

# East Devon District Council

## Village Hall Funding Application Form

### 2012



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

**IMPORTANT-** If your application is incomplete by the deadline, it will not be assessed and will be returned to you. Please ensure that all sections are complete and all supporting documentation has been attached before submitting your application.

#### Section A- Your contact details

**Q1 Name of your community building:**

**Q2 What Parish is your community building in?**  
Community buildings in towns are not eligible.

**Q3 Main contacts name, position on the Committee, and address (including postcode):**

**Q4 Main contacts phone number:**

**Q5 Main contacts e-mail (IN BLOCK CAPITALS):**

**Q6 Have you made any applications for, or been awarded, funding through East Devon District Councils Village Hall Grants Scheme in the last two years?**

Yes  No

If yes, please give details:

#### Section B- The legal status and management of your community building

**Q7 Are you a registered charity?**

Yes  No

If yes, what is your number?

**Q8 Is your governing document a....**

*Trust Deed*

*Lease*

*Conveyance*

*Other (please specify)*

*Charity Commission Scheme*

**Q9 In whom is the property vested? E.g. who are the holding/ custodian trustees?**

*Named trustees*

*Parish Council*

*Official Custodian for Charities*

**Q10 Is your community building:**

*Freehold*

*Leasehold- please tell us how many years remain on the lease:*

**Q11 Are there any restrictive covenants in your governing document?**

*Yes*

*No*

**If yes, please specify:**

**Section C- About your project**

**Q12 What is your project?**

**Q13 Why do you want to carry out this project, why is it needed and what difference will it make?**

**Q14 How do you know this work is needed? Who and how have you consulted?**

**Q15 Has planning approval been given?**

*Yes- Planning application reference:* \_\_\_\_\_

*Not required*

*No- If no, why not:*

**Q16 Has building regulation approval been given?**

*Yes*

*Not required*

*No- If no, why not:*

**Q17 When do you intend to start this project and how long is work likely to take?**

**Section D- Project costs and match funding**

**Q18 Project costs (£)**

Purchase of land .....	<input type="text"/>
Purchase of building .....	<input type="text"/>
Construction work .....	<input type="text"/>
Adaptation/ repair work.....	<input type="text"/>
Fixtures and fittings .....	<input type="text"/>
Car park.....	<input type="text"/>
Other (please specify below).....	<input type="text"/>
<input type="text"/>	
Professional Architect Fees .....	<input type="text"/>
Professional Surveyor Fees .....	<input type="text"/>
Professional Solicitor Fees .....	<input type="text"/>
Disability access audit.....	<input type="text"/>
Safety planning supervisor .....	<input type="text"/>
Planning application/ Building Regulations.....	<input type="text"/>
VAT.....	<input type="text"/>
Inflation/ contingency.....	<input type="text"/>
<b>Total Cost</b> .....	<input type="text"/>

**Please enclose copies of quotations for the project, we would expect quotations from a minimum of three companies.**

**Q19 Match Funding (£)**

Grant you are requesting from EDDC .....	<input type="text"/>
Your contribution.....	<input type="text"/>
Grant from Parish Council- is this confirmed?.....	<input type="text"/>
<input type="text"/>	
Other (please specify below).....	<input type="text"/>
<input type="text"/>	
Total .....	<input type="text"/>
Shortfall .....	<input type="text"/>

**Section E- Your finances**

**Please attach your most recent set of approved annual accounts**

**Section F- Checklist**

**Application checklist:**

- Copy of governing document
- Quotes for project costs
- Details of offers/ grants from any other funder/ organisation
- Copy of most recent set of approved annual accounts

**Optional documents for inclusion:**

- Photographs, specifications and drawings
- Extract from your Parish Plan
- Evidence from consultation e.g. letters of support from users
- Other

**Q20 Signature of applicant:**

**Q21 Date:**

**Please complete and return this application form to:**

**Jamie Buckley, Engagement and Funding Officer, East Devon District Council, Knowle, Station Road, Sidmouth, EX10 8HL**

**E-mail: [jbuckley@eastdevon.gov.uk](mailto:jbuckley@eastdevon.gov.uk)**

**Phone: 01395 517569**