

# East Devon District Council

## Community Buildings Fund

### 1. What is the Community Building Fund?

We have funding available for village halls, community shops and community buildings in rural areas covered by Parish Councils.

The grants can be used to help refurbish, improve or even build village halls, community shops or community buildings in rural areas (those in areas covered by Town Councils are not eligible).

Successful projects have included things like improvements to the stage at Clyst St Mary Village Hall, re-roofing at Poltimore Village Hall and kitchen and toilet improvements at Woodbury Village Hall.

You can apply for a maximum of £5,000 and there must be match funding available of at least twice the amount of the funding from other sources plus local fundraising. So, for a grant of £5,000 you would need to show that you can obtain £10,000 from elsewhere.

### 2. Rules for the Community Buildings Fund

#### The Community Building Fund - an introduction

Each year we allocate a sum of money to be given in grants for community buildings in villages. Always ensure you have the most up to date version of the guidance notes and application form before applying to us.

Recently several applications have been sent in without quotations. You must send a minimum of three quotations for your project with your application form, or have a good reason why three written quotes are not possible. If you don't, your application will be returned to you as incomplete and will not be assessed.

#### Who can apply?

- This grants scheme is open to all multi-use community buildings within Parish Council areas covered by East Devon District Council. Community shops in Parish Council areas can also apply.
- Community buildings and community shops that are within an area covered by a Town Council are not eligible to apply. So if your community building or community shop is in an area covered by Budleigh Salterton Town Council, Exmouth Town Council, Ottery St Mary Town Council, Axminster Town Council, Seaton Town Council, Honiton Town Council, Sidmouth Town Council you cannot apply.

- Community buildings must be multi-use (minimum of three separate user groups), with open community access, and owned and / or managed by the community. Thinking about the main user group (if there is one), they must use the community building a maximum of 50% of the time it is in use. The remaining 50% of the time it must be used by a minimum of two other separate and distinct user groups from within the community.

## **Extra guidance notes:**

- You must have permission from all the relevant bodies to carry out the project before you apply. For example, if the Parish Council owns the building then you must have their permission before you apply.
- You can't apply if you have heard you have been successful for a Community Buildings Grant from us within the last 18 months.
- You must have three written quotations for the works which you must submit with your application, or a good reason why three written quotes are not possible.
- Ensure that your match funding is in place before applying to us. This grants scheme operates as a final funder. Please be aware that other organisations and authorities may have different timescales for their grants schemes.
- If planning permission is required for your project, it must be in place when you apply to us.
- Applicants must approach their local parish council to see if they can help with any funding towards their project in order to be eligible. Councillors on the decision making panel do prefer to see a contribution from the parish council, however small, but applicants must at least have asked.
- If the building is leasehold, you need to have a minimum of 28 years remaining on the lease when you apply.

## **How much can you apply for?**

Grants are available of between £1,500 and £5,000, but we will only contribute up to third of total project costs. You would need to find a minimum of the other two thirds of your project costs from elsewhere. This means the total minimum costs for the whole project would need to be £4,500. Total project costs cannot exceed £750,000.

Match funding should make up third of the total project costs, this should include a contribution from your Parish Council.

We pay grants upon receipt of valid invoices and receipts. If the organisation paying for the project is VAT registered so is able to claim back VAT, you must only claim for the net amount (total amount minus VAT).

## **What projects are eligible for a grant?**

Grants are available for capital projects only (not to help with running costs, routine repair or maintenance).

Applications must be for one or more of the following:

- the building itself.
- structures permanently attached to the building that are often used in conjunction with the building, and increase the sustainability of the building itself and / or significantly increase the sustainability of the surrounding public open space.
- car parks next to the building that are solely / mainly for the use of those accessing the building itself.

## What we will fund

- provide a new / replacement building
- serious structural defects, for example, roof and walls
- adaptation of a building for disabled access
- kitchen refits
- modernising / improving outdated facilities
- environmental / green projects for example, solar panels, ground source heating, wind turbines

## What we won't fund

- routine repairs and maintenance
- running costs of the community building
- single use buildings for example, sport club or church
- new curtains or carpets
- cosmetic re-decoration
- ground works
- removable items such as kitchen appliances, crockery, chairs and tables
- community buildings outside of our boundary
- community buildings in Town Council areas

## When to apply?

The final closing date this financial year is 5pm on Friday 14 January 2022.

## How to apply?

1. Read through all of the rules to ensure your application is eligible. Early contact with us will ensure feedback for your application.
2. [Fill in the application form](#) using the guidance notes to complete the questions.

3. Make sure to send in all the documents specified in the application form otherwise your application will be returned to you as incomplete.
4. Submit your application before the deadline. Do not leave applying until the last minute.

## How will we assess your application?

We may come back to you with queries on your application, if we do, you must respond by the given deadlines. Decisions on applications will be made by the [Community Grants Panel](#). We'll usually let you know whether your application has been successful within 8 weeks of the closing deadline.

## 3. Application form for Community Building Fund

[Make sure you read all the guidance notes to make sure your project is eligible and can be assessed](#)

The final closing date this financial year is 5pm Friday 14 January 2022. There are two closing dates for applications each financial year, applications received by these closing dates will be considered by Councillors.

### [Application form](#)

## 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. Further detail about our use of your personal information can be found in the relevant Privacy Notices which can be accessed online: [/privacy](#)

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

