

## Communities Together Fund 2018-2019

### GUIDANCE AND CRITERIA

#### GENERAL INFORMATION

The Communities Together Fund (CTF) exists to encourage communities to work together; identifying new ideas for their mutual benefit. Applications are welcome from community projects benefiting, enhancing and making a difference to communities.

The CTF is a useful way of supporting a wide range of local projects across the district, such as:

- **Local economy, employment and welfare**  
(eg community shops, food banks, homelessness)
- **Community events and celebrations**  
(eg seasonal celebrations, trips, visits, commemorations, memorial events)
- **Community facilities**  
(eg community facility improvements, community safety improvements)
- **Sport, leisure, arts, heritage, culture**  
(eg youth clubs, libraries, allotments, theatres, plays, music)
- **Highway improvements**  
(eg grit bins, signs, safety improvements, bridges, traffic regulation orders, rights of way, weeds)

**The project must involve two or more community groups working together (either developing or delivering the project) to benefit two or more communities to address a common issue.**

A community group for the purpose of this fund includes town and parish councils, parish meetings, constituted voluntary and community organisations (including 'Friends of' groups, faith groups and social enterprises), charities and other not-for-profit enterprises, and business networking groups (such as a Chamber of Commerce) where the project is for the benefit of the community and not a profit-making venture.

For example:

- a parish council/meeting could work with a neighbouring parish council/meeting to address a common need
- a parish council/meeting could work with a community group to deliver a community facility / service across two or more communities
- a community group could work with another community group to deliver a community facility / service that benefits two or more communities.

Please see the CTF Criteria for more information.

## CRITERIA

<b>Type</b>	A one-off grant.		
<b>Term</b>	There are two funding rounds:		
	<b>Application Deadline</b>	<b>Funding Panel</b>	<b>Decisions Announced</b>
<b>Round 1</b>	30 September 2018	29 October 2018	12 November 2018
<b>Round 2</b>	28 February 2019	01 April 2019	15 April 2019
	Applications may be received at any time prior to these application deadlines.		
<b>Grant availability</b>	This grant is available at the discretion of Mid Devon District Council and Devon County Council.		
<b>Aim</b>	CTF is designed to 'kick-start' local projects and encourage local community action for: <ul style="list-style-type: none"><li>▪ Projects supported by two or more community groups working together in response to issues of shared interest and concern; and</li><li>▪ Pump-priming funding to meet a locally identified community need and agreed actions that will make a difference at a community level.</li></ul>		

## ELIGIBILITY

<b>Who Can Apply?</b>	<ul style="list-style-type: none"><li>▪ Community groups, including:<ul style="list-style-type: none"><li>– town and parish councils / parish meetings</li><li>– constituted voluntary and community organisations (including 'Friends of groups, faith groups and social enterprises)</li><li>– charities and other not-for-profit enterprises</li><li>– business networking groups (such as a Chamber of Commerce) where the project is for the benefit of the community and not a profit-making venture.</li></ul></li><li>▪ The lead applicant should be a community group within the district of Mid Devon. Applications may, however, be submitted in partnership with neighbouring community groups outside of Mid Devon.</li><li>▪ At least one of the community groups involved in the project must be based in the parish that the project will benefit.</li><li>▪ For applications from faith groups, we follow the same principles as those applied to the Big Lottery Fund; please see <a href="http://bigblogscotland.org.uk/2014/10/29/funding-for-faith-based-organisations-a-quick-guide/">http://bigblogscotland.org.uk/2014/10/29/funding-for-faith-based-organisations-a-quick-guide/</a> for more detailed information.</li></ul>
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**How much funding can be applied for?**

- CTF money is clustered by County Ward and is based on the number of registered electors (from the February 2018 Electoral Register) in each County Ward. The budget is calculated based on £1.10 per registered elector (whereby £1.00 is awarded from Devon County Council (DCC) and £0.10 from Mid Devon District Council per elector).
- The CTF 2018/19 budget is split into two halves; half available to allocate for each round of funding. Any unallocated CTF money left over from round one would be carried forward to round two.
- The CTF Budget for 2018/19 (by County Ward) is:

