



# Love your Town Centre Capital Investment Fund



## Application Process

In order to make a decision on your proposal we will need some basic information on what you plan to do. There is no application form for the Love Your Town Centre Fund, but we expect applicants to be able to make a good case for their project. The more details we have the easier it will be for us to make a decision. Your application should be no longer than 4 sides of A4 and should include the following details:

## Summary

Briefly tell us:

- The name of your activity or project, what you want to do and how it will improve the high street
- How much the whole project will cost
- Which town fund you are applying from (Crediton, Cullompton or Tiverton)
- How much you are asking for from the Love Your Town Centre Fund

## Details

Please give us a more detailed description covering the following:

### 1. Applicant

- Organisation applying for the funding
- Contact details – contact name, telephone number and email

### 2. About the project

- What do you want to do and how will it improve the town centre? (detail the activities you will undertake or services you will provide)
- What is the main purpose of the project? (why do you want to carry out the project and what difference will it make?)
- How do you know the project / activity is needed? Who will it benefit?
- What similar services already exist in the town and how will this improve on them?
- How do you intend to deliver the project?
- When are you going to do it? (with at least an outline timetable showing proposed project start and end dates)
- Is this activity part of a wider project? If so, provide details of the project's phases and forward plan.
- How will you measure the success of your project?

### 3. Project Costs and Match Funding

- What is the total cost of the project? (with a breakdown of the different costs)
- How much are you asking for from the Love Your Town Centre and what will this funding specifically cover within the total project costs?
- Where is the money going to come from? (if there are any other sources of funding please let us know and whether these are provisional or confirmed funding sources)
- Tell us about any other contribution / support either in-kind or financial.
- How will the balance of any gap in funding be filled?

#### **4. Consultation and Agreements**

- Who else is involved in this project? (list other organisations/businesses and their level of involvement eg if they have been consulted or are involved with the delivery of the project)
- Has any research or consultation been done to identify / confirm the need? If so, please give details.
- Have you consulted or sought permission from other services / authorities (as applicable)? (eg Planning, Licensing, Highways, Economic Development, Parking Services, Waste Services, other local councils)
- What other options have been considered and why is this proposal your preferred option?

#### **5. Future of the Project**

- Will the project continue after the Love Your Town Centre funding comes to an end? If so, how?
- Does the project require any ongoing maintenance agreements and do you have these in place?
- Does this project complement other town centre schemes? If so, how? (eg masterplanning, neighbourhood plans, public realm improvement schemes)
- Could the project be rolled out to other towns?

#### **Submission**

Please submit your application (with supporting papers) direct to [funding@middevon.gov.uk](mailto:funding@middevon.gov.uk) by no later than **12noon on Monday 4 October 2021**. Applications received after this date will not be considered.

Any questions on the Love Your Town Centre Fund should be directed to [funding@middevon.gov.uk](mailto:funding@middevon.gov.uk).

#### **Tips**

- i. Be specific and list project aims if you have them.
- ii. Remember to include a project timetable
- iii. Remember to include a cost breakdown for the project
- iv. Remember to attach quotes / evidence of costs
- v. List all non-financial support for the project eg gifts of goods and voluntary services or donation of business space
- vi. Attach any letters or emails of support for this project (as applicable)

#### **Privacy Notice**

We will process the information provided on your application 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 for the purposes of administering the fund and making funding decisions. Details of applications (including name of organisation, project description and amount awarded) are published / reported on our website. Personal details are not included in this information.