

FORM 1: FIRST STAGE ELIGIBILITY CHECK

Name of accountable group: Stoke Canon Parish 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?		N/A
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?		N/A
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	6
Comments: Two parish councils are working together. The work will be carried out by volunteers from both parishes. They are also talking to the DCC Parish Paths Partnership throughout. Will create a link between the parishes.			
2	Benefitting, enhancing and / or making a difference to communities.	5	4
Comments: Will improve access between Stoke Canon and Brampford Speke who each use the others community facilities. It's used by school children, dog walkers, accessing facilities such as the post office. This is the most used footpath in the area.			
3	The need for the project.	5	3
Comments: It's so poor currently that it's impossible for a lot of people to use it such as prams and wheelchairs. The only alternative to the footpath is a 13 mile round trip by road. Devon County Council own the path and are changing the gates but are unable to provide financial help for the path.			
4	How well is the project planned?	5	5
Comments: Project is well planned and thought out. There is a quotation. They are in touch with the DCC Parish Paths Partnership. The people doing the project have recently completed a similar project.			
Total Score:		25	18

ASSESSOR Comments:

FORM 3: SUMMARY SHEET FOR COMMITTEE

Name of accountable organisation:

Stoke Canon Parish Council

To improve 100m of public footpath between the two parishes, which has become so degraded people with pushchairs, buggies, wheelchairs etc can't use it. The two parishes regularly need access to each other to use community facilities. The soil will be removed and road planings laid then a layer of hardcore. DCC own the footpath and are changing the gates but can't provide any other financial help.

Total Project Cost:

£2,450

Award Requested

£1,960

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>
Stoke Canon Parish Council	£245	Yes
Bramford Speke Parish Council	£245	Yes
Total (if we give our grant)	£	2,450

Priority Scoring:

ITEM	SCORE
1.	6
2.	4
3.	3
4.	5
TOTAL SCORE:	18

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:

Stoke Canon Parish Council Brampford Speke Parish Council

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):

Stoke Canon PC

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 type="radio"/>	<input type="radio"/>	<input type="radio"/>
Does your project show communities working together; identifying new ideas for their mutual benefit?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Does your project benefit, enhance and/or make a difference to communities?	<input 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 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 type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are you applying to us for funding of between £400 and £30,000?	<input 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 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 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 type="radio"/>
Have you let the relevant EDDC Ward Councillor(s) know about your project?	<input 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 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 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 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 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.

The purpose is to improve 100m of public footpath between the two parishes (see map attached) which has become so degraded that it is impossible to use by certain groups of pedestrians including disabled groups and mothers with buggies. The soil will be removed, a geotextile membrane laid and road planings laid on top. The path will be finished with a layer of hardcore.

The footpath belongs to Devon CC. We have approached them and although they have promised to change the gates to allow disabled access they are unable to provide financial help.

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 are in contact with Devon CC Parish Paths Partnership to explore the possibility of them replacing the gates at both ends of the path in order to improve disabled access.

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.

This is the most used footpath in the area. Members of both parishes use it regularly to, for example, take children to primary school in Stoke Canon, to access facilities not available in their own parishes such as a post office, attending leisure groups in both villages and a large number of dog walkers from a wide area. The state of the footpath currently means that certain groups cannot use it including mothers with buggies and disabled groups (see attached photograph). The only alternative to this footpath is a 13 mile round trip by road.

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?

A village survey was carried out of the whole population of Stoke Canon in 2018 and the state of this path figured clearly in their responses. Bramford Speke PC has also discussed this with parishioners who have also complained regularly about the state of the path.

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.

The intention is to start work in late spring and will continue for four to six weeks dependent on weather.

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.

The results will last for a long time. The people managing this project have recently completed a similar repair and refurbishment of the mile long path between Rewe and Stoke Canon.

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.

£2450 + VAT.

The quote is from [REDACTED] of Bramford Speke who was responsible for the repair of the Rewe/Stoke Canon path. It was sent by email as follows:

Dig out approx. 100m by 1.2 m of soil and dispose of. Lay geotextile membrane over dug out area.

Lay approx 150mm of road planings and compact with vibrating roller.

Finish with 803 type 1 hardcore.

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:

£1960

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

£490

This grant contains no charge for labour. This is to be completed by Stuart Ludon and volunteers from both parishes.

The £490 is £245 from each of the parish councils

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

Total cost of project:

£2450

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

10% of the total from the finances of each PC.