County Ward	Round 1	Round 2	TOTAL 18/19 Budget
Crediton	£ 5,548.95	£ 5,548.95	£ 11,097.90
Creedy, Taw and Mid Exe	£ 5,839.90	£ 5,839.90	£ 11,679.80
Cullompton and Bradninch	£ 5,404.30	£ 5,404.30	£ 10,808.60
Tiverton East	£ 5,346.00	£ 5,346.00	£ 10,692.00
Tiverton West	£ 5,959.80	£ 5,959.80	£ 11,919.60
Willand and Uffculme	£ 5,841.55	£ 5,841.55	£ 11,683.10
<b>TOTAL</b>	<b>£33,940.50</b>	<b>£33,940.50</b>	<b>£ 67,881.00</b>

- Any unallocated CTF budget at the end of round 2 will be returned to Devon County Council. Funds are not carried forward to the next financial year.

**Eligible expenditure**

- Grants can be for capital (one off costs, costs of permanent items, structures etc) and/or certain revenue costs where they relate to one-off events or activities subject to restrictions (see section overleaf). The CTF cannot fund ongoing staff or day-to-day operational costs.
- For large projects (or where projects will continue past the current financial year), the CTF can be used to support a pilot stage or distinct and identified phase of a project (such as sustainability appraisals, pilot projects or time-bound phase of a continuing project etc) but we need evidence of a forward plan to demonstrate financial stability.
- Applicants need to demonstrate to CTF Fund decision-makers (which includes the relevant District and Devon County Council members) that:
  - they have explored opportunities to work with other community groups to either identify and/or carry out the proposed project.
  - the project proposal benefits more than one town or parish.
- The fund is intended as seed or catalyst funding for a new project or service, therefore projects that have previously received CTF Funding are not able to re-apply unless the application is clearly for a separate element or phase of that project.
- Applications from faith groups are eligible as long as the project/activity meets an identified need in the community and it concentrates on what the project delivers (such as what a religious building may be used for). The CTF cannot fund religious activities.

<b>Matched funding</b>	<ul style="list-style-type: none"> <li>▪ Match funding is encouraged. Applicants should ideally fund at least 10% of the total project costs from other sources (not including other DCC funding pots).</li> <li>▪ Demonstrating match funding (which can be in the form of own fundraising and/or other funding sources secured), or equivalent benefits in kind (such as commitments of labour, time or expertise), will increase the chance of an application being approved.</li> </ul>
<b>Payment</b>	<ul style="list-style-type: none"> <li>▪ Successful applicants will be required to complete an Award Claim Form with their payment details. Grant payments will be made by electronic transfer. Award Claim Forms must be received by the TAP Fund Project Officer within 12 months of the funding decision.</li> <li>▪ We require you to send us an invoice for awards exceeding £2,000 prior to payment.</li> <li>▪ Any unspent CTF money must be returned promptly to Mid Devon District Council.</li> <li>▪ Extensions to Award Claim deadlines, or amendments to use of awarded funds, may be made by exception with the prior approval of the relevant Devon County Ward Member. Requests for such must be made by email to: <a href="mailto:funding@middevon.gov.uk">funding@middevon.gov.uk</a>.</li> </ul>
<b>Supporting Documentation</b>	<ul style="list-style-type: none"> <li>▪ Applications should provide letters/emails to evidence local support for the project. If the letter of support is from a parish council, this needs to come officially from the council itself and not from an individual councillor. Applicants should bear in mind parish council meeting dates when requesting support to ensure that they are able to consider the application prior to the funding deadline(s).</li> <li>▪ Where the supporting community groups are parish councils, if the nominated representative (applicant completing and signing the application form) is clerk to one or more of the supporting parish councils, a separate nominated representative (such as Chair) should sign on behalf of those supporting councils. Alternatively, a copy of minutes from the parish council meeting recording their support or an email from the Chair direct to the CTF Project Officer will suffice.</li> <li>▪ Please provide a quote or similar evidence for the cost(s).</li> <li>▪ We will conduct random sampling for evidence of project completion.</li> <li>▪ Other evidence as required by Mid Devon District Council.</li> </ul>

