

Application Form



1. Town and/or Parish Councils applying to the TAP Fund

Name of lead Council
(accountable body)

Name/s of other
Councils / groups
collaborating on the
project (if any)

2. Main point of contact for this application

Name

Town/Parish
Council

Email address

<input type="text"/>	Daytime Tel No.	<input type="text"/>
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Address

Postcode

3. Please describe the geographical area your project will benefit

4. Project name

5. What are the aims of your project?

6. What will you spend the funding on?

7. Please describe the specific benefits for your local area

8. Please demonstrate the local support for this project

(Does it link to a Parish Plan / Neighbourhood Plan? Do you have evidence of community support or need? Town and/or Parish Councils are encouraged to discuss their applications with their Ward and County Members prior to submitting an application. Please briefly describe their support)

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9. When will your project start and finish?

Start date

Finish date

10. How much are you applying for?

This grant

Total cost of project

Are you able to reclaim the VAT for this project? Y/N

11. What other funding is this project receiving? (if any)

Organisation / Group	Amount £

12. Please explain how you intend to make this project sustainable in future years if successful?

13. Project Bank Details

Name of Bank		Account No.	
Account Name		Sort Code	
Name (print)		Date	
Signed			

When completed please return this application form to South Hams District Council, Follaton House, Plymouth Road, Totnes, TQ9 5NE (community@swdevon.gov.uk)

This publication is available to view on our website or in alternative **formats** such as large print. Please contact us on 01803 861234 or e-mail customer.services@southhams.gov.uk

The South Hams TAP Fund

The **Town And Parish (TAP)** Fund will continue for the 2017/18 financial year. The TAP Fund is jointly funded by Devon County Council (DCC) and South Hams District Council (SHDC). Members have allocated £1.10 per elector to this pot, to be spent in Cluster areas. DCC has approved £1 per elector and SHDC has approved 10p per elector. The total value of the Fund in each Cluster area depends on the number of electors.

The aim of this Fund is to develop collaborative working between towns and their surrounding parishes, or between parishes, to tackle local community issues. Although it is not essential that each bid has the support of another parish, Town and Parish Councils are encouraged to work together in developing mutually beneficial projects.

The following principles should be used to guide your application and use of the Fund.

Principles Governing the TAP Fund

The TAP Fund is to be used by Town and Parish Councils, where possible working collectively to trial solutions to local issues, empower communities and enable community resilience. Projects that develop community self-help within an area will be particularly supported.

CRITERIA

CRITERIA	
Type	Grants are for capital (one off costs, costs of a permanent item, structure etc) and/or revenue costs (some day to day costs, temporary items, events etc). Where possible, applications should show that towns and parishes are working together to try to solve local issues. The fund is intended as seed or catalyst funding for a new project or service, requests for repeat funding will not be considered.
Deadline	Applications must be submitted by Noon on Friday 15 th December 2017. Decisions on grants will be made at a meeting of local DCC and SHDC Members held on Thursday 1 st February 2018.
Geographic arrangements	The TAP Fund is allocated to Cluster areas based on geographic clustering arrangements as at April 2012.
South Hams TAP Fund allocations	Information on the total amount available by Cluster can be found on the website. The funding is a one-off capital or revenue grant with no maximum limit. The minimum grant that can be awarded is £100.

	Decision on applications will be made by a panel of DCC and SHDC Members at the Cluster meeting on 1 st February 2018. DCC and SHDC are under no obligation to grant the full amount requested, but will justify any amount awarded if less than requested.
Payment	Payment will normally be made retrospectively on return of a feedback form together with proof of project completion. This should be copy invoices or a signed letter from the Clerk or Chairman, however there is flexibility to make payments in advance or in stages where appropriate; this would be by agreement on a case-by-case basis.
Matched funding	There is no match funding requirement for individual projects, although projects supported by this Fund can attract match funding from other grant funds, including DCC's Locality Budgets and SHDC's Sustainable Community Locality Fund.
Assistance	Applications should be emailed to the community team wherever possible. Please do not send hard copies. The Council will be able to assist you on 01803 861405 or community@swdevon.gov.uk

NECESSARY QUALIFICATIONS OF APPLICANT

Type of organisation	All applications must be submitted by a Town or Parish Council, where possible in partnership with at least one other Town or Parish Council. Registered charities, constituted voluntary and community organisations and social enterprises may approach their local Town and Parish Council to work in partnership on projects.
Location	The lead applicant must be a Town or Parish Council within the district of South Hams. Applications from parishes or towns that have collaborated with a Parish or Town Council from a different Cluster group will be considered for approval. Both Cluster groupings must agree the funding, and ensure fair distribution of funding based on where the community benefit lies.
Restrictions	Grants are not available for: <ul style="list-style-type: none"> • Profit making organisations or Individuals; • Retrospective funding or expenses that have been incurred before the funding is offered; • Day to day running costs or on-going staff costs; • Political or religious activities; • VAT that is recoverable; • Loans or interest payments.

Data Protection

The information you provide 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.

Operating Process

Towns and parishes develop projects in line with the Fund's principles, Town and Parish Councils are encouraged to discuss their project ideas with their local Ward and County Members, once developed; for joint bids one Town or Parish Council should be nominated as the lead applicant to complete & submit a TAP Fund Application to SHDC via the website www.southhams.gov.uk.

An officer will make an initial assessment to ensure they meet the criteria. Lead town/parish and ward member will be informed if project not suitable with reasons – could resubmit if they can overcome issue(s); Projects that meet the principles of the Fund will be presented and discussed at the February 2018 meeting.

At the cluster meeting, the panel of County and District Councillors for each Cluster Area will determine the outcome of each bid. Towns and Parishes will be able to provide the panel with a brief outline of their project but formal presentations will not take place.

Following agreement at the Cluster meeting, the funding application is processed by SHDC and a 12 month offer agreement is issued to the lead applicant. Payment of grant will be made retrospectively on receipt of the feedback form together with proof of project completion.

The Chairman/Leader, on behalf of the Cluster Meeting, requests additional information about the project or declines the request for funding, and makes the relevant recommendation to those Ward and County Members present.

Please note a brief summary of all allocated or completed TAP fund grants will be published annually via our website.

This publication is available to view on our website or in alternative formats such as large print. Please contact us on 01803 861234 or e-mail customer.services@southhams.gov.uk.