

Mid Devon District Council

Mid Devon Creative Communities Guidance

Privacy Notice

We will process the information provided on your Expression of Interest/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 successful applications will be retained for the duration of the project plus three financial years. Unsuccessful applications will be destroyed after 12 months. 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. Successful applications will be reported to Mid Devon District Council (as the Funder) for their monitoring purposes.

Introduction

Background:

Get up to £5,000 from Mid Devon District Council to help bring tourism, arts, cultural and heritage into your town centre or village.

The Mid Devon Creative Communities Grant Scheme aims to support local organisations and community groups in developing and implementing tourism, arts, cultural and heritage projects that enrich the community, promote creativity, and enhance cultural heritage in Mid Devon and reaching new residents or visitors.

Mid Devon Creative Communities initiative is dedicated to empowering creative communities to bring their innovative ideas to life. We invite local businesses, organisations and town councils to submit projects that will invigorate our towns and villages and foster a vibrant community atmosphere. This funding aims to support endeavours that not only breathe new life into our district but also celebrate local culture and strengthen community connections.

Who can apply?

- Business Groups or Individual Businesses

Business groups who are collaborating to make a difference. This might be something physical, or just a great idea which creates a stronger community.

- Event Organisers

Organisers with an idea to bring a new event that will increase interest and footfall within Mid Devon.

- Town and Parish Councils

With a project that will support the ethos of developing a great place.

- Charities

Charities can work with any of the above to provide a programme of events to promote an area for residents and visitors to explore.

Organisations wanting to apply must have a constitution and bank account as a minimum to pass due diligence checks.

Businesses working together can apply for up to £5,000 for a project. Individual businesses can apply for a maximum of £1,000 for a project.

Creative Communities Grant Scheme: Re-energising Mid Devon through Arts, Culture, and Heritage

This Fund aims to support projects that re-energise the Mid Devon district, transforming our communities – from town centres to villages – into vibrant visitor destinations. A key priority for this round of funding is to support quick-win projects that can be delivered **by 31 March 2026**, demonstrably addressing local needs and creating immediate positive impact.

We are looking for projects that:

- **Prioritise Quick Wins:** are deliverable by 31 March 2026, providing a rapid response to community needs.
- Create resilience and sustainability, increasing footfall and/or dwell time.
- Revitalise communities throughout Mid Devon, enhancing the attractiveness of community spaces in town centres and villages.
- Delivery of a community-led arts, cultural, heritage and creative programme.

Focus on Arts, Culture, and Heritage

The Creative Communities Grant Scheme is specifically designed to support arts, cultural, and heritage programmes and events across the district. This round of funding has a strong focus on initiatives that enhance community cohesion, improve public realm spaces, and make Mid Devon an attractive and vibrant place to live, work, and visit.

Examples include (but are not limited to):

- **Heritage:** Events, experiences, activities, or trails that celebrate local history and heritage.
- **Arts:** Music, dance, cinema, theatre, or arts festivals and events that encourage footfall and celebrate the local arts community.
- **Culture:** Events and activities that celebrate local culture, including seasonal events or food festivals.
- **Tourism:** Projects that support the tourism community through events and activities across the district and encourage visitors to spend time in the area (e.g., a mystery food trail, meet-and-greet experiences, or "explore Mid Devon in a day" events).
- **Public Realm:** Functional improvements to enable greater accessibility, enjoyment, and variety of use of public space (e.g., pocket parks, signage, seating, and infrastructure).

While improvements to the public realm are welcome, this round of funding prioritises those that are directly linked to and support arts, cultural, and heritage activities.

This list is not exhaustive. We encourage proposals for other projects that support cultural, arts, and heritage activities or public realm improvements connected to arts, culture, and heritage throughout Mid Devon.

Eligible Expenditure

We are open to creative solutions that can make short-term impact and have long-term goals. From the simple to the extraordinary, Mid Devon District Council welcomes applications for projects that will bring life to our district.

- 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. The Fund cannot support ongoing staff or day-to-day operational costs.
- For large projects (or where projects will continue past the current financial year), the Fund 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.
- The fund is intended as seed or catalyst funding for a new project, therefore projects that have previously received Vibrant Town Centre Funding are not able to re-apply unless the application is clearly for a separate element or phase of that project.

