

**Devon Enabling Fund**

**Application Form - Guidance**

To apply for the Devon Enabling Fund (DEF) grant contribution from Devon County Council (DCC), please complete the application form and email it to [katherine.coby@devon.gov.uk](mailto:katherine.coby@devon.gov.uk) by 5pm on the closing date of Friday 7th October 2016.

Overview

The Devon Enabling Fund provides grants of up to £10,000 to district and town councils in Devon to contribute to the cost of assessing land for the development of work space. Projects that can demonstrate that this would lead to the creation of jobs will be favoured.

Please be aware of the following:

* Funding will be awarded in arrears and is dependent on you meeting milestones and outputs.
* Payment can be made in up to two stages and all claims must be made before the end of this financial year.
* The DEF intervention rate is 50% (maximum) and you will be required to provide evidence for total spend.
* Grants of up to £10,000 are available but you are welcome to submit an application for less.
* In the event that all conditions are met the formal award of any grant monies will be subject to the signing of a formal funding agreement with DCC.
* Applications will only be accepted from Devon district and town councils. Applications cannot be submitted by district and town councils on behalf of private businesses.
* Applications rejected in earlier rounds of DEF will only be eligible to resubmit an application if there have been reasonable changes or additions that address concerns raised.

Submitting an application

Guidance for filling in the form can be found below, if you have any further questions email [katherine.coby@devon.gov.uk](mailto:katherine.coby@devon.gov.uk). Unless otherwise stated, please keep each answer to a maximum of 300 words.

Please fill in the form electronically and return it to [katherine.coby@devon.gov.uk](mailto:katherine.coby@devon.gov.uk) via email as a word doc (not a pdf) before the deadline. Please **also** print and sign the form and post it to;

Katherine Coby,

Economy and Enterprise,

Devon County Council,

AB2 Lucombe House,

County Hall,

Exeter, Devon,

EX2 4QW.

Deadline and appraisal

The deadline is at 5pm on Friday 7th October 2016. We will ask any clarification questions by 14th October and make a decision on which projects will receive grants by 28th October.

After submission your application will have a basic eligibility check. You will then be advised whether your application has been rejected or will undergo full appraisal. You might also be sent a list of further questions at this stage and will be advised of the date you will need to respond by.

Application form guidance

1. **Organisation name**

Enter the full name of your organisation here.

1. **Organisation address and postcode**

Enter the full organisation address and postcode where all correspondence should be sent. This must be the organisation that will hold and manage the funded programme if awarded.

1. **Organisation website**

Enter the full address of the organisation website. If you do not have a website please insert the word ‘**none’.**

1. **Project name**

Give the full name of your proposal. This should be succinct and representative of your project.

1. **Main contact**

Give the name and title of the key contact for the application. All queries will be directed to this individual.

1. **Position within the organisation**

Enter the job role and department of the main contact.

1. **Contact telephone no.**

Please provide the telephone number of the key contact given above, including business mobile number as well if applicable.

1. **Email**

Please provide the email address of the key contact given above.

1. **Type of organisation**

Check the box that matches your type of organisation. Please note that the DEF is for district and town councils in Devon.

1. **Where is the potential development located?**

Enter the full address and postcode of the proposed development land. **Please attach a map** with the location indicated, and indicate current usage of the site and use classification.

1. **Project Description (Max 600 words)**

Please outline the following

* Why your proposed location has been chosen for potential work space development and why it is needed
* What benefits it will provide in terms of job creation
* Who will be impacted by your proposed activities
* Which Devon communities will benefit
* Who are the target beneficiaries
* How you know the need exists (supported by evidence)
* How your proposed activities will meet the need and demand you have identified
* List all outputs and the timescales for achieving these
* The planning background to the site.

1. **Who else will be directly involved in running/delivering the proposed activity and how will this work in practice?**

Will you be working with any other organisation for example a private company or individual outside of your own organisation, to deliver your project? If so please tell us who, and what they will be doing.

1. **Project start and completion dates**

Enter the proposed start date and the proposed completion date of the project.

Please be as realistic as possible about the proposed start date, taking into account the timescale for approval by all of your funders. Please be aware that you are also required to complete the project and claim within this financial year.

1. **Project milestone outline**

Outline the dates of staged payments from the DEF. List other milestones of the project and their dates. The month/year you expect to complete each milestone should be included. Please be as realistic as possible about the start date, taking into account the timescale for approval by all of your funders. Milestones are key events in the life of the project. Your milestones need to be relevant to your particular project and they need to be realistic and achievable, for example you might include project milestones such as ‘Contract agreed’ and ‘Inception date’

1. **How much do you estimate your project will cost in total?**

List all costs you anticipate, providing detail for each expense. Please make it clear how the expenditure relates directly to the delivery of the proposed activity.

1. **How much of the total amount will you be asking from DEF?**

The maximum grant is £10,000 and you cannot request more than 50% of the total eligible cost of the project.

1. **Where will the rest of the funding come from?**

Please be specific, and provide details of whether this is cash match and whether it is in place. In kind funding in terms of staff match is not eligible. Have you applied for any other funding – please provide details and if not, explain why not

1. **Can the project proceed without this grant funding?**

Indicate whether you will be able to proceed if you are not successful in securing this grant by checking the “yes” or “no” box.

1. **What is your interest in the land?**

State your interest in the land. If you have leasehold of the land, pleased state the length of the lease. If appropriate, please provide more information.

1. **Has your organisation ever delivered anything similar to this before? If so, please describe, including any evidence of impact and legacy created?**

Please provide details of any similar activities or programmes your organisation has undertaken. Please only use experience that that is specific and relevant. Please tell us what was achieved, how this impact was evidenced and how this learning informed your proposal.

**Declaration**

Please read the declaration and ensure an original signed final version of this page is posted to: Katherine Coby, Economic Development Project Assistant, Economy & Enterprise, Devon County Council, AB2 Lucombe House, County Hall, Exeter, Devon, EX2 4QW.

**It is important that you submit your application electronically. Please email your completed application form, and any supporting documentation to** [**katherine.coby@devon.gov.uk**](mailto:katherine.coby@devon.gov.uk)**. Upon receipt it will be acknowledged before being checked.**