

## County Grants Scheme Guidance Notes

***Please read the guidance notes thoroughly before completing the application form***

### THE COUNTY GRANT SCHEME - AN INTRODUCTION

Each year Devon County Council allocates a sum of money to be given in grants for community buildings. The Community Council of Devon (CCD) administers this scheme on their behalf.

Always ensure you have the most up to date version of the guidance notes and application form before applying to us.

### WHO CAN APPLY?

This grant scheme is open to all multi-use community buildings in Devon. We are unlikely to fund those community buildings which have received a grant from us in the previous 2 years.

Community buildings must be multi-use (minimum of three separate user groups), with open community access, and owned and/or managed by the community.

### HOW MUCH CAN YOU APPLY FOR?

Grants are available between £1,500 and £20,000, but we will only contribute up to 1/3 of total project costs. Total project costs cannot exceed £750,000.

Match funding should make up 2/3 thirds of the total project costs, this should include a contribution from your Parish/Town council.

### WHAT PROJECTS ARE ELIGIBLE FOR A GRANT?

Grants are available for capital projects only (not to help with running costs, routine repair or maintenance).

#### What will we fund?

Grants may be given for the following:

- Providing a new/replacement building
- Serious structural defects i.e. roof and walls
- Adapting the building for disabled access
- Modernising/improving outdated facilities
- Environmental/green projects i.e. solar panels, ground source heating, wind turbines etc
- Kitchen refits

#### What we will not fund?

We will not fund the following projects:

- Single use buildings i.e. sport club or church
- New curtains or carpets
- Removable items such as: kitchen appliances, crockery, chairs and tables.
- Ground works
- Community Buildings not within the Devon County boundaries

## WHEN TO APPLY?

Closing date for applications are 30th June and 30th December each year. Any applications received after the deadline will be deferred until the next round. Once the deadline is reached there is a critical timescale, so incomplete applications will not be assessed and will be returned to the applicant.

Please ensure that your 2/3 match funding is in place before applying to us. As a general rule this grants scheme operates as a final funder and cannot therefore be used as leverage for other grants. As a time limited pilot, the grant scheme will consider potential match funding from RDPE CASE monies. Please contact CCD in advance of submission. Please be aware that other organisations and authorities may have different timescales for their grant schemes. Ensure that you check their notification procedures at the earliest possible convenience.

## HOW TO APPLY?

Firstly, read through the whole of the guidance notes to ensure that your organisation is eligible. Early contact with CCD will ensure feedback and support with your application.

Secondly, fill in the application form using the guidance notes to help complete the questions. Make sure to attach all the documents specified in the application form otherwise your application will be returned to you as it is incomplete.

Thirdly, submit your application before the deadline. Do not leave applying to the last minute.

If you would like the receipt of your application to be acknowledged, please enclose a self-address, stamped envelope/postcard.

## HOW WILL WE ASSESS YOUR APPLICATION?

Once the deadline has passed, all applications undergo an eligibility check. If we find that your application is incomplete we will not proceed any further. This could include an incomplete form, missing documentation or ineligibility against our criteria i.e. match funding.

Once your application has passed its eligibility check, we will then proceed to score your application. We take into account a number of factors when considering the applications, such as:

- Size of the community and other existing facilities in your parish
- Evidence of local need
- Evidence of community support
- Evidence of how well the project has been planned i.e. professional advice and consultation
- Project costs and match funding


Projects involving disabled access and environmental initiatives are currently seen as a priority for our funding.

All this information is presented to the Community Buildings Committee, a Sub-Committee of the CCD Board of Trustees, for decision. The Sub-Committee will then recommend approval by the CCD Board of Trustees.

The whole process takes approximately 12 - 14 weeks. You will be notified in writing whether your grants has been successful or not. Successful applicants will receive a grant offer letter and pre-monitoring form which must be completed within 3 months to secure the grant.

