



## Exmouth Community Fund 2019/2020

### Guidance Notes

Exmouth Town Council with Devon County Council and East Devon District Council has allocated a sum of money to be given in grants through the Exmouth Community Fund. Projects should benefit, enhance and make a difference to communities.

Last year Exmouth Town Council was asked to administer the Exmouth Community Fund on behalf of Devon County Council and East Devon District Council on a trial basis, and due to its popularity has agreed to deliver this grant funding again. With Devon County Council and East Devon District Council withdrawing from the Communities Together scheme this year, the Town Council is using the remaining funds from last year (a total of £4,934.08) and adding funds from its own reserves to ensure that £20,000 is up for grabs through the Exmouth Community Fund. Applications are welcome from community projects benefiting, enhancing and making a difference to communities.

Exmouth Town Council is inviting applications from projects and organisations where the significant proportion, or all of the benefit is to Exmouth and its residents.

### How much can you apply for?

- You can apply for a maximum of £3,000 and a minimum of £250.
- A minimum of 20% of the total costs of your project must be funded from other sources. For example, for a project that costs £1,000 in total, you can apply to this fund for a maximum of £800 and must find a minimum of £200 of the money to pay for the project from elsewhere. You should have at least the vast majority of your match funding in place before applying to us, preferably all of it.
- If the organisation paying for the project is VAT registered and can claim back VAT, you must only apply and claim for the net amount (total amount minus VAT).
- We'll pay grants upon receipt of invoices and receipts for the project as outlined in the application form unless you agree an exception with us in advance.
- There is likely to be a lot of competition for the funding, so not all projects will be funded. Have a good think about how much you really need and what other funding you might be able to find from elsewhere.

## Who can apply

The following can also apply:

1. **Charities registered with the Charities Commission.** You'll need to send in accounts from the previous financial year.
2. Properly constituted and regulated **Community Interest Companies** registered with Companies House. You'll need to send in accounts from the previous financial year.

**Voluntary and community groups and clubs** – who have a formal constitution or can provide written evidence demonstrating the group's and/or project's credibility. You will be asked to highlight what reasonable steps you have taken to manage risks for your project and your project may be subject to appropriate monitoring. Please send evidence with your application.

## What we will fund

- Projects where a significant proportion, or all of the benefit is to Exmouth and its residents.
- Applications are welcome from community projects identifying new ideas, benefiting, enhancing and making a difference to the community.
- Grants are for both capital (one-off costs of a permanent item, structure etc) and / or one-off revenue costs (temporary items, events, start-up costs, costs of a time-limited project etc.). Can include one-off staff costs / time-limited project staff costs.
- All grant money awarded must realistically be able to be spent and claimed within 12 months of receiving your grant offer letter.

## What we won't fund

- 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 for organisations that have more than 12 months running costs in reserves.
- Projects where planning permission is required but hasn't yet been given.
- Funds can't be given to help pay off debts.
- Projects that promote religion or politics.
- On-going costs including staff costs or 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.
- Regular activity such as grass cutting, ditch and drainage work and other associated 'lengthsman' duties.
- Projects that are the statutory obligation of another statutory organisation, for example Devon County Council, the Church or the NHS.

- Projects that will have already started before grant offers are made.
- Repeat projects. You can't apply for funding for the same project twice, unless there is a compelling business case proving this will make the project become sustainable. We also won't fund projects that have previously received funding from the Parishes Together Fund.
- Funds can't be given to benefit individuals or private / for profit enterprises.

