

**COMMUNITY WELL BEING PDG
30 JUNE 2015**

TAP FUND 2014/15 SUMMARY OF SPEND

Cabinet Member Cllr Slade
Responsible Officer Amy Tregellas, Head of Communities and Governance

Reason for Report: To provide Members with a summary of spend for the Town and Parish (TAP) Fund in 2014/15 and to inform them of any changes to criteria for 2015/16.

RECOMMENDATION(S): **The report is noted.**

Relationship to Corporate Plan: **Empowering our Communities**

Financial Implications: None; the £0.10 portion is in our budget.

Legal Implications: None.

Risk Assessment: Failure to have an efficient and effective process in place for administering the TAP Fund could result in adverse publicity for the Council.

1.0 Introduction

1.1 The Town, Parish and Community (TAP) Fund (formerly known as the Town and Parish Fund) can be used by towns and parishes working together to respond to community issues of shared interest and/or concern.

1.2 The scheme is also known as the '£1 per Elector Fund' whereby each town or parish area is allocated £1.00 from Devon County Council and £0.10 from Mid Devon District Council for every elector in the parish using figures based on the electoral register. For the 2014/15 TAP Fund, these figures were based on the February 2014 electoral register. Parishes can increase the amount available to them by working in partnership with other parishes. In addition, each County Ward has an 'Underspend Pot' containing unspent TAP Fund money from parishes within that Ward from previous financial years. Each parish can apply for additional funding from their Ward's Underspend Pot.

1.3 The TAP Fund is a useful way of supporting a wide range of local projects across the district, such as:

- **highway improvements** (for example grit bins, signs, safety improvements, bridges, traffic regulation orders, rights of way, weeds)
- **community events and celebrations** (for example seasonal celebrations, trips, visits, commemorations, memorial events)

- **community facilities** (for example village hall/community facility improvements)
- **sport, leisure, arts, heritage, culture** (for example youth clubs, libraries, allotments, theatres, plays, music)
- **local economy, employment and welfare** (for example community shops, food banks, homelessness)

1.4 Constituted community and voluntary groups (including ‘Friends of’ groups), registered charities, faith groups and social enterprises may also apply for funding, ideally via their local town or parish council.

2.0 2014/15 Summary of Spend

2.1 The table below outlines the 2014/15 summary of spend per County Ward:

County Ward	14/15 Budget	Underspend Pot	Total 14/15 Budget	Allocated Spend	Balance
Crediton Rural	£10,995.60	£3,649.80	£14,645.40	£10,820.40	£3,825.00
Cullompton Rural	£11,720.50	£747.50	£12,468.00	£12,468.10	-£0.10
Newton St Cyres and Sandford	£10,212.40	£3,292.40	£13,504.80	£11,323.15	£2,181.65
Tiverton East	£11,170.50	£4,958.40	£16,128.90	£8,995.65	£7,133.25
Tiverton West	£10,814.10	£4,272.00	£15,086.10	£14,126.00	£960.10
Willand and Uffculme	£11,441.10	£3,422.70	£14,863.80	£14,863.30	£0.50
TOTAL	£66,354.20	£20,342.80	£86,697.00	£72,596.60	£14,100.40

2.2 Spend per parish is shown in Appendix A (attached). Of the £72,596.60 allocated spend: £70,981.80 has been awarded, with the remaining £1,614.80 allocated to applications being carried forward to 2015/16.

2.3 We received a total of 80 applications 2014/15 (compared to 58 applications in 2013/14 and 57 applications in 2012/13). Of these 80 applications:

- 70 applications were successful in being allocated funding (including 1 conditional award dependent on evidence of support)
- 6 applications have been carried forward to 2015/16
- 4 applications were either declined or withdrawn
- 9 applications were from parishes that had not made a TAP Fund application in previous years

2.4 We received our first cross-boundary application in 2014/15 between Wembworthy (Mid Devon) and Chulmleigh (North Devon). As the lead applicant is Chulmleigh, we are following North Devon District Council’s approval process; therefore payment for this project will be made upon receipt of their claim form.

2.5 The balance per County Ward will be carried forward to become each Ward's 2015/16 Underspend Pot.

3.0 2015/16 TAP Fund

3.1 In order to encourage more applications from community organisations, the Devon County Committee agreed the following amendments to the TAP Fund:

- The TAP Fund is now known as the "Town, Parish and Community Fund".
- Community organisations can submit their applications direct to the Town and Parish Liaison Officer. The Town and Parish Liaison Officer will liaise with local councils for support, but if the community organisation is requesting underspend money then lack of local council support will not prevent an application from being successful.
- Priority is given to community organisations and smaller parishes with less than £200 TAP money for funding from the underspend pots.