For further information on this grant scheme please contact the Community Council of Devon.  
Telephone:(01392) 383443 Fax: (01392) 382062 Email [grants@devonrcc.org.uk](mailto:grants@devonrcc.org.uk)

**Please read the guidance notes thoroughly before completing the application form**

This symbol indicates where a document needs to be provided 


## SECTION 1 - YOUR CONTACT DETAILS

The majority of this section is self explanatory, but please note the following points:

- 1.3** The main contact will be the person contacted on all issues regarding the grant application.
- 1.5** If you have applied to the County Grant Scheme (CGS) and been unsuccessful within the last two years, then re-application is still valid. Many applications are successful on their second attempt, with more match funding secured and improved evidence.
- If you have received a CGS grant within the last two years (i.e. 4 grant cycles), you are not eligible to submit another bid until after this period. This is to ensure an equitable distribution of the available funding to community buildings across the County. The Community Council of Devon (CCD) will be able to support you in identifying/suggesting other potential funding sources.
- 1.6** The Devon Association of Community Buildings (DACB) is an independent organisation working with, and on behalf of, Devon's community buildings. You do not have to be a member of DACB to apply to this grant scheme but we would encourage you to join. For more information on the Association please contact David Kinross, DACB Secretary at [davidk@devonrcc.org.uk](mailto:davidk@devonrcc.org.uk) or see the website [www.dacb.org.uk](http://www.dacb.org.uk)
- 1.7** Hallmark is a free quality assurance scheme designed for the operators of community buildings, which aims to recognise the good work undertaken by volunteer management committees throughout Devon, and to encourage their efforts. Working towards a quality award demonstrates your management committees commitment to good practice. For more information on Hallmark please contact Cara Stobart at [cara@devonrcc.org.uk](mailto:cara@devonrcc.org.uk)

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

The community building must be multi-use (minimum of three separate user groups), with open community access, and owned and/or managed by the community.

-  **2.2** Your community building should be a charity governed by a trust deed based on either the Charity Commission approved village hall or community centre model trusts. Whatever form of governing document is used by your hall, it must be enclosed with your application.
- 2.3** The holding/custodian trustees are distinct from your management committee which runs the community building. Their details should be laid out in your governing document.
- 2.4** The community building must be freehold or with a remaining lease of 28 years or more.
- 2.6** Identify the key role holders of Chair, Treasurer, Secretary and any other committee members representing user groups. Please tell us how the committee is trying to encourage new and additional use of the community building. This might include improved marketing, consulting the community, improving facilities etc.

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

Information on other facilities and services in your parish provides a context for your community building and the services it offers the community. Please provide as much information as possible in this section.

- 3.1 Your parish population can be found at <http://www.devon.gov.uk/peoplepopestimates.htm>
- 3.2 List all the other facilities and services there are in your parish.
- 3.3 Information on your user numbers over an average time period can be drawn from your bookings diary. Please also detail how your project might encourage any new users, either new activity groups or an increased number participating in existing activities.

## SECTION 4 - ABOUT YOUR PROJECT

- 4.1 Outline what is involved in your project. What do you intend to do?
- 4.2 Outline what impact the project will have for your users and community. Positive impacts relating to environmental and disabled access considerations will strengthen the application.
- 4.3 All projects are required to provide evidence of the need from the community for the project. Letters of support from user groups and partners would be appropriate for most projects. For a new building, a big extension or refurbishment project, CCD will expect you to have reviewed the present and likely future needs of the whole community, undertaking a consultation exercise such as a survey or community consultation, and to have held public meetings or exhibitions.
- 4.4 Please include any contact you have had with professionals in regards to this project.
- 4.5 Applicants must make sure that they obtain planning and building regulation approvals where
- 4.6 these are required. You are strongly advised to employ an independent and qualified architect and/or chartered building surveyor.
- 4.7 An independent disability access audit of the entire premises should be commissioned for all major projects or those which relate to Disability Discrimination Act (DDA) works. Priority will be given to applications from community buildings that have already undertaken a DDA audit. Further information can be found at <http://www.dacb.org.uk/pages/DACB>



### ***Disability Discrimination Act (DDA)1995***

*The DDA 1995 (the Act) is the most comprehensive piece of legislation to date in the United Kingdom to address discrimination against disabled people. Amongst its provisions, the Act makes it unlawful to discriminate in the provision of goods, facilities and services (Part III). Community buildings are included under the provisions as 'Service Providers'.*

*Simply considering wheelchair access to your hall is not enough as the Act includes people with a wide range of disabilities, including visual and hearing impairments. The most comprehensive way of assessing the needs of your hall is by having a full disability access audit carried out. We would expect this for any project to provide improved access to your hall, or where major works are being undertaken. It is not enough to rely on building professionals or planning departments.*

- 4.8 You should not start work on a project until you have received a written offer of a grant from the CCD. Starting work before this will make your application ineligible.

NB: In exceptional cases it may be possible to obtain 'without prejudice' permission from CCD to start work or to buy land before a grant is offered, but you should bear in mind that granting 'without prejudice' permission in no way commits CCD to then offering a grant.

