 10,000 A3 150gsm uncoated copies = £975 - Yes proceed with Sidmouth to Seatown A4 leaflet design = £1,290 = Yes Proceed with Cost of Printing 5,000 A4 Folded leaflets = £247 = Yes proceed with

16. Can you claim the VAT back on your project costs?

- Yes - please apply for the costs without including the VAT you can claim back
- No - please apply for the project costs inclusive of VAT

17. Funding

You must already have a minimum of 20% of the total project costs from other sources to be eligible.

Total grant you are requesting from the Communities Together Fund: £2,921.60

Other confirmed match funding (please give more details below of where the funding is coming from and how much it is for): £730.40

£730.40 confirmed funding from Seaton Town Council

Other unconfirmed match funding (please give more details below of funding that has been applied for and how much it would be for): 0.00

Total cost of project: £3652.00

Shortfall (please specify below how this shortfall will be met): 0.00

No Shortfall

Section D - Checklist

18. Please tick below to indicate that you have understood and agree to your application form and supporting evidence being used and published in both of the ways outlined below:

- You have understood that we are subject to Freedom of Information legislation. Unless the information contained with and within this application is legally classed as confidential or protected under current data protection legislation it will be made public, usually in the form of being published on our website. This will be in the form of the agenda and minutes of the decision making meeting and to fit in with any other Freedom of Information requests. If any information you have given is exempt from disclosure under the Freedom of Information Act, it may be redacted before the remainder is published. Find out more here: <http://eastdevon.gov.uk/access-to-information/freedom-of-information/>

- You are aware of and have understood our Data Protection Policy and Privacy Notices: <http://eastdevon.gov.uk/privacy/> This includes all applications including any supporting evidence you send in with your application, and details of any funding allocated being published on the East Devon District Council website in line with our Privacy Statement. This includes names of individuals and personal contact details being removed. Names and contact details of organisations and businesses will be published as part of your application. Successful projects will need to complete an evaluation form, which will also be published on our website in the same way.

If you don't tick this box your application can't go forward.



19. Checklist. Have you sent the following by email or post to accompany your application including:

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

E-mail: jbuckley@eastdevon.gov.uk

- The appropriate number and type of quotations for the cost of your project, and any invitations to tender documents.
- Written support from at least one of the town and parish councils in the area your project will benefit if you aren't a parish or town council.
- Any relevant documents as outlined in guidance notes, for example accounts, governing documents, safeguarding policies.
- Have you made the relevant East Devon District Councillor(s) aware of your project and sent any comments you received back from them.

You may also wish to include the following to support your application:

- Details of offers/ grants from any other funder/ organisation
- Photographs, specifications and drawings
- Extracts from Parish Plan(s) or Neighbourhood Plan(s)
- Evidence of consultation e.g. letters of support

20. Before signing, please read

I confirm that:

- I am authorised by the organisations involved to sign on their behalf.
- Funding will not directly benefit any individual or private business and will only be used for the purposes specified within the application.
- I understand that funding will only be paid upon receipt of valid invoices/ receipts.
- That we will provide East Devon District Council with information of how the funding has benefitted the community on request.

Signature of applicant (or type name and this will be counted as a signature):



Date:

15/01/19

**The closing date for applications is midnight on Wednesday 16 January 2019.
At this stage Devon County Council have only been able to confirm their funding of this scheme for this year only.**

Please press on 'submit' below to send your completed form to us.

Please send accompanying information clearly labelled with your project details to:

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

E-mail: jbuckley@eastdevon.gov.uk

* Have you made the relevant East Devon District Councillor(s) aware of your project? If not, please could you do so and let me know.

Cllrs Burrows and Hartnell are aware of the project

* Can I just double check that Seaton Town Council are the responsible organisation for this project and we'll send you the money for you to pass on?

Seaton Town Council is the responsible organisation

* Will all the information be available online, and publicised there as well, in addition to being in a paper leaflet?

We will put the information on the seatondevon.org website and Axmouth Parish Council will publicise on their website

* The majority of the benefits of the project must be within East Devon. I see your leaflet will cover up to Seatown. What percentage of the benefits, roughly, will be to East Devon do you think?

The majority of benefit will be in East Devon. The reason for taking the leaflet as far as Seatown was to encourage walkers to walk from east to west into East Devon and also to explore Seaton and the historic village of Axmouth

* Please can you let us know how the Goat Island walk leaflet will benefit people from outside of Seaton? And are you working with Seaton Visitor Centre Trust and Axmouth Parish Council on this one as well?

The Goat Island walk will enable people to access a rare habit where wildlife and rare plants thrive; and to discover and understand more about the historic significance of the Great Landslip of 1839. Yes, we are working with the Seaton Visitor Centre Trust and Axmouth Parish Council on this leaflet

* How will each of the leaflets be publicised and distributed?

