

## East Devon Action on Poverty Fund

### 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: <http://eastdevon.gov.uk/privacy>

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

### Confirmations

**1. Please select the box below to confirm that you've read and understood the online guidance, terms and conditions for our East Devon Action on Poverty scheme and agree to abide by all the requirements, terms and conditions of the grant. You won't be able to fill in the application form without confirming this. You can read it all on our website: [eastdevon.gov.uk/grants-and-funding/grants-available-from-us/small-community-grants](http://eastdevon.gov.uk/grants-and-funding/grants-available-from-us/small-community-grants)**

**2. Please select the box below to indicate that you have understood that East Devon District Council is subject to Freedom of Information legislation. Unless your information is classed as confidential or protected under data protection legislation and policies it will be made public. 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/>

### A. Checklist

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

	Yes	No	Does not apply
Do less than 25% of the beneficiaries of your project live outside East Devon?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Are you a properly constituted not for private profit organisation?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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Is your project not for ongoing costs?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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Does your organisation have its own separate bank account with a minimum of two unrelated signatories?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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Are you applying for a maximum of 50% of the total costs of your project?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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Do you have at least 70% of your match funding (funding from other sources) in place?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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Does your project meet one or more of the aims of our Poverty Strategy and Action Plan: Poverty Strategy:  
<https://eastdevon.gov.uk/council-and-democracy/council-business/poverty-reduction-strategy/about-the-poverty-reduction-strategy/>

Are you applying to us for funding of between £500 and £5,000?

Do you have one written quotation if the total cost of your project is under £5,000, three written quotes (if possible) if it is between £5,000 and £100,000, or five written quotes (if possible) if it is over £100,000?

Would any grant money awarded be able to be spent and claimed within 12 months of receiving a grant offer letter in December 2022?

If your project is working with vulnerable people do you have a Safeguarding Policy and appropriately trained staff/volunteers?

Has your project previously not had any funding from East Devon District Council? For example from Crowdfund East Devon, our Coronavirus Community Food Fund, or our Small Community Grants.

## B. About your organisation

**4. The name of your organisation:**

**5. Is your not for private profit organisation:**

- A parish council
- A properly constituted voluntary or community group with a constitution and your own separate bank account, with a minimum of two unrelated signatories
- A Charity registered with the Charities Commission
- A Community Interest Company registered with Companies House
- Other properly constituted and not for private profit organisation, please describe below:

**6. Your position within the organisation:**

**7. Postal address of your organisation:**

**8. Email address of your organisation:**

**9. Web address of your organisations website (if you have one):**

**10. Bank account or building society details for your organisation:**

Please include the account name as shown, account number and sort code.

We're asking for this information so that if you're successful we can pay you the grant by BACS.

## C. About you

**11. Your name:**

**12.** Your email address, if different to the email address of your organisation above:

## D. About your project

**13. Describe the project, item or activity for which the funding will be used:**

**This must be a minimum of 100 words, if it is not, your application will be returned to you.**

Please send any pictures, quotes, photos and videos by email to [jbuckley@eastdevon.gov.uk](mailto:jbuckley@eastdevon.gov.uk) or by post to Jamie Buckley, Community Engagement and Funding, East Devon District Council, Blackdown House, Border Road, Heathpark Industrial Estate, Honiton, EX14 1EJ.

**14. Why do you want to carry out this project and what difference will it make? How do you know this is needed? Who and how have you consulted?**

**This must be a minimum of 100 words, if it is not, your application will be returned to you.**

**15. How will your project, item or activity help meet the aims of our Poverty Strategy?**

**Write in all of the specific actions / aims from the wording of the Strategy and / or Action Plan that are relevant to your project / activity, and tell us how your project / activity helps meet those aims. If your answer does not contain this information, your application will be returned to you.**

Poverty Strategy: <https://eastdevon.gov.uk/council-and-democracy/council-business/poverty-reduction-strategy/about-the-poverty-reduction-strategy/>

**16. If your application was successful, when do you think you would:**

Please bear in mind that decisions will not be made until the end of November 2022

Start work on the project /   
item / activity:

Spend the East Devon  
Action on Poverty grant:  
This must be within 12   
months of finding out you  
have been successful in  
your application.

## E. The costs of your project

**17.** Every project needs to include a written quotation from at least one contractor / supplier / provider. If the total cost of the project / activity is under £5,000 you must provide one written quotation. 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 note that this is for the total cost of your project, and not based on the amount you are applying for from us. If you are purchasing items, the quotations could be copies of websites where you can purchase the items, detailing quality and cost.

- Yes - please detail as part of question 18 and send written quote(s) by email to [jbuckley@eastdevon.gov.uk](mailto:jbuckley@eastdevon.gov.uk) or by post to Jamie Buckley, Community Engagement and Funding, East Devon District Council, Blackdown House, Border Road, Heathpark Industrial Estate, Honiton, EX14 1EJ.
- No - you need to do this before submitting your application

**18.** Please tell us about the costs and funding for your project:

Total cost of project / item / activity:

Please tell us how you've arrived at this cost:

Amount of money you are applying for from our Action on Poverty Fund:

This must be between £500 and £5,000.

**19.** Match funding

50% of the funding for your project must come from elsewhere, and you should have at least 70% of your match funding confirmed before applying to us. Tell us about:

any contribution from your organisation, and how it has been raised:

confirmed funding from other grants providers: Please tell us the amounts, name of the grant and name of the funding provider.

any grants you have applied for from other grants providers but have not yet had decisions on: Please tell us the amounts, name of the grant and name of the funding provider.

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what money you have left to raise (shortfall), if any, and how you intend to raise it:

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## F. Terms and conditions

I confirm that:

- I am authorised to sign on behalf of the above named organisation and that any funding will not benefit any individual or private business and will only be used for the purposes specified;
- This East Devon Action on Poverty grant will be used for the purpose outlined in the application form, by the deadline specified and any unspent / uncommitted monies will be returned to East Devon District Council promptly.
- That I / we will provide East Devon District Council with a statement of how the funding has benefited the organisation / local community, and copies of invoices / receipts for the expenditure of the grant amount. Please see the guidance for details of what we require.
- That I / we acknowledge and understand that approval of any grant relating to this application does not commit the council to ongoing funding.
- I / we agree to all other terms, conditions and requirements of the funding.

Name:

Date:

**Thanks for your application. Please click on the 'submit' button below to send it to us.**