



South Hams  
District Council

April 2015

## Community Re-investment Projects Fund

### Guidance Notes

#### What is the Community Re-investment Projects Fund?

The South Hams District Council Community Re-investment Projects Fund has been set up using New Homes Bonus funding from the Government to support community infrastructure projects in South Hams communities where major development has taken place.

**Please read these guidance notes carefully and contact the Community Projects & Policy Officer ([community@southhams.gov.uk](mailto:community@southhams.gov.uk) or 01803 861234) to determine your eligibility for this Fund BEFORE completing the application form.**

#### Who can apply to the Fund?

- Town and Parish Councils and;
- Constituted voluntary and community groups with their own bank accounts.

BUT only if a development has commenced or been completed since 1 April 2009 in a town or parish within the South Hams Local Planning Authority area AND it meets one of the following criteria:

- 10 or more dwellings or;
- 3 or more dwellings (in the same planning application) in a parish where this level of development is considered significant, as determined by the Head of Planning, Economy and Community.
- **Additionally where large scale Major development (50 plus houses) has taken place in a parish adjoining a main town, in recognition that such development is likely to impact on the town, the Town Council and community groups may also apply to the fund to deliver projects based in the town, even though the development is not within their electoral boundary. Such applications must demonstrate the relationship between the project and the development and how the project can mitigate any impact arising from the development.**

#### What kinds of projects are eligible?

Projects need to meet each of the following eligibility criteria:

- Be community-led;
- Be capital in nature;
- Have a lasting impact and;
- Provide or improve community infrastructure (e.g. projects involving community buildings, sports facilities, play areas, community allotments / gardens / orchards) in towns or parishes that meet the above development criteria.

## Who and what cannot be funded?

- Individuals;
- Businesses;
- For profit organisations;
- Projects within Dartmoor National Park;
- Projects which are the primary responsibility of another authority;
- Projects which have already commenced;
- Revenue projects (e.g. running costs for ongoing activities, fundraising activities);
- Recoverable VAT;
- Loan interest payments and;
- Projects which promote religious or political beliefs.

For projects within Dartmoor National Park, please contact Dartmoor National Park Authority on [hq@dartmoor.gov.uk](mailto:hq@dartmoor.gov.uk) or 01626 832093.

## How much is available?

- The total sum of funding available is £153,900;
- The minimum grant is £5,000 per project and;
- Applications can be submitted for up to the total sum of funding available (although applications will be assessed on their merit, including value for money, so it is strongly advisable to secure match funding for projects).

Match funding for projects could be provided by Section 106 funds where these are available. Please contact the Community Projects & Policy Officer for more details ([community@southhams.gov.uk](mailto:community@southhams.gov.uk) or 01803 861234).

Alternative sources of funding and assistance can be found at <http://www.southhams.gov.uk/article/1800/Community-Grants-Overview>.

## What supporting documentation is required?

Copies of the following documents must be submitted with the completed application form:

- Accounts for the past two years (new groups with less than two years accounts should contact the Community Projects & Policy Officer);
- Bank / building society statements showing current financial position;
- 2 supplier quotes for each item of £500 - £5,000;
- 3 supplier quotes for each item of over £5,000;
- 3 (minimum) invited tenders for each item of over £30,000 (for further guidance please contact the Community Projects & Policy Officer ([community@southhams.gov.uk](mailto:community@southhams.gov.uk) or 01803 861234));
- Copy of signed constitution (voluntary and community groups only);
- Relevant pages from a local community plan (if applicable);
- Signed letters of support for the project (including from your Ward Councillor/s - contact details can be found at <http://www.southhams.gov.uk/article/1819/Find-your-Councillor> and, if the application is from a voluntary and community group, from your Town / Parish Council) and;
- Match funding offer letters (if applicable).

## **How will applications be assessed?**

Given the competitive nature of this Fund, applications will need to clearly demonstrate that the proposed project:

- Has community need;
- Has community support;
- Will provide or improve community infrastructure;
- Is deliverable;
- Provides value for money and;
- Has a lasting impact.

The Community Team will make an initial assessment of each application, based on a score of 1 to 3 for each of the above criteria, taking into account the views of relevant Ward Councillor/s and Officers. Decisions on grants of up to £10,000 will then be made under delegated authority by the Head of Planning, Economy and Community in consultation with the Portfolio Holder, or the Leader if the Portfolio Holder has an interest in the application. Decisions on grants of over £10,000 will be made by the Council's Executive committee on an annual basis.

## **What is the procedure for claiming grants?**

Grants will be paid in arrears either on completion or by agreement in instalments; on submission of completed Claim and Project Monitoring Form, with copies of paid invoices / receipts. Suppliers cannot be paid directly.

## **When do grants have to be claimed by?**

Grants will usually be offered for two years, although extensions to this can be considered if required. South Hams District Council reserves the right to withdraw a grant offer where no project delivery can be evidenced. This will be done in consultation with the group concerned.

## **Data Protection**

The information that you have provided will be held by South Hams District Council. The information will be used to assess your application to this Fund and will be held securely at all times. The Council may share the information with external agencies and the wider public to ensure the project is delivered and with other organisations, if required by law. If you wish to see the personal data that the Council holds, please contact the Data Protection Officer.

**This publication is available to view on our website or in alternative formats such as large print. Please contact us on 01803 861234 or email [customer.services@southhams.gov.uk](mailto:customer.services@southhams.gov.uk)**