

# Small Community Grants

## Overview

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

## What we will fund

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

Projects must help achieve either or both of the following:

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

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

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

## Who can apply

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

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

Or a combination of such groups working together.

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

You must have at least two unrelated signatories / trustees.

Those applying must:

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

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

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

### **What we can't fund**

Generally speaking, the following will not be eligible:

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

### **How to apply**

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

To apply:

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

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

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

Please clearly state which application they go with.

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

### **What happens after you've applied**

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

Once we've received your application:

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

### **What happens if you get a grant**

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

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

We will require:

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

## Generic terms and conditions

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