



Mid Devon Town, Parish and Community Fund 2016-2017

GUIDANCE AND CRITERIA

GENERAL INFORMATION

The Town, Parish and Community (TAP) Fund (formerly known as the Town and Parish Fund) can be used by towns, parishes and community groups working together to respond to community issues of shared interest and/or concern.

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

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

Projects/activities can be as big or small as the issue you wish to solve.

Town and parish councils, constituted community and voluntary groups (including 'Friends of' groups), registered charities, faith groups and social enterprises may apply for funding. Please see the TAP Fund Criteria for more information.

The TAP Fund Panel will consider applications twice a year in October (for Round 1) and March (for Round 2). The closing date for applications for Round 1 is 30 September 2016 and for Round 2 is 28 February 2017. Applications may be received at any time prior to these deadlines.

The full criteria for the TAP Fund are provided on the following pages.

CRITERIA

Type	A one-off capital or revenue grant relative to the number of people in each parish.
Term	<p>This year, there are two funding rounds:</p> <ul style="list-style-type: none">• Round one (deadline to apply by 30 September 2016)• Round two (deadline to apply by 28 February 2017) <p>Applications can be submitted at any time prior to the funding round deadlines, to be considered at a TAP Fund Funding Panel meeting within two weeks of the deadline submission date.</p> <p>If your project commences before 30 September 2016, there is some underspend money from 2015/16 available that you can apply for. This will be available on a first come, first served basis.</p>
Grant availability	This grant is available at the discretion of Mid Devon District Council and Devon County Council.
Aim	<p>The TAP Fund is designed to 'kick-start' local projects and encourage local community action for:</p> <ul style="list-style-type: none">▪ Capital and revenue projects supported by two or more town or parish councils responding to issues of shared interest and concern; and▪ Pump priming funding to meet a locally identified community need and agreed actions that will make a difference at a community level.

ELIGIBILITY

Who Can Apply?	<ul style="list-style-type: none">▪ Town and Parish Councils, constituted community and voluntary groups (including 'Friends of' groups), registered charities, faith groups and social enterprises may apply for TAP funding. 'Community groups' here means all of these listed groups.▪ The lead applicant should be a town or parish council or community organisation within the district of Mid Devon. Applications may, however, be submitted in partnership with neighbouring town or parish councils outside of Mid Devon.▪ Crediton, Cullompton and Tiverton Town Councils do not need to evidence the support of a neighbouring parish council providing they can demonstrate the project benefits more than just their town.▪ For applications from faith groups, we follow the same principles as those applied to the Big Lottery Fund; please see http://bigblogscotland.org.uk/2014/10/29/funding-for-faith-based-organisations-a-quick-guide/ for more detailed information.
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How much funding can be applied for?

- TAP money is clustered by County Ward (instead of previously being clustered by parish). The money is based on the number of registered electors (from the February 2016 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 TAP Fund 2016/17 budget will be split into two halves; half available to allocate for each round of funding. Any unallocated TAP money left over from round one would be carried forward to round two.
- The Unallocated TAP money from 2015/16 will go into one Mid Devon Underspend Pot. In order to support projects with start dates before the first funding round deadline, this Underspend Pot will be open to applications on a first come, first served basis and emailed to the Devon County Committee for approval. Any money left in this pot following the first funding round will be available to support applications in the second funding round.

- The TAP Fund Budget for 2016/17 (by County Ward) is:

County Ward	16/17 Budget
Crediton Rural	£10,685.40
Cullompton Rural	£11,628.10
Newton St Cyres and Sandford	£9,960.50
Tiverton East	£10,869.10
Tiverton West	£10,528.10
Willand and Uffculme	£11,196.90
Mid Devon Underspend Pot	£15,752.17
TOTAL	£80,620.27

Eligible expenditure

- Grants can be for capital (one off costs, costs of a permanent item, structure etc) and/or revenue costs (day-to-day costs, temporary items, events etc).
- Where projects have ongoing financial commitments, the TAP Fund 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.
- Applications must demonstrate how the project will benefit 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 TAP 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), other than religious activities.

