



**2.3 In whom is the property vested?** Who are the hall's holding or custodian trustees? - is it the parish council, the Official Custodian for Charities or are there named holding trustees?

**2.4 Is the hall freehold or leasehold?** If leasehold, how long is left on the lease, from whom is it leased, and what is the annual rent?

**2.5 Do you know of any restrictive covenants in your governing document?**

Yes  No

If yes, details:

**2.6 Please tell us about your management committee.** Please include who is responsible for the day to day management of your hall; how many committee members you have; how often they meet; in what ways the committee is active in encouraging new and additional use of the hall.

### 3. ABOUT YOUR HALL AND THE AREA IT SERVES

**3.1 What is the name of your *parish council*?**

**3.2 Which *district council* area are you in?**

**3.3 What is your town / village population?**

**3.4 What is the population served by the hall?**

**3.5 Town/Parish precept for year 200\_\_ / 200\_\_**

£

**3.6 Will your town or parish council support the project financially**

Yes

No

Application with support from the Parish Council will be looked upon more favourably. If you do not have support from your Parish Council, please explain why not, and are they likely to support the hall in the future.

**3.7 What other facilities and services are there in your parish?** Please tell us about other halls or public places, including what they are used for. We would also like to know about services such as shops, post offices, pubs, etc.

**3.8 Who uses your hall regularly?** Please tell us which groups currently use your hall, how often they use it, and approximate numbers attending. We would also like to know of any new or additional users once your project has been completed (include details of how you know there will be additional use).

Organisation/user:

Frequency (daily, weekly):

Estimated number of users:

Other comments:

#### 4. ABOUT YOUR PROJECT

**4.1 Please tell us what works you want to carry out.** You should describe the actual project you want to undertake and how this might fit in with any future phases of development you are considering.

**4.2 Please tell us why you think these works are necessary.** We need to know why you want to undertake the project described; what benefits it will bring to your community (please be as specific as possible); and what the likely outcome will be if you *do not* carry out the project.

**4.3 Tell us about any consultation you have undertaken with your community.** We would like to know about any village appraisals, questionnaires, public meetings, or other consultations (appropriate to your project) you have undertaken and what the result of this was. If you have not undertaken any consultation, please tell us why not.

4.3 continued....

**4.4 Please tell us about any professional advice you have sought** We would like to know about architects, quantity surveyors and other professionals you have used. Please also tell us what advice you have sought from your district council, and in what ways you have consulted CCD over your plans.

**4.5 Please tell us what advice you have sought regarding the access aspects for your project.** We expect you to have commissioned (and enclosed) a disability access audit for all major projects or those that have access implications. If you have not sought this type of advice please tell us why. Is your hall accessible to the public e.g. car parking facilities, public transport etc.

**4.6 Have you had an access audit ?**

Yes  No

what recommendations were made, and have they been met ?

**4.7 Has building regulation approval been given?**

Yes  State Planning  
Dept. Ref No.

No

If no, why not?

4.8 Has planning approval been given?

Yes

No

Out-

Full

If no, why not?

4.9 What is the soil type in the area? (For projects which include an extension, new build or purchase.)

5. ABOUT THE COSTS - You **must** complete this section even if you are enclosing supporting information. (See guidance note 5)

5.1 What is the total cost of your project?

5.2 Where is the money coming from?

Item		Cost	Source	Amount	Confirm Y/N
Purchase of	Land	£	Your contribution:	£	
	Building	£	Grant from parish council:	£	
Construction work		£	Grant from district council:	£	
Adaptation / repair work		£	Other (specify):	£	
Furniture and fittings		£		£	
Car park		£		£	
Other requirements (please specify)		£		£	
		£		£	
Professional fees		£		£	
	Architects	£		£	
	Surveyor	£		£	
Disability Access Audit		£			
Safety planning supervisor		£			
	Solicitor	£			
Planning app/ building regs		£	Grant from CCD (max		
VAT (see guidance notes)		£	£30,000)	£	
Inflation / contingency (10%)					
<b>Total Cost</b>		£	<b>Total</b>	£	
			<b>Shortfall</b>	£	

5.3 If there is a shortfall please tell us how you intend to address this.

**5.4 Your estimated project costs must have taken into account any additional costs as a result of inflation, (up to the mid-point of your building period). Has inflation been taken into consideration?**

Yes  No

If no, why not?

**5.5 What have you based your project costs on? (Bill of quantities, architect's estimate, builders quote etc.)**

**5.6 When do you intend to start your project?**

**5.7 How long is the work likely to take?**

**6. ABOUT YOUR FINANCES.** Please tell us about your hall's finances. These figures should be from your most recent set of approved annual accounts (please attach a copy to your application).

Accounts for the year ending		Total expenditure	£
Income from hiring	£	Surplus/deficit for the year	£
Total income	£	Total funds held in reserve	£

\*If your hall made a deficit, or has more than one year's running costs in reserves, please explain why:

**7. DETAILS OF REFEREE.** Please provide a name of someone who can act as referee for the project. This should be someone who knows the project and is in a position of authority.

**7.1 Contact Name**

**7.2 How long have you known the hall and in what capacity?**

**7.3 Address of Contact**

Postcode:

**7.4 Telephone**

Daytime:

Evening:

Email:

Signed:

Date:

**Data Protection** - The details provided overleaf will be used to administer and analyse applications and grants. From time to time we may also use the database in our work with local authorities, statutory, voluntary and community organisations. If you do not wish us to pass your details to any other organisation please tick the box.

Signature of applicant:  Date:

***Please confirm that you have enclosed the following information with your application***

One copy of the drawings	<input type="checkbox"/>
Specifications and photographs	<input type="checkbox"/>
In line with good practice, <i>three</i> builders' quotations (for projects costing over £5,000), or a bill of quantities prepared by a quantity surveyor	<input type="checkbox"/>
Most recent set of approved and signed annual accounts	<input type="checkbox"/>
Copies of most recent bank or building society statements	<input type="checkbox"/>
Details of offers from any other funders (Parish or District Council, Awards for All, Big Lottery Fund etc.)	<input type="checkbox"/>
Copy of Deed of Trust, or other governing document	<input type="checkbox"/>
Copy of disability access audit	<input type="checkbox"/>

*If you would like receipt of your application to be acknowledged please also enclose a stamped, self-addressed postcard*

**If you do not include all of the above, or do not complete all sections of the application form, there could be a delay in our decision on your grant.**

Please complete and return Community Council of Devon, County Hall, Topsham Road, Exeter, EX2 4QB  
Telephone: (01392) 383443; Fax: (01392) 382062  
E-mail: [info@devonrcc.org.uk](mailto:info@devonrcc.org.uk); Website: [www.devonrcc.org.uk](http://www.devonrcc.org.uk)

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