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:

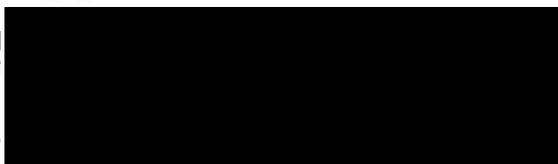
- Details of offers/ grants from any other funder/ organisation
- Photographs, specifications and drawings
- Extracts from Parish Plan(s) or Neighbourhood Plan(s)
- Evidence of consultation e.g. letters of support

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



(as a signature):

Date:

08/01/19

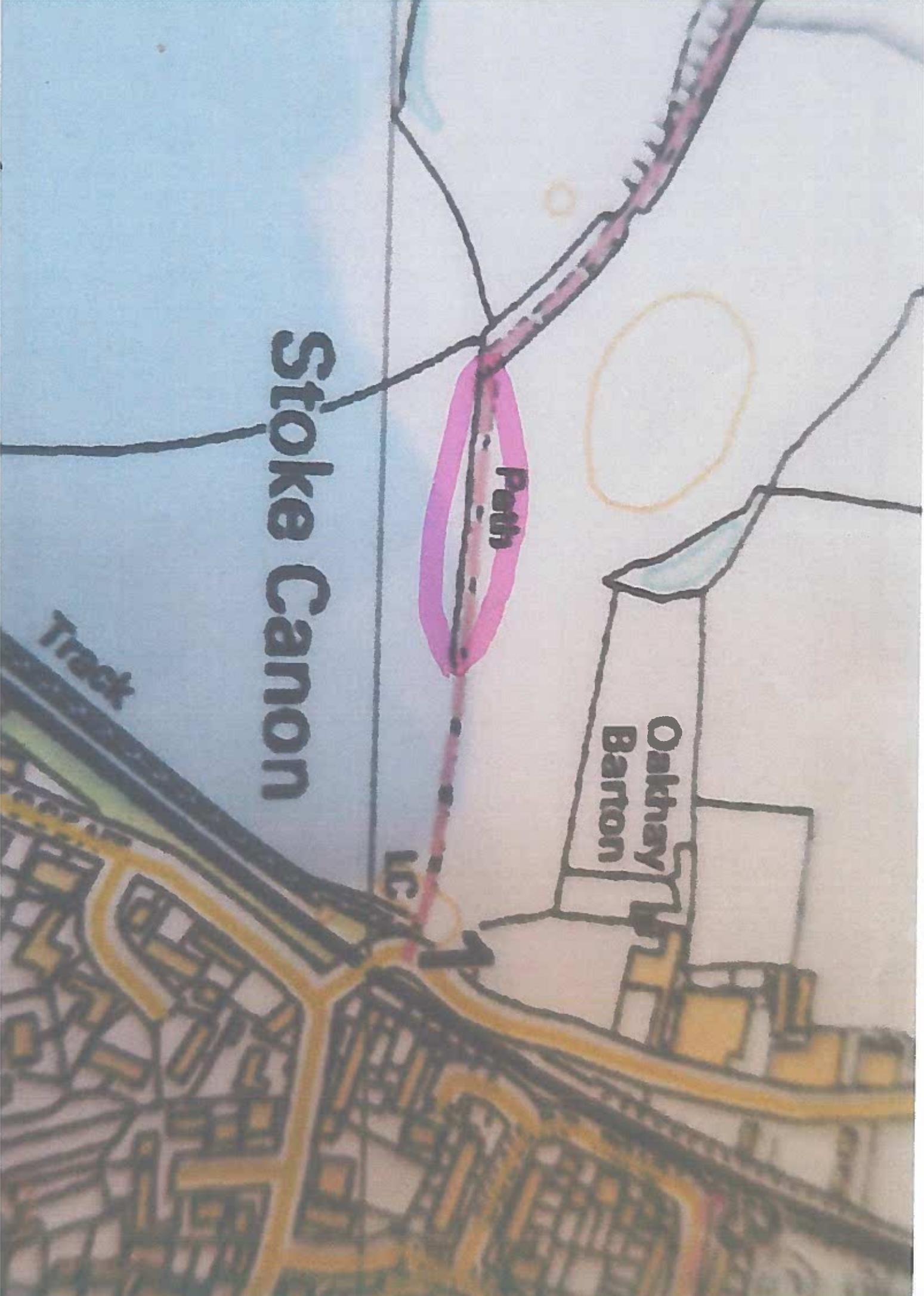
The closing date for applications is midnight on Wednesday 16 January 2019.
At this stage Devon County Council have only been able to confirm their funding of this scheme for this year only.

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

FOOTPATH BRAMFORD SPKES TO STOKE CANNON. FOOTPATH FOR REPAIR SHOWN IN PINK





Stoke Canon

Path

Oakhay
Barton

Track

IC

CURRENT STATE OF FOOTPATH