3.2 In addition, following feedback from town and parish councils, Devon County Council and other TAP Fund Administrators across Devon, the Devon County Committee also agreed the following changes:

- The application form (Appendix B) has been amended to encourage more joint applications.
- The paperwork highlights that unspent TAP money is not rolled over (therefore, if parishes don't spend it, they lose it).
- The criteria (Appendix C) has been slightly amended following audit recommendations (from the 2014 DCC Locality Budgets and TAP Fund Audit) such as payment of TAP money exceeding £5,000 upon receipt of invoice only.
- Additional guidance/information has been added as requested by clerks (such as the role of parish councils in the approval process and further guidance relating to applications from faith groups).

Contact for more Information: Zoë Lentell, 4298

Circulation of the Report: Cllr Slade and Management Team

List of Background Papers:

Appendix A: Summary of Spend 2014/15 by County Ward

Appendix B: TAP Fund Application Form 2015/16

Appendix C: TAP Fund Criteria 2015/16

3) Summary of Spend: Crediton Rural

2014-15 TAP FUND BUDGET: CREDITON RURAL WARD

Parish	DCC	MDDC	TOTAL	TAP Fund Allocated	Pending	Budget Remaining
Bow	£964.00	£96.40	£1,060.40	£1,060.00	£0.00	£0.40
Cheriton Bishop	£554.00	£55.40	£609.40	£0.00	£609.40	£0.00
Clannaborough	£47.00	£4.70	£51.70	£0.00	£0.00	£51.70
Colebrooke	£339.00	£33.90	£372.90	£372.90	£0.00	£0.00
Copplestone	£1,005.00	£100.50	£1,105.50	£0.00	£0.00	£1,105.50
Crediton Hamlets	£1,064.00	£106.40	£1,170.40	£1,170.00	£0.00	£0.40
Crediton Town	£5,903.00	£590.30	£6,493.30	£6,493.30	£0.00	£0.00
Hittisleigh	£120.00	£12.00	£132.00	£0.00	£0.00	£132.00
TOTAL	£9,996.00	£999.60	£10,995.60	£9,096.20	£609.40	£1,290.00
Carried Forward 2013/14 Underspend			£3,649.80	£1,114.80	£0.00	£2,535.00
TOTAL TAP FUND BUDGET			£14,645.40	£10,211.00	£609.40	£3,825.00

TAP FUND APPLICATIONS 14/15: CREDITON RURAL WARD

Ref	Parish	Project Description	£ Requested	£ Awarded	£ Pending	Status
001	CREDITON TOWN	SLING TRAINING	£180.00	£180.00	£0.00	Awarded
002	CREDITON TOWN	CREDITON MUSEUM	£606.00	£606.00	£0.00	Awarded
003	CREDITON TOWN	"THE PEOPLE'S PROJECT"	£250.00	£250.00	£0.00	Awarded
005	CREDITON TOWN	CHRISTMAS IN CREDITON	£1,000.00	£1,000.00	£0.00	Awarded
038	CREDITON TOWN	CREDITON TALKING NEWSPAPER	£1,000.00	£1,000.00	£0.00	Awarded
039	CREDITON TOWN	FOOD AND DRINK FESTIVAL 2015	£1,000.00	£1,000.00	£0.00	Awarded
040	CREDITON TOWN	TURNING TIDES	£1,000.00	£1,000.00	£0.00	Awarded
043	BOW	DEFIBRILLATOR	£1,060.00	£1,060.00	£0.00	Awarded
046	COLEBROOKE	GENERATOR FOR EVENTS	£388.00	£372.90	£0.00	Joint Award
046	UNDERSPEND POT	GENERATOR FOR EVENTS	£388.00	£15.10	£0.00	Joint Award
054	CREDITON HAMLETS	YEOFORD COMMUNITY HALL	£650.00	£650.00	£0.00	Awarded
055	CREDITON HAMLETS	YEOFORD SPORTS PROJECT	£520.00	£520.00	£0.00	Awarded
080	CHERITON BISHOP	TAP APPLICATION	£0.00	£0.00	£609.40	Carried Forward
044	UNDERSPEND POT	CREDITON FESTIVAL 2015	£2,557.00	£1,099.70	£0.00	Joint Award
044	CREDITON TOWN	CREDITON FESTIVAL 2015	£2,557.00	£1,457.30	£0.00	Joint Award