Where a project could be funded from alternative sources (such as S106 or another known active grant scheme), applicants will be advised of this. Mid Devon District Council reserves the right to offer either a reduced or zero grant award where projects have alternative funding sources available.

Please note that:

- The applicant is responsible for ensuring that all necessary permissions are obtained, such as planning permission, building regulation consent and leaseholder/landlord consents before any work can commence; and
- Mid Devon District Council cannot grant aid towards work that has been started prior to a formal written grant offer being issued.

What can the Funding not be used for?

- VAT that is recoverable from HMRC.
- Payments for works or activities that the project deliverer has a statutory duty to undertake or that are fully funded by other sources.
- Funds cannot be allocated to solely benefit individuals or private/for profit enterprises.
- Funds must not be allocated retrospectively. This includes any activities that have started or occurred before a grant has been confirmed.
- Political, religious or other campaign activities (including but not limited to rallies, marches or campaign events).
- Purchase of alcohol, tobacco or other legal or illegal substances.
- Funds should not be used to support projects that are the direct responsibility or statutory obligation of another organisation.
- Loans or interest payments.
- 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).
- Services that are the responsibility of the Town Council (precept).

- As the fund exists to help identify new ideas to benefit town centres and villages, existing activities and events are not eligible for funding

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 Mid Devon Creative Communities Scheme, 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 area it will be hosted
- How much the whole project will cost
- Please tell us where your event will be taking place
- How much you are asking for from the Mid Devon Creative communities Scheme

Details

Please give us a more detailed description covering the following:

Applicant

- Organisation applying for the funding
- Registered Business Number and Type (eg Company Registration Number, Charity Number, Unique Tax Reference Number)
- Contact details – contact name, telephone number and email

About the Project

- What do you want to do and how will it improve the hosted location? (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 district 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?
- How will you make this project sustainable in the future without funding?

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 Mid Devon Creative Communities Scheme 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?
- Has this project been funded before through Vibrant Town Centre Scheme?

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)
- Please provide evidence of appropriate safeguards and policies currently in place, such as risk assessments, a health and safety policy, and a safeguarding policy and ensure that all relevant insurance coverage is in place, such as public liability insurance and buildings insurance.
- What other options have been considered and why is this proposal your preferred option?

Future of the Project

- Will the project continue after the Mid Devon Creative Communities 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 district wide schemes? If so, how? (eg masterplanning, neighbourhood plans, public realm improvement schemes)
- Could the project be rolled out to other areas in the district?

Submission

Please submit your application (with supporting papers) direct to funding@middevon.gov.uk by no later than **Tuesday 30 September 2025**. Applications received after this date will not be considered.

Any questions on the Mid Devon Creatives Communities should be directed to 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 (anything over £4,999 will need three quotes)
- 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)

Process and Next Steps

Application Stage	Deadline Date
Applications Open	01/09/2025
Deadline for submission of Applications	30/09/2025
Funding Panel	15/10/2025
Funding Awards/Notifications	22/10/2025
Deadline to Claim Funding	30/11/2025

Completed applications will go to a Funding Panel for assessment. The Council would like to make sure that projects funded through this Fund have a lasting impact within our district. Potential projects will be assessed against the essential and desirable criteria to decide which ones should be supported.

The funding pot is limited and not all eligible projects will be successful.

Please note: the Funding Panel can choose to support applications in full or in part, amending the level of 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.

Successful applicants will be contacted to complete the grant claim paperwork, which includes a Grant Claim Form (for payment information) and a Subsidy Declaration Form (as required by the Subsidy Control Act 2022). We require you to send us an invoice for awards exceeding £2,000 prior to payment.

Subject to meeting any conditions outlined in a Grant Funding Offer, a completed Claim Paperwork must be received by 30/11/2025 upon receipt of which payments will be made (payments can take up to 3 working days to show in an account).

Scoring and Assessment

All applications will be checked for eligibility and then scored for an award decision by the Funding Panel.