The leaflets will be available at Seaton and other TICs, at camp sites, Seaton Wetlands, library, caravan parks, hotels and B & Bs throughout the local area, local businesses, etc.

Independent Artist

Louise Farwell
80 Queen Street
Seaton
Devon
EX12 2RJ



Quote: Colour guide - Goat Island Walk - Seaton Jurassic 12/01/2019

Description of work	COST
<p>To design a A4 colour, information leaflet/ walkers guide to Goat island—a south coastal walk from starting from Seaton /Axmouth through to the Undercliffs, a National Nature Reserve to Goat island.</p> <p>Goat Island is a challenging walk, but offers the walker access to a rare habitat where wildlife and rare plants thrive. It also holds historic significance to the great landslide that took place in 1839. It will also link to Axmouth - an attractive village on the banks of the Axe estuary which is popular with bird watchers. It dates at least to the 7th century and was once owned by William the Conqueror. An Iron Age hill fort rises above the church of St Michael which boasts a lovely Norman doorway.</p> <p>The guide leaflet will be branded to link with the 'Around Seaton' Heritage Trail leaflet.</p> <p>The leaflet will be a practical and informative guide. It will contain a balanced mix of photographs, illustrations and information with the main purpose being that it is clear and informative to the visitor from start to finish.</p> <p>Breakdown of costs</p> <ul style="list-style-type: none">• The walk: I will actively do the walk from Seaton to Goat Island to gather information. I will make comparative notes to existing walk descriptions from research, select key points on the walk to use in the descriptions, obtain source material such as photographs and sketches to present in the guide.• Front cover: Hand painted illustrations relating to Seaton, Axmouth and the walk to Goat Island. They will depict the main components to the walk and give the guide an instant appeal to guide and what the walk can offer to the visitor. I will format text to highlight important elements to the walk , Start, distance, times and route, disclaimer and logos.• Inside guide (left side) Part of the page will show a graphical map in the style of the heritage map, clearly depicting the Goat Island walk from Seaton to Lyme Regis. The starting point will have a visual of Seaton Jurassic to help highlight the importance of the centre and its connections to the Jurassic coast and a good place to park and start the walk. This will include Axmouth village and harbour. The map will be designed to make it easy to follow, plus key points on the walk from start to finish with easy to follow markers.	<p>£ 350</p> <p>£ 240</p> <p>£ 200</p>

Description of work <i>continued...</i>	COST
<ul style="list-style-type: none"> • Formatting Text - Summary and walk directions This will give a summary as to the great significance that Goat Island walk holds and briefly what it can offer the walker in terms of nature and geology. The text will be presented in an effective design to make the walk instructions and points of interest comments clear and informative- either combined or grouped separately for clarity (<i>continued overleaf</i>) • Inside guide (right side) Walk directions and descriptions: original text (plus additional info from first hand experience) to be presented in a walker friendly, practical format so the leaflet can be effectively used on the walk. Text will be formatted in 'pointer' marker style so descriptions and instructions match the visuals on the map. • Original photographs and illustrations relevant to the text • Back page—continuation of walk instructions, map key, South Devon coast ordinance map, extra information, sponsors and logos <p><i>*Prices include design proofing and meetings.</i></p> <p><i>*The final trail leaflet can be stored and sent digitally. The guide can then be modified at your leisure which can be useful and cost effective if there is any future town development or any changes made to the walk due to the elements.</i></p>	£ 350
TOTAL	£ 1,140