4) Summary of Spend: Cullompton Rural

2014-15 TAP FUND BUDGET: CULLOMPTON RURAL WARD

Parish	DCC	MDDC	TOTAL	TAP Fund Allocated	Pending	Budget Remaining
Bradninch	£1,659.00	£165.90	£1,824.90	£1,825.00	£0.00	-£0.10
Butterleigh	£95.00	£9.50	£104.50	£104.50	£0.00	£0.00
Cullompton	£6,674.00	£667.40	£7,341.40	£7,150.00	£191.40	£0.00
Kentisbeare	£740.00	£74.00	£814.00	£814.00	£0.00	£0.00
Silverton (Village)	£1,487.00	£148.70	£1,635.70	£1,635.70	£0.00	£0.00
TOTAL	£10,655.00	£1,065.50	£11,720.50	£11,529.20	£191.40	-£0.10
Carried Forward 2013/14 Underspend			£747.50	£747.50	£0.00	£0.00
TOTAL TAP FUND BUDGET			£12,468.00	£12,276.70	£191.40	-£0.10

TAP FUND APPLICATIONS 14/15: CULLOMPTON RURAL WARD						
Ref	Parish	Project Description	£ Requested	£ Awarded	Pending	Status
006	CULLOMPTON	WOOL TRADE PROJECT	£150.00	£150.00	£0.00	Awarded
012	BUTTERLEIGH	ST MATTHEW'S PARISH CHURCH ROO	£500.00	£0.00	£0.00	Withdrawn
015	CULLOMPTON	CULLOMPTON CEMETERY GATES	£2,000.00	£2,000.00	£0.00	Awarded
020	UNDERSPEND POT	MID DEVON MESSENGER - MEMORY S	£540.00	£135.00	£0.00	Awarded
026	CULLOMPTON	CULLOMPTON YOUTH CENTRE	£5,000.00	£5,000.00	£0.00	Awarded
049	KENTISBEARE	VILLAGE HALL RENOVATIONS	£1,426.50	£814.00	£0.00	Joint Award
049	UNDERSPEND POT	VILLAGE HALL RENOVATIONS	£1,426.50	£612.50	£0.00	Joint Award
051	BRADNINCH	COMMUNITY SEATING	£500.00	£0.00	£0.00	Joint Award
051	SILVERTON	COMMUNITY SEATING	£500.00	£500.00	£0.00	Joint Award
064	SILVERTON	JUBILEE GARDENS BINS / BENCHES	£1,233.00	£1,135.70	£0.00	Joint Award
068	BUTTERLEIGH	MICROPHONE	£129.00	£104.50	£0.00	Awarded
062	CULLOMPTON	LEGO PROJECT	£500.00	£0.00	£191.40	Carried Forward
036	BRADNINCH	RENOVATION OF PLAY AREA EQUIPMI	£1,825.00	£1,825.00	£0.00	Awarded