	<ul style="list-style-type: none"> ▪ Applications for ditching and drainage work: <ul style="list-style-type: none"> • Applications for ditching and drainage work will be exempt from restrictions v, ix, x and xi below. • Proposed work will need to increase frequency or be of a higher standard than that currently offered by DCC • Work will need to be carried out subject to the guidance available from DCC Highways https://new.devon.gov.uk/roadsandtransport/maintaining-roads/self-help-and-community-support/ <p>Please note: The County Council currently funds Lengthsmen visits to each parish twice a year and during these visits the Lengthsmen are required to undertake an annual clean, and clean all drainage features such as grips, easements and buddleholes. Applications to TAP will not preclude Parishes from these scheduled works, however; the County Council has worked with several parish councils and agreed to provide the funding they would have spent on the Lengthsmen so that the parish can make their own arrangements, for a more locally responsive or enhanced service. Under this arrangement the parish council must commit to proving at least an annual clean of each drainage feature. If a parish council wishes to consider this arrangement in conjunction with an application for TAP funding they should contact their local Neighbourhood Highway Team to discuss.</p>
Matched funding	<ul style="list-style-type: none"> ▪ Applicants should try and fund 10% of the total project costs from other sources (not including other DCC funding pots).
Payment	<ul style="list-style-type: none"> ▪ Grant payments will be made by electronic transfer to the applicant. ▪ Approved TAP Fund grants up to £5,000 will be paid up front. Any projects receiving over £5,000 of TAP money, or with total project costs exceeding £10,000, will be paid in stages; half up front and half upon completion of the project. ▪ We require you to send us an invoice for awards exceeding £2,000 prior to payment. ▪ Any unspent TAP money must be returned promptly to Mid Devon District Council.
Supporting Documentation	<ul style="list-style-type: none"> ▪ Applications should provide two letters/emails of support from parishes. Alternatively, they should evidence that they have tried to obtain this support (if a parish council is applying, they will only need a letter of support from one other parish). ▪ Where possible, please provide a quote or similar evidence for the cost(s). ▪ For projects receiving over £5,000 of TAP money, or with total project costs exceeding £10,000, we will need to see some form of evidence of project completion before making final grant payment. We will conduct random sampling of lower value grants and projects for evidence of project completion. ▪ Other evidence as required by Mid Devon District Council.

Please note: 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.

RESTRICTIONS

<p>What can't the funding be used for?</p>	<p>Grants are not available for:</p> <ul style="list-style-type: none"> i. Profit making organisations or individuals ii. Any activities that have started or occurred before a TAP grant has been confirmed iii. Political or religious activities iv. Purchase of alcohol v. Projects or activities that are the direct responsibility of another agency or should be provided by the statutory sector 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 TAP Funding (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/parish.
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PUBLICITY

<p>Acknowledgement and Publicity</p>	<ul style="list-style-type: none"> ▪ Any publicity about the project and its funding must 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.
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APPLICATION AND APPROVAL PROCESS

All Applications

All completed TAP Fund Application Forms (and supporting documentation) to be submitted direct to the Town and Parish Liaison Officer, preferably via email to: zlentell@middevon.gov.uk / Mid Devon District Council, Phoenix House, Phoenix Lane, Tiverton, EX16 6PP

The Town and Parish Liaison Officer will:

- acknowledge applications on receipt and advise whether it is eligible for funding under the scheme
- email the County Member and Parish Clerk to inform them that an application has been received

Applications for Underspend Money

Each application for money from the Mid Devon Underspend Pot will be sent via email to the County Committee for approval. Please allow one month for the approval process to find out if an application has been successful.

Applications Going to the TAP Fund Funding Panel

Following the application deadlines, the TAP Fund Funding Panel (consisting of the Devon County Committee and the Town and Parish Liaison Officer) will meet to vote on the applications and award TAP money. Applications will be scored against set criteria with innovative community-focussed projects receiving strongest weighting. County Members will have the casting vote for applications within their ward.

Please note: the County Committee can choose to support applications in full or in part, amending (reducing or increasing) the level of TAP Fund money granted to the project depending on level of underspend money 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.

Details of successful applications (including name of parish, community organisation, project description and amount awarded) are published on our website.

GENERAL ENQUIRIES

A copy of the TAP Fund application form is available to download on our website at:

<https://www.middevon.gov.uk/residents/grants-and-funding/>. Details of previously funded TAP projects are also available to view on our website.

For more information or to discuss your project idea, please contact the Town and Parish Liaison Officer on 01884 234298 / zlentell@middevon.gov.uk.