



North Devon Council

Keeping North Devon Connected Grants Policy

2024 - 2027

Introduction

This document explains:

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2. What is needed to be considered for a grant
3. When grants cannot be given
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What The Council hope to achieve through the Keeping North Devon Connected Grants

This funding has been provided by Go North Devon, following the closure of their organisation. This grant scheme has been created in order to allocate their excess funds, once the organisation has closed, for the benefit of older people, or those with mobility issues or disability to help keep communities connected in North Devon.

This funding stream will be available for the financial years 2024/25, 2025/26 and 2026/27. Approximately £40,000 will be available for each financial year (NOTE: Amount to be confirmed). The fund will close when the total amount of funding available for that financial year has been allocated. Funding will only be advanced from a future year's allocation in exceptional circumstances.

Applications for a grant of up to £5,000 are welcomed and will be considered on "first come first served" basis. Consideration may be given to applications for grants above this limit in exceptional circumstances.



The vision in providing grant aid is to:

- Support the economic, environmental, cultural and social welfare of local communities through the support of groups who are improving the lives of older people, those with mobility issues or disability, particularly in relation to facilitating or enabling activity within our communities and our town centres.
- Grants may be offered to support the running costs of a local organisation providing services to the Community (excluding salary or wages), toward the costs of an event, activities, transport for, and community projects, involving older people, those with mobility issues or disability.

What is needed to be considered for a grant

The fund are available to community groups, clubs, charities, One Communities, CIC or voluntary groups operating on a not for profit basis, whose work/project will benefit older people, those with mobility issues or disability.

Organisations applying for a Keeping North Devon Connected Grant must:

- Have a recognised legal status such as a formal constitution, standing orders or deed of trust
- Have a clear democratic management structure, e.g. a committee consisting of Chair, Secretary and Treasurer etc.
- Be legally able to carry out the activities, which should be primarily for the benefit of older people, those with mobility issues or disability, within the North Devon Council area.
- Where appropriate, have and monitor policies and practices that safeguard children and vulnerable adults
- Be financially viable, have clear financial controls, and provide annual accounts.
- Provide evidence of project costs, in the form of quotes or similar (as applicable)

When grants cannot be given

- To projects which do not provide any benefit for older people, those with mobility issues or disability, within the North Devon Council area.
- To organisations involved in Party Politics or promoting political views
- For activities that promote religious beliefs or pay towards any maintenance or works to a religious building. However, religious organisations can receive grants for the community and social aspects of their activity which do not promote religious beliefs



- Retrospectively (ie, for expense incurred or purchases made before a grant has been formally offered) or to meet debts or liabilities
- To organisations that have not complied with the conditions of grants given in the past by North Devon Council
- For donations, to individuals, or to profit making organisations
- For projects that should ordinarily be the statutory responsibility of another organisation
- To Schools or Academies (though PTA groups can apply for funding for extra-curricular activities)
- For a grant on the behalf of another community group, organisation, club, charity, CIC or voluntary group who has responsibility for delivering the project. Applications will be accepted from a Town or Parish Council on behalf of an organisation who do not have a constitution or bank account.
- For the payment of staff costs, salaries or wages.
- For projects or activities outside North Devon District area

How to Apply

The application form will ask for:

- Contact details for the applicant
- Details of the project or service that requires funding
- Details of the project costs, and how much grant funding you are seeking
- If you are working in partnership with another organisation or group on the project
- Your agreement for your data to be used for the Council to engage or consult with in relation to any future projects or changes in its services which are relevant to your group or organisation

The applicant will also be expected to provide:

- A quote or similar evidence of the cost of the project
- The organisation's Constitution, Standing Orders or similar
- The organisation's Safeguarding Policy if the project or service involves children or vulnerable adults.



- If an applicant has already been awarded a Community Councillor Grant application by North Devon Council within the same financial year they are not required to resubmit the above, except for the proof of the expected costs.
- The account details – This will be requested on the payment claim form.

The application must be submitted, with the required information/documentation to the Corporate and Community Services team by email at grants@northdevon.gov.uk

Processing

A Grants Officer will acknowledge receipt of the application and confirm whether the organisation/project is eligible for funding, and whether the application is complete. If any clarification or additional information is needed, opportunity will be given to provide it.

If an application does not meet the criteria it may be refused at this stage by a Grant Officer. It would not then be presented to a Senior Officer for their consideration.

Applicants will be notified of a decision, by email, within a month of receipt of the application.

Decision Making Process

Successful applicants will be notified by email within a month of receipt of the application.

The Grant Offer will include:

- The amount of grant offered
- A Funding Agreement. (As part of the agreement, the Council reserves the right to promote its support of projects and organisations receiving grants and to use photographs and information about projects or organisations on its website and in other publications).
 - To be signed and returned within 2 weeks of the offer date to secure the funding. This outlines the terms and conditions under which the grant is offered by North Devon Council, and accepted by the applicant
- Payment Claim Form
 - Grants are usually paid on completion of a project. The Payment Claim form should be completed and returned along with evidence of expenditure, ie an invoice or receipt. Payment will be made by BACS transfer. The Council understands that in some instances groups may have an immediate need



for funds therefore up to 80% of the grant may be paid in advance, provided that the applicant supplies proof of need e.g. in the form of a cash-flow forecast. The remaining 20% will be paid when the project has been completed and the final payment claim and invoice received as above. Any grant offers which have not been claimed by the end of the following financial year may be reviewed or withdrawn.

AUDIT AND ACCOUNTABILITY

The grant process and its financial trail must be transparent for audit purposes and democratic accountability. The information gathered as part of the grant process is used to promote value for money, fairness in decision making, and inform the Council's future approach to the Voluntary and Community Sector.

Any un-allocated sum as at the end of the financial years 2024/2025 and 2025/2026 will be carried forward to the next financial year. If there are any un-spent funds as at the end of 2026/2027, a decision will then be taken regarding the allocation of the remaining funds.

KEY DATES

Current financial year

1 st April	Fund opens to applications
30 th Jan of the following year:	Fund closes to applications – or when the funds are totally spent, whichever is first
Mid-March	Last date to claim funding (If the applicant is unable to claim funding by this deadline, the applicant must contact the Grants Officer to agree a time extension (if appropriate)).

Any queries should be referred to the Grants Officer by emailing grants@northdevon.gov.uk or telephoning (01271) 388253.