Eligibility

Applications must demonstrate that the **applicant** and **project** are eligible for funding against the scheme criteria. For instance:

Criteria	Assessment
• Applicant has legal business status, is solvent and currently trading	Pass/Fail
• The project will benefit an area of Mid Devon (town centre, village)	Pass/Fail
• Project activities are eligible under the scheme guidance	Pass/Fail
• Funding is not retrospective and the project is deliverable by 31/03/2026	Pass/Fail
• Supporting paperwork has been provided	Pass/Fail
• Project costs are eligible and have followed the required procurement process for cost thresholds	Pass/Fail
• The project will deliver at least one of the Mid Devon Creative Communities Scheme priorities.	Pass/Fail

Need and Deliverability

How quickly and easily can the project be delivered? Does it have the appropriate consents / support in place?

Criteria	Assessment
• There is a clear business case and rationale for the project in terms of addressing a need or market failure	Pass/Fail
• The project is unlikely to happen in the same way, to the same timescale or extent without funding support	Pass/Fail
• The proposed objectives/impacts are realistic and would not have occurred without the grant funding.	Pass/Fail
• The project has a clear and realistic timetable for delivery by 31/03/2026	Pass/Fail
• Either the project will not require permission or the applicant has provided evidence of permissions from relevant statutory services (Planning, Licensing, Highways) as required. Please note: your application won't be considered until permissions have been sought which could put your project at risk of not meeting the timescales.	Score
• The applicant has demonstrated that they have consulted other key stakeholders such as Mid Devon District Council services (Property Score Criteria Assessment Services, Waste Services, Parking Services, Economic Development) and other local councils.	Score

How well the project aligns with the aims of the Mid Devon Creative Communities Scheme

Criteria	Assessment
<ul style="list-style-type: none"> The project delivers additionality (introduces something new) as a result of the investment. 	Pass/Fail
<ul style="list-style-type: none"> The proposal does not offer potential displacement or substitution locally 	Pass/Fail
<ul style="list-style-type: none"> The scheme can demonstrate good return on investment, by showing maximum potential benefit against actual cost (eg an improvement that will affect the whole area rather than a small number of businesses). 	Score
<ul style="list-style-type: none"> The proposal could be replicable across the district. 	Score
<ul style="list-style-type: none"> The project demonstrates how it supports other Council schemes (eg masterplanning, neighbourhood plans, public realm improvement schemes and / or it reflects local design guides. 	Score
<ul style="list-style-type: none"> Projects must evidence a forward plan to prove the sustainability of the project once the current funding comes to an end. 	Score
<ul style="list-style-type: none"> The project demonstrates ability to create long-lasting effects (eg not just a one-off event that increases footfall for a day). 	Score
<ul style="list-style-type: none"> Either the project will not require ongoing maintenance or the applicant has provided information about potential or provisional maintenance agreements (as required). 	Score
<ul style="list-style-type: none"> The project is an arts, cultural or heritage programme for one or more location in Mid Devon. 	Score

Value for Money

How well the proposal demonstrates value for money.

Criteria	Assessment
<ul style="list-style-type: none"> All relevant costs for the successful completion of the project have been identified 	Pass/Fail
<ul style="list-style-type: none"> Items specifications are appropriate to the project, and are not over or under specified. 	Pass/Fail
<ul style="list-style-type: none"> All quotes are authentic and independent quotes from qualified suppliers, and that quotes are comparable in extent and specification, to ensure competition and value for money 	Pass/Fail
<ul style="list-style-type: none"> The applicant has secured or identified match funding (at least 10%) 	Score

Impact

How well does the project revitalise your chosen location in Mid Devon? What benefits will it deliver?

Criteria	Assessment
<ul style="list-style-type: none"> Mid Devon Creative Communities Scheme Priorities the project supports: 	Score

<ul style="list-style-type: none"> • The proposal will increase dwell time/footfall • The scheme improves the appearance / attractiveness of the town centre / village (through aesthetic changes or proposals to tidy-up the location) • The project delivers an arts, heritage or cultural event and/or programme, helping to bring the community together 	
<ul style="list-style-type: none"> • The proposal does not negatively impact the environment or equality and diversity. 	Pass/Fail
<ul style="list-style-type: none"> • Has the applicant received funding previously through the Vibrant Town Centre Scheme? 	Score