### **What to include as part of your application**

- Please send us quotations, tender specifications and evidence of cost as outlined:
  - All projects that will cost under £5,000 must include at least one written quotation from a contractor (if using a contractor) / supplier.
  - If the total cost of your project is between £5,001 and £100,000 you must provide a minimum of three quotations. For projects between £5,001 and £100,000 you must invite quotations using a written tender specification containing brief details of the project and asking for quotations to be submitted to you by a specified deadline. The same written tender specification must be sent to all organisations you're inviting to send you a quote. This is to ensure all organisations vying for the project have the same information to use for their quotation.
  - If the total cost of your project is over £100,000 you must use a formal tender process and a minimum of 4 suppliers must respond to a written tender specification. If you aren't sure what this involves please contact us.
  - If for some reason you can't submit the required number of quotations, please send us information / evidence of why this isn't possible.
  - If your project doesn't involve any 3<sup>rd</sup> party quotations, please give us as much detail as possible on how you reached your conclusion of costs.
- If you are applying as a voluntary or community group, Community Interest Company or a registered charity you'll need to send us a copy of your governing document or written evidence demonstrating the group's and/or project's credibility. You must also send us the previous year's accounts for your organization. If this is not available then you must highlight what action you will take to minimize risks to ensure the project is successful and agree to any additional terms and conditions such as monitoring and payment on presentation of invoices at various stages of your project.
- If your project involves work with vulnerable people, then send us a copy of your safeguarding policy/policies and details of how any staff and volunteers are appropriately trained.
- Please send supporting documents wherever possible. This could include things such as; details of offers/ grants from any other funder/ organization, photographs, specifications and drawings, extracts from the Exmouth Neighbourhood Plan, evidence of consultation e.g. letters of support, evidence of need for your project.
- You must make it clear if you have already received any grant from Exmouth Town Council, Devon County Council or East Devon District Council for this project.
- You must have let the relevant Exmouth Town Council Ward Councillors know about your project before submitting your application. Please include any comments they send back as part

of your application. To find out how to contact the relevant ETC Ward Councillors please visit the Town Council website on <http://www.exmouth.gov.uk/councillors/>

### **When to apply?**

The closing date for all applications is 9am on Monday 27 January 2020. Any applications received after this will not be taken forward and will be returned to you. The fund is confirmed for this year only. Decisions on applications will be made at a special Exmouth Community Funding event to be held on Thursday 20<sup>th</sup> February 2020, all eligible applicants must attend.

This is a competitive fund, we don't expect to be able to fund all applications.

Once the deadline is reached incomplete applications will not be assessed.

### **How will we assess your application?**

Once the deadline has passed all applications undergo an eligibility check. If your application is incomplete or ineligible we will not take it any further.

As with any project involving public funds, due diligence will play an important part in ensuring any funds requested are safeguarded.

If we have any queries on your application, we will send those queries to the main contact for the application by email. They will need to respond by the deadline given or we will not take your application any further.

The fund aims to support projects that are:

- needed locally
- of benefit to and supported by the local community
- well thought-out and planned
- in receipt of the 20% of project costs from elsewhere

All eligible applicants must attend the Exmouth Community Fund event on Thursday 20<sup>th</sup> February 2020, where they'll need to give a short presentation to pitch for their funding, in the same manner as the popular TV show "Dragons' Den". We'll offer help and guidance on your presentation once we've confirmed your application is eligible.

A panel consisting of two Councillors from Exmouth Town Council, East Devon District Council or Devon County Council, and two Officers with some funding knowledge will ask you a few questions pertaining to how well your project meets the fund aims as specified above.

Anyone attending the event will at the end be asked to vote for the projects they would most like to receive the funding. They'll be able to choose several projects, depending how many eligible applications are received. The projects with the most votes will be granted the funding they've asked for. All applicants will be informed of the decisions at the same time on whether they have been successful.

Successful applicants will receive a grant offer letter which must be signed and sent back to us within one month.

All monies must be claimed within 12 months of receiving your grant offer letter.

This is a competitive fund, we don't expect to be able to fund all applications.

### **Other funding**

Other funding is available from Devon County Council and East Devon District Council which can be used to help raise any extra money needed to deliver your project, some which may be considered as match funding.

- Devon County Council's Making the connection grant fund – more details can be found at <https://www.devon.gov.uk/communities/making-the-connection-grant>
- Devon County Council's Doing What Matters Communities Grants Fund – more details can be found at <https://www.devon.gov.uk/economy/business-support/doing-what-matters-communities-grants-fund/>
- Devon County Council, East Devon District Council and Devon and Cornwall Police joint **Crowdfund Devon** – more details at <https://www.crowdfunder.co.uk/crowdfund-devon>

### **Privacy statement / data protection**

Please see our online Privacy Statement and Data Retention 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.

### **Who do I contact?**

If you have any queries, please contact the Deputy Town Clerk, Chetna Jones via email [deputyclerk@exmouth.gov.uk](mailto:deputyclerk@exmouth.gov.uk) or phone on 01395 276167

To send in your application form and supporting documents, please use the following contact details:

Exmouth Town Council, Town Hall, St Andrews Road, Exmouth, EX8 1AW

Phone 01395 276167

Email [reception@exmouth.gov.uk](mailto:reception@exmouth.gov.uk)