5) Summary of Spend: Newton St Cyres and Sandford

2014-15 TAP FUND BUDGET: NEWTON ST CYRES AND SANDFORD WARD

Parish	DCC	MDDC	TOTAL	TAP Fund Allocated	Pending	Budget Remaining
Bickleigh	£196.00	£19.60	£215.60	£0.00	£215.60	£0.00
Brushford	£50.00	£5.00	£55.00	£0.00	£0.00	£55.00
Cadbury	£129.00	£12.90	£141.90	£141.90	£0.00	£0.00
Cadeleigh	£160.00	£16.00	£176.00	£0.00	£176.00	£0.00
Chawleigh	£496.00	£49.60	£545.60	£546.00	£0.00	-£0.40
Cheriton Fitzpaine	£695.00	£69.50	£764.50	£0.00	£0.00	£764.50
Coldridge	£300.00	£30.00	£330.00	£324.00	£0.00	£6.00
Cruwys Morchard	£405.00	£40.50	£445.50	£445.50	£0.00	£0.00
Down St Mary	£292.00	£29.20	£321.20	£321.00	£0.00	£0.20
Eggesford	£59.00	£5.90	£64.90	£0.00	£0.00	£64.90
Kennerleigh	£64.00	£6.40	£70.40	£72.00	£0.00	-£1.60
Lapford	£843.00	£84.30	£927.30	£927.00	£0.00	£0.30
Morchard Bishop	£852.00	£85.20	£937.20	£938.00	£0.00	-£0.80
Newton St Cyres	£744.00	£74.40	£818.40	£618.75	£0.00	£199.65
Nymet Rowland	£98.00	£9.80	£107.80	£0.00	£0.00	£107.80
Poughill	£175.00	£17.50	£192.50	£191.00	£0.00	£1.50
Puddington	£175.00	£17.50	£192.50	£192.50	£0.00	£0.00
Sandford	£1,042.00	£104.20	£1,146.20	£1,148.00	£0.00	-£1.80
Shobrooke	£431.00	£43.10	£474.10	£0.00	£0.00	£474.10
Silverton (North)	£85.00	£8.50	£93.50	£97.30	£0.00	-£3.80
Stockleigh English	£43.00	£4.30	£47.30	£47.30	£0.00	£0.00
Stockleigh Pomeroy	£103.00	£10.30	£113.30	£0.00	£0.00	£113.30
Thelbridge	£270.00	£27.00	£297.00	£0.00	£0.00	£297.00
Thorverton	£744.00	£74.40	£818.40	£818.00	£0.00	£0.40
Upton Hellions	£56.00	£5.60	£61.60	£0.00	£0.00	£61.60
Washford Pyne	£99.00	£9.90	£108.90	£108.90	£0.00	£0.00
Wembworthy	£220.00	£22.00	£242.00	£242.00	£0.00	£0.00
Woolfardisworthy	£133.00	£13.30	£146.30	£146.30	£0.00	£0.00
Zeal Monachorum	£325.00	£32.50	£357.50	£357.50	£0.00	£0.00
TOTAL	£9,284.00	£928.40	£10,212.40	£7,682.95	£391.60	£2,137.85
Carried Forward 2013/14 Underspend			£3,292.40	£3,248.60	£0.00	£43.80
TOTAL TAP FUND BUDGET			£13,504.80	£10,931.55	£391.60	£2,181.65

5) Summary of Spend: Newton St Cyres and Sandford

TAP FUND APPLICATIONS 14/15: NEWTON ST CYRES AND SANDFORD WARD						
Ref	Parish	Project Description	£ Requested	£ Awarded	£ Pending	Status
042	CADBURY	INTERPRETATION PANELS	£500.00	£141.90	£0.00	Joint Award
042	UNDERSPEND POT	INTERPRETATION PANELS	£500.00	£358.10	£0.00	Joint Award
031	CHAWLEIGH	DEFIBRILLATOR TRAINING	£546.00	£546.00	£0.00	Awarded
027	COLDRIDGE	VILLAGE HALL - NEW PROJECTOR	£324.00	£324.00	£0.00	Awarded
024	CRUWYS MORCHARD	VILLAGE HALL - SOUND SYSTEM	£886.00	£445.50	£0.00	Joint Award
024	UNDERSPEND POT	VILLAGE HALL - SOUND SYSTEM	£886.00	£440.50	£0.00	Joint Award
004	KENNERLEIGH	PARISH HALL BASE UNIT	£72.00	£72.00	£0.00	Awarded
011	UNDERSPEND POT	KENNERLEIGH COMMUNITY SHOP	£2,000.00	£2,000.00	£0.00	Awarded
031	LAPFORD	DEFIBRILLATOR TRAINING	£927.00	£927.00	£0.00	Awarded
019	NEWTON ST CYRES	NSC LADIES FOOTBALL CLUB	£200.00	£200.00	£0.00	Awarded
035	NEWTON ST CYRES	PARISH HALL - TABLES	£418.75	£418.75	£0.00	Awarded
041	SANDFORD	SANDFORD PARISH HALL - CHAIRS	£1,148.00	£1,148.00	£0.00	Awarded
047	THORVERTON	REFURBISH MEMORIAL HALL	£818.00	£818.00	£0.00	Awarded
050	ZEAL MONACHORUM	DEFIBRILLATOR	£357.50	£357.50	£0.00	Joint Award
053	POUGHILL	POUGHILL PLAY AREA	£191.00	£191.00	£0.00	Conditional
059	KENNERLEIGH	COMMUNITY SHOP	£495.00	£0.00	£0.00	Joint Award
059	STOCKLEIGH ENGLISH	COMMUNITY SHOP	£495.00	£47.30	£0.00	Joint Award
059	WASHFORD PYNE	COMMUNITY SHOP	£495.00	£108.90	£0.00	Joint Award
059	PUDDINGTON	COMMUNITY SHOP	£495.00	£192.50	£0.00	Joint Award
059	WOOLFARDISWORTHY	COMMUNITY SHOP	£495.00	£146.30	£0.00	Joint Award
056	MORCHARD BISHOP	PLAYING FIELD ENHANCEMENT	£938.00	£938.00	£0.00	Awarded
064	SILVERTON	JUBILEE GARDEN BINS / BENCHES	£1,233.00	£97.30	£0.00	Joint Award
048	WEMBORTHY	4X4 FIRST RESPONSE VEHICLE	£242.00	£242.00	£0.00	Approved
060	CADELEIGH	HANDBELLS	£0.00	£0.00	£176.00	Carried Forward
070	DOWN ST MARY	VILLAGE HALL REFURBISHMENT	£321.00	£321.00	£0.00	Pending Decision
074	BICKLEIGH	RIDE ON MOWER	£0.00	£0.00	£215.60	Carried Forward
075	UNDERSPEND POT	BLACK DOG HALL FLOORING	£450.00	£450.00	£0.00	Awaiting Receipt
013	THELBRIDGE	LIGHTHOUSE CHILDREN'S CLUB	£310.00	£0.00	£0.00	Declined

