

Communities Together Fund 2018-2019

APPLICATION FORM

PLEASE READ THE CRITERIA AND GUIDANCE NOTES BEFORE COMPLETING THIS FORM
FOR MORE INFORMATION, PLEASE CONTACT THE CTF PROJECT OFFICER: funding@middevon.gov.uk

Please note: application forms are shared with the County Committee (see Privacy Notice at back of form). Please do not include any personal information that you do not wish to be shared.

Section 1: Details of Lead Applicant

Name of Community Organisation	
Charity registration number (if applicable)	
Contact name	
Position within organisation / council	
Email address	
Telephone number	
Description of organisation, including its aims:	

Section 2: Project Information

Name of activity or project	
What is the main purpose of the project?	
Describe the activity or project including its aims; why you want to carry out the project and what difference it will make.	
Please state exactly what the CTF Fund grant is required for.	

How will the project benefit local people?	
Which communities will benefit from this project?	
Which community groups are involved in the project (either in developing or delivering the project)? What is their role and how will you work together to achieve the project's aims?	

How have you identified the need for the project and who have you consulted or discussed it with?	
How do you know the project / activity is needed? What similar services already exist in the local area and how will this improve on them?	

When do you intend to start work on this project?	
Projects cannot start until after funding has been confirmed (see dates outlined in the CTF Criteria). Enter precise dates – <u>not</u> 'ASAP' or 'Ongoing'.	
Project start date	
<i>If your project is phased, please indicate which phase this is and when you expect the next phase to commence.</i>	
Project phase	
Approximate start date for next phase	

Please note: Where projects have ongoing financial commitments, the CTF can be used to support a pilot stage or identified phase of a project but we need evidence of a forward plan to demonstrate financial stability.

Details of the project's forward plan

Section 3: Project Costs

Please note: Please provide a quote or similar evidence for the cost(s). Applicants should ideally fund at least 10% of the total project costs from other sources (not including other DCC funding pots).

What is the total cost of the project / service?	£
Total amount of CTF Funding requested:	£

Breakdown of Costs

Please detail / attach your outline project costs (continue on a separate sheet if necessary and attach quotes / evidence of costs)

Section 4: Match Funding

What other funding do you have confirmed or have applied for?

Source of funding	Confirmed	Provisional	Amount
	<input type="checkbox"/>	<input type="checkbox"/>	£
	<input type="checkbox"/>	<input type="checkbox"/>	£
	<input type="checkbox"/>	<input type="checkbox"/>	£
	<input type="checkbox"/>	<input type="checkbox"/>	£

Details of any other contribution/support either in-kind or financial (non-financial support eg gifts of goods and voluntary services)

How will the balance of any gap in funding be filled?

Section 5: Local Support

Which community groups are supporting this application? Please attach letters/emails of support.

Name of Community Group	
Name of Community Group	

Have you contacted your County Ward Member(s) to request their support?	Yes / No
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Section 6: Declaration

I confirm that:

- I am authorised to sign on behalf of the Organisation named in Section 1 and that any funding will not benefit any individuals or private businesses and will only be used for the purposes specified in Section 2;
- Any unspent monies will be returned promptly to Mid Devon District Council;
- I will provide Mid Devon District Council with a statement of how the funding has benefited the local community and organisations involved in the specified project.

PRINT NAME	SIGNATURE	DATE

Section 7: Checklist

Please check you have provided or completed the following before submitting your application:

• Completed all sections of the application form	<input type="checkbox"/>
• Provided exact project / phase dates (with the project or this phase starting after the CTF Funding Panel meetings – see website for dates)	<input type="checkbox"/>
• The amount of CTF funding requested is not more than 90% of project costs	<input type="checkbox"/>
• Attached evidence of project costs (such as a quote)	<input type="checkbox"/>
• Attached evidence of local support	<input type="checkbox"/>
• Contacted County Member(s) to request their support	<input type="checkbox"/>

Section 8: Submission Information

Please submit your application (with supporting papers) direct to the CTF Fund Project Officer:
funding@middevon.gov.uk / Mid Devon District Council, Phoenix House, Phoenix Lane, Tiverton EX16 6PP

PRIVACY NOTICE: We will process the information provided on this form in accordance with the General Data Protection Regulation (Data Protection Act 2018) for the sole purpose of administering the Fund. The information provided will be stored securely by Mid Devon District Council (MDDC) and will be retained for the current financial year (April to March) plus three years. The information provided will be subject to the Freedom of Information (FOI) Act, but personal information (names and contact details) will not be released in response to FOI requests. Data will be shared internally within MDDC and with Devon County Council members for Mid Devon as required for the purposes of administering the fund and making funding decisions. Details of applications (including name of parish, community organisation, project description and amount awarded) are published on our website. Personal details are not included in this information.