- 4.9 CCD would expect funded projects to be completed and grant money claimed within a year of the grant offer.

## SECTION 5 - PROJECT COSTS AND MATCH FUNDING

5.1 Complete the costs table with as much detail as possible under the relevant headings.

✉ Grants are not available for the purchase of land alone, this must form part of an overall plan to build a hall within a reasonable timescale. When land or buildings are being purchased, grants will not be awarded on a price higher than that recommended by the District Valuer.

A grant cannot be awarded to cover costs already incurred, or contracted for, except where fees have been paid for professional services (e.g. architect, surveyor) in connection with a project which is awarded a grant

5.2 Complete the match funding table with the appropriate amounts from each funder, state whether or not it has been confirmed and a date when this has or will happen. Any letters

✉ from funders confirming their grants should also be enclosed with the application.

**YOUR CONTRIBUTION** This should include any funds from your reserves, local fundraising and donations.

**PARISH COUNCIL** Funding from your Parish council will enhance your applications assessment. See 5.4 for more detail.

**DISTRICT COUNCIL** You should contact your District Council as early as possible to inform them of your plans and identify what funding they have available. Funding from your District Council will significantly strengthen your application. A grant offered by CCD may be more than a grant offered by a District Council.

**OTHERS** This should include any other funding sources that you have identified for community buildings. CCD can offer significant support information and training on fundraising process.

**GRANT FROM CCD** Grants are available between £1,500 and £20,000, but we will only contribute up to 1/3 of total project costs. Total project costs cannot exceed £750,000. CCD will not consider applications for projects that exceed £750,000 in total costs.

Grants are discretionary. Each application is considered on its merit; and an offer is dependent on the amount of money allocated by Devon County Council in any year and on consideration of the factors used to assess your application. Please note that the total amount of funding requested invariably exceeds the amount available and even sound projects will sometimes have to be turned down.

5.3 The shortfall is the difference between your total costs and your total match funding including the grant requested from CCD. You have to make clear how you will be addressing this difference. The same applies for any funding that has not yet been approved. This grant scheme will only fund applications with the majority of their match funding in place. To be considered, an application should have a shortfall and/or unconfirmed funds of no more than 15% of the total cost, up to a maximum £20,000.

As a time limited pilot, the grant scheme will consider potential match funding from RDPE CASE monies. Please contact CCD in advance of submission

5.4 The level of your parish precept can be obtained from your parish clerk/District Council. CCD see the contribution of the Parish Council as a vital contribution to a Community Building project. It is worth exploring the possibility of increasing the precept or raising a loan to support your project. Parish Council financial support will strengthen your application.


5.5 Costs can be evidenced by any of these three options. Any work over £5,000 will require evidence of three quotes, the relevant documents should be enclosed with the application.



## SECTION 6 - YOUR FINANCES

6.1 The information required can be found on your latest annual accounts. Please enclose these  accounts with your application.

6.2 We encourage community buildings to follow good practice and generate reserves to meet the costs of unforeseen costs and emergencies. If you are holding significant reserves which are not allocated for specific purposes please explain why you are not contributing more to this project. If you have a deficit please explain how you are addressing this and the longer term financial sustainability of your community building.

6.3 Please enclose copies of the three most recent monthly bank/building society statements .

## SECTION 7 - DETAIL OF REFEREE

7.1 The referee should be an individual from the community in a responsible position (Parish Councillor, Teacher, Doctor etc). They should know the community building well, but not be a member of the managing committee. In most cases the referee will not be contacted but he/she should be aware of the project and this application and be willing to endorse it.

7.2 This section should be signed by the referee (not the applicant)

## APPLICATION CHECKLIST

### ESSENTIAL DOCUMENTS

Ensure that the essential documents listed in the checklist are enclosed with the application. If these documents are not received by the deadline, your application will not be assessed and will be returned to you.

### OPTIONAL DOCUMENTS

There are a number of items listed which are optional for inclusion. Only enclose additional documents if they support or provide evidence for your application.

Ensure that the application form is signed by the applicant identified in section 1 of the application form.

## FOR FURTHER INFORMATION AND SUPPORT

**Community Council of Devon**  
**School Huts, County Hall, Topsham Road, Exeter EX2 4QB.**

Telephone (01392) 383443; Fax (01392) 382062;  
Email: [grants@devonrcc.org.uk](mailto:grants@devonrcc.org.uk); Website: [www.devonrcc.org.uk](http://www.devonrcc.org.uk)



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