1) Summary of Spend: Tiverton East

2014-15 TAP FUND BUDGET: TIVERTON EAST WARD

Parish	DCC	MDDC	TOTAL	TAP Fund Allocated	£ Pending	Budget Remaining
Uplowman	£279.00	£27.90	£306.90	£306.90	£0.00	£0.00
Halberton	£1,254.00	£125.40	£1,379.40	£500.00	£0.00	£879.40
Tiverton East	£8,622.00	£862.20	£9,484.20	£8,053.75	£0.00	£1,430.45
TOTAL	£10,155.00	£1,015.50	£11,170.50	£8,860.65	£0.00	£2,309.85
Carried Forward 2013/14 Underspend			£4,958.40	£135.00	£0.00	£4,823.40
TOTAL TAP FUND BUDGET			£16,128.90	£8,995.65	£0.00	£7,133.25

TAP FUND APPLICATIONS 14/15: TIVERTON EAST WARD

Ref	Parish	Project Description	£ Requested	£ Awarded	£ Pending	Status
007	TIVERTON TOWN	PORTAS - TOWN MAP	£500.00	£250.00	£0.00	Joint Award
008	TIVERTON TOWN	ANGLO-POLISH SCHOOL	£600.00	£600.00	£0.00	Awarded
009	TIVERTON TOWN	TIVERTON HARRIERS	£400.00	£200.00	£0.00	Joint Award
014	TIVERTON TOWN	MUSEUM - IT INFRASTRUCTURE	£3,600.00	£1,800.00	£0.00	Joint Award
016	TIVERTON TOWN	FOOTBALL CLUB (FLOODLIGHTING)	£3,000.00	£1,500.00	£0.00	Joint Award
018	TIVERTON TOWN	TIVERTON ADVENTURE PLAY AREA		£0.00	£0.00	Withdrawn
020	UNDERSPEND POT	MID DEVON MESSENGER	£540.00	£135.00	£0.00	Joint Award
021	TIVERTON TOWN	CHRISTMAS LIGHTS 2014	£1,000.00	£500.00	£0.00	Joint Award
022	TIVERTON TOWN	CAB - EVENTS	£600.00	£300.00	£0.00	Joint Award
023	TIVERTON TOWN	TWYFORD SPARTANS	£238.00	£119.00	£0.00	Joint Award
028	TIVERTON TOWN	AGE UK / TAPA FEASIBILITY STUDY	£3,000.00	£0.00	£0.00	Withdrawn
029	TIVERTON TOWN	TIVERTON REPAIR CAFÉ	£1,000.00	£500.00	£0.00	Joint Award
030	TIVERTON TOWN	HIGHWAY EVENTS	£1,000.00	£500.00	£0.00	Joint Award
067	TIVERTON TOWN	FESTIVALS	£2,569.50	£1,284.75	£0.00	Joint Award
063	UPLOWMAN	YOUTH FOOTBALL AREA	£306.90	£306.90	£0.00	Awarded
034	HALBERTON	SCOUTS HUT	£1,000.00	£500.00	£0.00	Joint Award
034	TIVERTON TOWN	SCOUTS HUT	£1,000.00	£500.00	£0.00	Joint Award

