


County Grants Scheme Application Form

Please read the guidance notes thoroughly before completing this application form

IMPORTANT - If your application is incomplete by the deadline, it will not be assessed and will be returned to you. Please ensure that all sections are complete and all supporting documentation have been attached before submitting your application.

This symbol indicates where a document needs to be provided 

SECTION 1 - YOUR CONTACT DETAILS

1.1 Name of Community Building

1.2 What Parish is your Community Building in?

What District is your Community Building in?

1.3 Main Contact Name

Position on Committee

Main Contacts Address

Postcode:

Main Contacts Telephone and Email

Daytime: Evening: Mobile: Email:

1.4 Please give details of a second contact for your committee

Name: Telephone:

1.5 Have you made any applications for, or been awarded, funding through the County Grant Scheme in the previous 2 years? (✓)

No Yes

If yes, please give details:

1.6 Are you a member of the Devon Association of Community Buildings? (✓)

No Yes

1.7 Is your community building committee working towards Hallmark?

No Yes

SECTION 2 - THE LEGAL STATUS AND MANAGEMENT OF YOUR COMMUNITY BUILDING

2.1 Are you a registered charity? No Yes Number:

2.2 Is your governing document a... (✓) Trust Deed Conveyance
 Lease Charity Commission Scheme

2.3 In whom is the property vested? E.g. who are the holding/custodian trustees?

Named Trustees (specify below) Parish Council Official Custodian for Charities

Names:

2.4 Is your community building... (✓)

Freehold Leasehold How many years remain on the lease?

2.5 Are there any restrictive covenants in your governing document? No Yes

If yes, please specify:

2.6 Please tell us about your management committee

Name of Member	Role	Representing which user group
<input type="text"/>	<input type="text"/>	<input type="text"/>

How often do you meet?

How are you encouraging new and additional use of your community building?

SECTION 3 - ABOUT YOUR COMMUNITY BUILDING AND THE AREA IT SERVES

3.1 What is your Parish Population?

What population is served by your building?

3.2 What other facilities/services are there in your Parish?

Other community buildings

Services i.e. shops and post office

Other

3.3 Who uses your community building?

Organisation/User	Frequency (daily, weekly)	Estimated number of users

Tell us about any potential new or additional users as a result of your project

SECTION 4 - ABOUT YOUR PROJECT

4.1 WHAT is your project?

4.2 WHY do you want to carry out this project, why is it needed and what difference will it make?

4.3 HOW do you know this work is needed? Who and how have you consulted?

SECTION 4 - ABOUT YOUR PROJECT....continued

4.4 What professional advice have you sought? (✓)

Architect

Quantity Surveyor

CCD

District Council

DDA Professional

Other (specify below)

Any additional information?

4.5 Has planning approval been given? (✓)

Yes

Outline

Full

No

If not, why not?

4.6 Has building regulation approval been given? (✓)

Yes

Planning Department Reference number

No

If not, why not?

4.7 Have you had an access audit? (✓)

Yes

No

If not, have you sought any access advice? (✓)

Yes

No

Any additional comments in regards to access

4.8 When do you intend to start your project?

4.9 How long is the work likely to take?

SECTION 5 - PROJECT COSTS AND MATCH FUNDING

5.1 Project Costs

5.2 Match Funding

Item	Cost	Source	Amount	Confirmed	
				Y/N	Date
Purchase of: Land	£				
Building	£				
Construction work	£				
Adaptation/repair work	£				
Fixtures and Fittings	£				
Car park	£				
Other (please specify)	£				
	£				
Professional Fees:					
Architect	£				
Surveyor	£				
Solicitor	£				
Disability Access Audit	£				
Safety planning supervisor	£				
Planning App/Building Regs	£				
VAT (17.5%)	£				
Inflation/Contingency (10%)	£				
Total Cost	£	Grant from CCD (max £20k)	£		
		Total	£		
		Shortfall	£		

5.3 If there is a shortfall, or funding is not approved, how do you intend to address this?

5.4 What is your Parish Precept for year 20__/20__ ?

£

If your parish council is not contributing towards your project, please explain why not?

5.5 What have you based your project costs on? (✓)

Bill of Quantities

Builders Quotes

Architects Estimate

SECTION 6 - YOUR FINANCES

6.1 The following figures should come from your most recent set of approved annual accounts. 

Accounts for year ending	<input type="text"/>	Total Expenditure	<input type="text"/>
Income from hiring	<input type="text"/>	Surplus/deficit for the year	<input type="text"/>
Total Income	<input type="text"/>	Total funds held in reserve	<input type="text"/>

6.2 If you made a deficit, or have more than 1 years running costs held in reserves, please explain why.

6.3 Enclose the copies of the three most recent monthly bank/building society statements 

SECTION 7 - DETAILS OF REFEREE

7.1 Referees Name

Referees Address

Postcode:

Referees Telephone and Email

Daytime:
Evening:
Mobile:
Email:

7.2 How long have you known the community building and in what capacity?

Signed

Date

DATA PROTECTION - the details provided will be used to administer and analyse this application for a grant. We may also use this data in our work with local authorities, statutory, voluntary and community organisations. If you do not wish us to pass your details to any other organisations, please tick here (✓)

Do not pass my details onto any other organisations

APPLICATION CHECK LIST

Please confirm that you have attached the following information with your application (✓)

ESSENTIAL DOCUMENTS FOR INCLUSION

- | | |
|---|--|
| Copy of governing document i.e. Trust Deed | <input type="checkbox"/> |
| Copy of Access Audit (if applicable) | <input type="checkbox"/> |
| For project costs, enclosed is of the following (select one): | Builders quotes <input type="checkbox"/> |
| | Bill of quantities <input type="checkbox"/> |
| | Architects Estimate <input type="checkbox"/> |
| Details of offers/grants from any other funders/organisations | <input type="checkbox"/> |
| Copy of most recent set of approved annual accounts | <input type="checkbox"/> |
| Copies of last three monthly bank/building society statements | <input type="checkbox"/> |

IF YOU DO NOT INCLUDE THE ESSENTIAL DOCUMENTS MENTIONED ABOVE BY THE DEADLINE, YOUR APPLICATION WILL NOT BE ASSESSED AND IT WILL BE RETURNED TO YOU

OPTIONAL DOCUMENTS FOR INCLUSION

You may wish to include these additional documents to support your application (✓)

- | | |
|---|--------------------------|
| Photographs, specifications or drawings | <input type="checkbox"/> |
| Extract from your Parish Plan | <input type="checkbox"/> |
| Evidence of consultation i.e. letters of support from users | <input type="checkbox"/> |
| Other (please specify) | <input type="checkbox"/> |
| | <input type="checkbox"/> |

SIGNATURE OF APPLICANT

DATE:

Please complete and return this application form to
Cara Stobart, CCD, County Hall, Topsham Road, Exeter EX2 4QB.

Telephone (01392) 383443; Fax (01392) 382062;
Email: grants@devonrcc.org.uk; Website: www.devonrcc.org.uk



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