## RESTRICTIONS

<b>What can't the funding be used for?</b>	<ol style="list-style-type: none"> <li>i. Funds cannot be allocated to benefit individuals or private/for profit enterprises.</li> <li>ii. Funds must not be allocated retrospectively. This includes any activities that have started or occurred before a CTF grant has been confirmed (see decision dates / timetable on page 3).</li> </ol>
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- iii. Political or religious activities.
- iv. Purchase of alcohol.
- v. Funds should not be used to support projects that are the direct responsibility or statutory obligation of another organisation.
- vi. VAT that is recoverable.
- vii. Loans or interest payments.
- viii. Day-to-day running costs or any on-going staff costs (unless this is during a transition phase with documented evidence of how the project will become sustainable post transition).
- ix. Projects that have already received CTF Funding within the previous three years (unless it is for a separate element/phase of that project or there is a compelling business case proving transition to sustainability).
- x. Services that are the responsibility of the Parish or Town Council (precept).
- xi. Projects that do not benefit more than one town or parish.
- xii. As the fund exists to help identify new ideas to benefit communities, regular activity such as grass cutting, ditch and drainage work and any other associated lengthmen type duties **are no longer eligible for funding**.

## PUBLICITY

### Acknowledging Funding Sources in Publicity

- Any publicity about the project and its funding must clearly acknowledge Mid Devon District Council and Devon County Council
- Upon completion of the project, applicants should provide Mid Devon District Council with a statement of how the funding has benefited the local community together with any photographs that are available.

## GENERAL ENQUIRIES

### Guidance for Town and Parish Councils

Town and parish councils / parish meetings will be informed about applications received as part of the application process (see Application and Approval Process below). However, while we encourage involvement with local town and parish councils, it is up to the applicant to select relevant community organisations to support their applications. Therefore, town and parish councils may not be consulted on all applications within their parish.

Decisions from town and parish councils to support or oppose an application must be a democratic decision by the council, not from an individual councillor or Clerk.

Town or parish councillors with an interest in the application (through involvement with the benefiting community organisation) should declare a personal interest at their council meeting when the application is due to be discussed. Councillors may or may not then be able to discuss and vote on the application depending on which Code of Conduct their parish/town council has adopted. If a councillor or their spouse/partner benefit financially as an individual through involvement with the community organisation, then they should declare this as a pecuniary interest and not take part in any discussion or voting on the application.

## APPLICATION AND APPROVAL PROCESS

For more information or to discuss your project idea, please contact the CTF Project Officer on 01884 234298 / [funding@middevon.gov.uk](mailto:funding@middevon.gov.uk).

### All Applications

All completed CTF Application Forms (and supporting documentation) to be submitted direct to the CTF Project Officer via email to: [funding@middevon.gov.uk](mailto:funding@middevon.gov.uk). Please remember to cc your local Town/Parish Clerk and County Ward Member. Your contact details (telephone number and email address) included on the application form will be shared with the County Members in case they would like to find out more information about your project.

The CTF Project Officer will acknowledge applications on receipt and advise whether it is eligible for funding under the scheme. **Please note:** if you do not supply all information required with the application form, we cannot necessarily come back to you within the timescale to request additional information prior to the Funding Panel.

Check for updates to Funding Panel dates and decisions on the Mid Devon District Council website: <https://www.middevon.gov.uk/residents/grants-and-funding/communities-together-fund/>

### Applications Going to the CTF Funding Panel

Following the application deadlines:

- The CTF Project Officer will email a summary of applications received to all town and parish councils for their information.
- The CTF Funding Panel (consisting of the Devon County Committee and the CTF Project Officer) will meet to vote on the applications and award CTF money. County Members have the casting vote for applications within their ward.
- The CTF Project Officer will contact applicants with ten working days of the Funding Panel to notify them of decisions.

**Please note:** the County Committee can choose to support applications in full or in part, amending (reducing or increasing) the level of CTF money granted to the project depending on level of budget available. They can also choose not to support an application if they feel it does not meet the criteria, or to support an application dependent on the project meeting additional criteria. Occasionally, a decision on an individual application maybe deferred to allow the applicant to provide additional information.

## PRIVACY NOTICE

We will process the information provided on the CTF Application and Award Claim Forms 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.