2) Summary of Spend: Tiverton West

2014-15 TAP FUND BUDGET: TIVERTON WEST WARD

Parish	DCC	MDDC	TOTAL	TAP Fund Allocated	Pending	Budget Remaining
Bampton	£1,429.00	£142.90	£1,571.90	£1,571.90	£0.00	£0.00
Loxbeare	£129.00	£12.90	£141.90	£141.90	£0.00	£0.00
Morebath	£274.00	£27.40	£301.40	£0.00	£0.00	£301.40
Oakford	£299.00	£29.90	£328.90	£328.90	£0.00	£0.00
Stoodleigh	£245.00	£24.50	£269.50	£269.50	£0.00	£0.00
Templeton	£117.00	£11.70	£128.70	£128.70	£0.00	£0.00
Tiverton West	£7,064.00	£706.40	£7,770.40	£7,753.75	£0.00	£16.65
Washfield	£274.00	£27.40	£301.40	£301.40	£0.00	£0.00
TOTAL	£9,831.00	£983.10	£10,814.10	£10,496.05	£0.00	£318.05
Carried Forward 2013/14 Underspend			£4,272.00	£3,629.95	£0.00	£642.05
TOTAL TAP FUND BUDGET			£15,086.10	£14,126.00	£0.00	£960.10

TAP FUND APPLICATIONS 14/15: TIVERTON WEST WARD

Ref	Parish	Project Description	£ Requested	£ Awarded	Pending	Status
007	TIVERTON TOWN	PORTAS TOWN MAP	£500.00	£250.00	£0.00	Joint Award
009	TIVERTON TOWN	TIVERTON HARRIERS	£400.00	£200.00	£0.00	Joint Award
014	TIVERTON TOWN	MUSEUM - IT INFRASTRUCTURE	£3,600.00	£1,800.00	£0.00	Joint Award
016	TIVERTON TOWN	FOOTBALL CLUB FLOODLIGHTING	£3,000.00	£1,500.00	£0.00	Joint Award
017	TIVERTON TOWN	OHSCC FLOORING	£500.00	£500.00	£0.00	Awarded
018	TIVERTON TOWN	TIVERTON ADVENTURE PLAY AREA		£0.00	£0.00	Withdrawn
020	UNDERSPEND POT	MID DEVON MESSENGER	£540.00	£135.00	£0.00	Joint Award
021	TIVERTON TOWN	CHRISTMAS LIGHTS 2014	£1,000.00	£500.00	£0.00	Joint Award
022	TIVERTON TOWN	CAB EVENTS	£600.00	£300.00	£0.00	Joint Award
023	TIVERTON TOWN	TWYFORD SPARTANS EQUIPMENT	£238.00	£119.00	£0.00	Joint Award
025	OAKFORD	MOORLAND CLUB EVENT BANNERS	£256.88	£256.88	£0.00	Awarded
028	TIVERTON TOWN	AGE UK / TAPA FEASIBILITY STUDY	£3,000.00	£0.00	£0.00	Withdrawn
029	TIVERTON TOWN	TIVERTON REPAIR CAFÉ	£1,000.00	£500.00	£0.00	Joint Award
030	TIVERTON TOWN	HIGHWAY EVENTS	£1,000.00	£500.00	£0.00	Joint Award
037	BAMPTON	CRICKET NETS	£2,486.40	£1,571.90	£0.00	Joint Award
037	UNDERSPEND POT	CRICKET NETS	£2,486.40	£914.50	£0.00	Joint Award

2) Summary of Spend: Tiverton West

045	UNDERSPEND POT	NEW STAGING FOR VILLAGE HALL	£1,200.00	£1,127.98	£0.00	Joint Award
067	TIVERTON TOWN	FESTIVALS	£2,569.50	£1,284.75	£0.00	Joint Award
052	TIVERTON TOWN	BOLHAM PRIMARY	£300.00	£300.00	£0.00	Awarded
057	WASHFIELD	WASHFIELD MEMORIAL SHELTER	£1,301.40	£301.40	£0.00	Joint Award
057	UNDERSPEND POT	WASHFIELD MEMORIAL SHELTER	£1,301.40	£1,000.00	£0.00	Joint Award
058	STOODLEIGH	STOODLEIGH PARISH HALL TABLES	£471.83	£269.50	£0.00	Joint Award
058	LOXBEARE	STOODLEIGH PARISH HALL TABLES	£471.83	£141.90	£0.00	Joint Award
058	UNDERSPEND POT	STOODLEIGH PARISH HALL TABLES	£471.83	£60.43	£0.00	Joint Award
071	TEMPLETON	TEMPLETON VH TABLES	£520.74	£128.70	£0.00	Joint Award
071	UNDERSPEND POT	TEMPLETON VH TABLES	£520.74	£392.04	£0.00	Joint Award
045	OAKFORD	NEW STAGING FOR VILLAGE HALL	£1,200.00	£72.02	£0.00	Joint Award

