

# Exmouth Town Council

## Exmouth Community 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. Exmouth Town Council has control of funding for its own area as a trial scheme, which is being distributed as the Exmouth Community Fund. 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 2<sup>nd</sup> 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 has been attached before submitting your application.

### Section A - Your contact details

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

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.

Please see our online Privacy Statement <http://www.exmouth.gov.uk/wp-content/uploads/2018/06/Privacy-Notice-ETC.pdf> and Data Retention Policy <http://www.exmouth.gov.uk/data-protection-policy/>

If you'd like a paper copy please contact us.

All applications including any supporting evidence you send in with your application, and details of any funding allocated will be published on the Exmouth Town Council website in line with our Privacy Statement. We will remove names of individuals and personal contact details. 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 are a voluntary or community group please provide a copy of your constitution as well as your group's previous year's accounts. If you do not have this then please provide written evidence demonstrating your group's and/or your project's credibility and highlight what action you will take to make your project succeed and minimize any potential risks.

**2. Main contact's name, organisation they represent, and address (including postcode):**

**3. Main contact's phone number:**

**4. Main contact's e-mail:**

Please put your official contact details and not your personal ones where this is different. The contact details on this form will be made public as part of the agenda and minutes of the decision making meeting.

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

A charity registered with the Charities Commission

A Community Interest Company registered with Companies House

**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:**

**If the organisation is a voluntary and community groups and clubs are eligible, then either a copy of the group's constitution or written evidence of the group's credibility must be provided here.**

## Section B - Eligibility checklist

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

	Yes	No	n/a
Are all, or the significant majority of the benefits of your project to Exmouth,	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Does your project benefit, enhance and/or make a difference to Exmouth?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do you have a minimum of 20% of the total costs of your project as match-funding?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are you applying to us for funding of between £250 and £5,000?	<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"/>
Have you let your project's Exmouth Town Council Ward Councillor(s) know about your project? See the guidance notes to find out how.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are you; a registered charity, Community Interest Company registered with Companies House, or a voluntary or community group that can provide a copy of the group's constitution or written evidence demonstrating the group's credibility?	<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"/>

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

	Yes	No	Does not apply
Has your project previously received funding from the Parishes Together Fund or other Devon County Council funding	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is your project any of the following; promoting religion or politics, unsustainable, 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 type="radio"/>	<input type="radio"/>
Will any of the project costs be raised by means of a mortgage or loan secured on a property?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is your project due to start before middle of March 2019	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**If you are ineligible and feel you should be eligible please call us to discuss on 01395 276167.**

## Section B - About your project

When filling in section B, please remember you will be competing with others for this funding. 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.

### 9. 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. For example, how it will solve a local issue, improve services or engage more residents in their communities?

### 10. 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 registered charities, voluntary and community groups, residents, local organisations, businesses, Councillors etc. Have you undertaken any consultation exercises like public meetings, other surveys that support your application? Is there any statistical evidence to support your application?

**11. 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 at the beginning 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.

**12. How is your project sustainable?**

**Should be approximately 100 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 the results of which 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 budgets?

## Section C - Project costs and match funding

**13.** 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?

- Yes - please detail as part of question 16 and send written quote(s) with your application
- No - you need to do this before submitting your application, even with ditches and drainage projects

**14.** What is the total cost of your whole project, and how have you arrived at that cost? Please give details and include quotes you have received for the project.

Please note that all of the funding will be passed onto the organisation leading the application. 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.

**15.** 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

## 16. Funding

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

Total grant you are requesting from the Exmouth Community Fund:

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

Other unconfirmed match funding (please give more details below of

Total cost of project:

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

## Section D - Checklist

17. 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 included in 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://www.exmouth.gov.uk/freedom-of-information/>

- You have understood our online Privacy Statement and Data Retention Policy. This includes all applications including any supporting evidence you send in with your application, and details of any funding allocated, being published in line with our Privacy Statement. Names of individuals and personal contact details 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.

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



**Please check you have completed all the information above. You must include:**

- Any relevant documents as outlined in guidance notes, for example accounts, governing documents, safeguarding policies and any other written evidence to support your application.
- The appropriate number and type of quotations for the cost of your project, and any invitations to tender documents.
- You must have made Exmouth Town Councillor(s) for the appropriate ward aware of your project. To find out how to do this see the guidance notes.
- If you are a voluntary or community group, please provide a copy of your constitution as well as your group's previous year's accounts. If you do not have this, then please provide written evidence demonstrating your group's and/or your project's credibility and highlight what action you will take to make your project succeed and minimize any potential risks.

**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 Exmouth Neighbourhood Plan
- Evidence of consultation e.g. letters of support

**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 information of how the funding has benefitted the community on request.

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

**19. Date:**

**The closing date for applications will be midnight on Wednesday 2nd January 2019.  
At this stage Devon County Council are only able to confirm their funding of this scheme for this year only.**

**Please send completed forms and accompanying information to:**

**Post:** Deputy Town Clerk, Exmouth Town Council, Town Hall, St Andrews Road,  
Exmouth, EX8 1AW  
Phone 01395 276167  
Email [deputyclerk@exmouth.gov.uk](mailto:deputyclerk@exmouth.gov.uk)