Independent Artist

Louise Farwell
80 Queen Street
Seaton
Devon
EX12 2RJ



**Quote for: Guide to Seaton Town points of interest, linking
South West Coastal Walks - Sidmouth to Seaton**

12/01/2019

Description of work	COST
<p>To design a A3 colour, information leaflet/ walkers guide from Seaton Town. This will give the reader key information at how to access the South West Coastal walks - taking the path to Sidmouth or the path to Seaton. The walker choosing time and distance they wish to walk. The leaflet will also have a town map of Seaton, highlighting Seaton's attractions encouraging the visitor to explore the Town Centre and Esplanade.</p> <p>The format of the leaflet would be a similar design to the Heritage Trail leaflet.</p> <p>Breakdown of costs</p> <ul style="list-style-type: none">• Photographs and key illustrations: I will be visiting each aspect of the walk to take photographs significant to the area. e.g. Sidmouth to Branscombe—Branscombe to Beer—Beer to Seaton—Seaton to Lyme Regis—Lyme Regis to Charmouth—Charmouth to Seaton, These will be used as points of interest throughout the guide. The photographs and hand painted illustrations may include, wildlife, scenery, nature, historical facts. <i>Decisions for what Images are used for the guide can be discussed and agreed during the process.</i>• Front cover: Branded to link with the Heritage Trail leaflet. it will include hand painted illustrations relating to the Seaton and accessing the South West Walks. They will depict the main components to the walk and give the guide an instant appeal and indicate what the walk can offer to the visitor. I will format text to highlight important elements to the walk, Start, distance, times and route. The South Coast walk can be broken into area segments so the walker can choose the location and length they wish to walk.• Inside guide Enlarged Graphical map of Seaton Town and Esplanade-key photos or illustrations of Seaton Town and the esplanade. The attractions to include Seaton Jurassic, Cliff Field Gardens Labyrinth and Timeline, Jurassic Adventure Golf, Jurassic Play Park and the Wetlands. The Heritage map will be adapted and formatted to host the extra images for the attractions, plus any extra images needed to attract visitors to Seaton.• Formatting Text - Summary and walk directions This will give a summary to each aspect of the walk presented in sections as described above. They will be presented with additional images and photographs (<i>continued overleaf</i>)	<p>£ 300</p> <p>£ 240</p> <p>£ 400</p>

Description of work <i>continued...</i>	COST
<ul style="list-style-type: none"> • The text will be presented in an effective design to make the walk instructions and points of interest comments clear and informative- either combined or grouped separately for clarity (<i>continued overleaf</i>) • Inside guide (right side) Walk directions and descriptions: original text (plus additional info from first hand experience) to be presented in a walker friendly, practical format so the leaflet can be affectively used on the walk. Text will be formatted in 'pointer' marker style so descriptions and instructions match the visuals on the map. • Back page—continuation of walk instructions, map key, South Devon coast ordinance map, extra information, sponsors and logos <p><i>*Prices include design proofing and meetings.</i></p> <p><i>*The final trail leaflet can be stored and sent digitally. The guide can then be modified at your leisure which can be useful and cost effective if there is any future town development or any changes made to the walk due to the elements.</i></p>	£ 350
TOTAL	£ 1290

QUOTE

08/01/19

Dear [REDACTED]

Thank you for your recent enquiry. Please find below a job description and quoted price.

Title	Walking Leaflets		
Size	A3		
Ink	Full Colour, double sided		
Finishing	Double Half Fold		
Paper	150gsm gloss		
Quantity	2,000	5,000	10,000
Price	£180	£342	£634
Paper	150gsm uncoated		
Quantity	2,000	5,000	10,000
Price	£379	£592	£975

Please note these prices do not include design.

We trust that this estimate will meet with your approval and look forward to receiving your valued instructions in due course.

Should you require any further information at this stage we will be happy to assist you.

All prices exclude vat (where applicable), are valid for 30 days and are subject to sight of artwork. Material prices may be subject to change at time of order placement.

E&OE

TURNAROUND: 1 Day

QUANTITY: 2000

2. Folded Flyers &

Leaflets

FOLDS: Folded

SIZE: A4 (297 x 210

mm)

FOLDING STYLE: 4pp

A5 (Half Fold)

SIDES: Double Sided

PAPER: Silk

PAPER

WEIGHT: 170gsm

TURNAROUND: 1 Day

QUANTITY: 5000

TO BE CONFIRMED £247.00

inc VAT

PRICE:

£418.00

VAT:

£0.00

DELIVERY:

£0.00

QUOTE

TOTAL:

£418.00



YOUR QUOTE IS READY - COMPLETE YOUR ORDER NOW!
IF YOU ORDER BEFORE THURSDAY 29 NOVEMBER AT 18:00,
WE CAN STILL GET YOUR ORDER OUT FOR DELIVERY PROMPTLY!

ORDER NOW

[Make changes](#)

Dear Ann,

Your quote is ready for you—order now.

Your quote summary is below, you can order by clicking the link and adding payment information. If you need to update quantities or delivery information, you can also do so on the checkout page.

If you have questions or want to discuss your quote, please call us on [01702 460047](tel:01702460047) or email the [Solopress team](#) and we'll be happy to help. Please quote the reference **QUOT0541229** when calling or emailing.

Best regards,

Kyle Springford

[Not what you wanted? Decline this quote](#)

Quote summary

Quote ID: 0541229

Product	Shipping Address & Delivery	Price
1. Folded Flyers & Leaflets	TO BE CONFIRMED	£171.00
FOLDS: Folded		inc VAT
SIZE: A4 (297 x 210 mm)		
FOLDING STYLE: 4pp A5 (Half Fold)		
SIDES: Double Sided		
PAPER: Silk		
PAPER		
WEIGHT: 170gsm		