6) Summary of Spend: Willand and Uffculme

2014-15 TAP FUND BUDGET: WILLAND AND UFFCULME WARD

Parish	DCC	MDDC	TOTAL	TAP Fund Allocated	£ Pending	Budget Remaining
Burlescombe	£732.00	£73.20	£805.20	£805.20	£0.00	£0.00
Clayhanger	£107.00	£10.70	£117.70	£0.00	£117.70	£0.00
Clayhidon	£391.00	£39.10	£430.10	£430.00	£0.00	£0.10
Culmstock	£691.00	£69.10	£760.10	£760.00	£0.00	£0.10
Hemyock	£1,753.00	£175.30	£1,928.30	£1,928.00	£0.00	£0.30
Hockworthy	£158.00	£15.80	£173.80	£0.00	£173.80	£0.00
Holcombe Rogus	£403.00	£40.30	£443.30	£443.30	£0.00	£0.00
Huntsham	£119.00	£11.90	£130.90	£0.00	£130.90	£0.00
Sampford Peverell	£1,065.00	£106.50	£1,171.50	£1,171.50	£0.00	£0.00
Uffculme	£2,352.00	£235.20	£2,587.20	£2,587.20	£0.00	£0.00
Willand	£2,630.00	£263.00	£2,893.00	£2,893.00	£0.00	£0.00
TOTAL	£10,401.00	£1,040.10	£11,441.10	£11,018.20	£422.40	£0.50
Carried Forward 2013/14 Underspend			£3,422.70	£3,422.70	£0.00	£0.00
TOTAL TAP FUND BUDGET			£14,863.80	£14,440.90	£422.40	£0.50

TAP FUND APPLICATIONS 14/15: WILLAND AND UFFCULME WARD

Ref	Parish	Project Description	£ Requested	£ Awarded	£ Pending	Status
010	WILLAND	HEALTH & COMMUNITY CENTRE	£2,893.00	£2,893.00	£0.00	Awarded
020	UNDERSPEND POT	MID DEVON MESSENGER	£540.00	£135.00	£0.00	Awarded
065	SAMPFORD PEVERELL	PLAY AREA ENHANCEMENT	£670.00	£621.50	£0.00	Joint Award
065	UNDERSPEND POT	PLAY AREA ENHANCEMENT	£670.00	£48.50	£0.00	Joint Award
066	SAMPFORD PEVERELL	CRICKET CLUB	£550.00	£550.00	£0.00	Awarded
069	BURLESCOMBE	COMMUNITY HALL EXTENSION	£805.20	£805.20	£0.00	Awarded
061	HOLCOMBE ROGUS	DEFIBRILLATOR	£443.30	£443.30	£0.00	Awarded
072	UNDERSPEND POT	LENGTHSMAN SERVICES	£3,000.00	£1,500.00	£0.00	Awarded
078	UNDERSPEND POT	PRE SCHOOL FRIDGE & DISHWASHER	£400.00	£400.00	£0.00	Awarded
077	UNDERSPEND POT	PRE SCHOOL LAPTOPS	£2,000.00	£1,339.20	£0.00	Awarded
076	UFFCULME	COMPOST MAGIC	£2,587.20	£2,587.20	£0.00	Awarded

6) Summary of Spend: Willand and Uffculme

079	HUNTSHAM	BORDEN GATE APPLICATION	£422.40	£0.00	£130.90	Carried Forward
079	CLAYHANGER	BORDEN GATE APPLICATION	£422.40	£0.00	£117.70	Carried Forward
079	HOCKWORTHY	BORDEN GATE APPLICATION	£422.40	£0.00	£173.80	Carried Forward
073	WILLAND	BOOK COVERS	£0.00	£0.00	£0.00	Carried Forward
032	HEMYOCK	YOUTH ACTIVITIES	£1,928.00	£1,928.00	£0.00	Awarded
032	CULMSTOCK	YOUTH ACTIVITIES	£760.00	£760.00	£0.00	Awarded
033	CLAYHIDON	PARISH HALL SHOWS	£430.00	£430.00	£0.00	Awarded



Mid Devon Town, Parish and Community Fund 2015-2016

APPLICATION FORM

PLEASE READ THE CRITERIA AND GUIDANCE NOTES BEFORE COMPLETING THIS FORM
FOR MORE INFORMATION, PLEASE CONTACT THE COMMUNITIES AND GOVERNANCE OFFICER ON 01884 234298

Section 1: Details of Town or Parish Councils involved in this application

Please note: The TAP Fund is meant to be used by towns and parishes working together to respond to community issues of shared interest and / or concern. Joint working, whereby towns and parishes combine their TAP money on a fundable activity or project, is encouraged. However, support from neighbouring parishes does not have to be financial.

Lead Town/Parish Council	
Contact name	
Position within council	
Postal address and postcode	
Email address	
Telephone number	
2nd Town/Parish Council	
Contact name	
Position within council	
Postal address and postcode	
Email address	
Telephone number	
3rd Town/Parish Council	
Contact name	
Position within council	
Postal address and postcode	
Email address	
Telephone number	
4th Town/Parish Council	
Contact name	
Position within council	
Postal address and postcode	
Email address	
Telephone number	

Please note: Each nominated Town or Parish Council representative is required to sign the back of this form. If additional councils are supporting this application, please attach their details to the end of this form.

Section 2: Details of community organisation supporting this project

Please note: Constituted community and voluntary groups (including 'Friends of' groups), registered charities, faith groups and social enterprises may also apply for funding. 'Community organisation' here means all of the previously listed groups.

Community organisation	
Charity registration number	(if applicable)
Contact name	
Position within organisation	
Postal address and postcode	
Email address	
Telephone number	
Description of organisation, including its aims:	

Section 3: Payment information

Please note: Grant payments will be made by electronic transfer to the Lead Council. Where the project is being delivered by a community organisation, the Lead Council can request the payment be made direct to that organisation.

Bank Details	
Account name	
Bank or Building Society	
Account number	
Sort code	

Section 4: Project information

Name of activity or project	
------------------------------------	--

What is the main purpose of the project? Describe the activity or project including its aims; why you want to carry out the project and what difference it will make.	
---	--

Please state exactly what the TAP Fund grant is required for.	
--	--

How will the project benefit local people?	
Which parishes will benefit from it and how will they work together to achieve the project's aims?	

How have you identified the need for the project and who have you consulted or discussed it with?	
How do you know the project / activity is needed? What similar services already exist in the local area and how will this improve on them?	

When do you intend to start work on this project and how long is it likely to take?	
Enter precise dates – <u>not</u> 'ASAP' or 'Ongoing'	
Project start date	
Project end date	

Please note: Where projects have ongoing financial commitments, the TAP Fund can be used to support a pilot stage or identified phase of a project but we need evidence of a forward plan to demonstrate financial stability.

Details of the project's forward plan

Section 5: Project costs

Please note: Where possible, please provide a quote or similar evidence for the cost(s). TAP Fund grants up to £5,000 will be paid up front. Any projects receiving over £5,000 of TAP money, or with total project costs exceeding £10,000, will be paid in stages; half up front and half upon completion of the project. We require you to send us an invoice for awards exceeding £2,000 prior to payment.

What is the total cost of the project / service?	£
How much TAP Funding is requested by the community organisation?	£

The amount of TAP Funding recommended to be used from each of the parishes in the application		
Lead Council:		£
2 nd Council:		£
3 rd Council:		£
4 th Council:		£
Underspend Pot:		£
Total amount of TAP Funding recommended:		£

Please note: We do not require projects to secure match funding but some level of contribution / local support should be demonstrated (this can be in kind eg gifts of goods, commodities or voluntary services).

What other funding do you have confirmed?	
Source of funding	Amount
	£
	£
	£
	£
How will the balance of any gap in funding be filled?	
Details of any other contribution/support (non-financial support eg gifts of goods and voluntary services)	

Section 6: Declaration

I confirm that:

- I am authorised to sign on behalf of the Town or Parish Council named in Section 1 or Community Organisation named in Section 2 and that any funding will not benefit any individuals or private businesses and will only be used for the purposes specified in Section 4;
- Any unspent monies will be returned promptly to Mid Devon District Council;
- I will provide Mid Devon District Council with a statement of how the funding has benefited the local community and Town and Parish Councils involved in the specified project.
- I understand that the full approved TAP payment will be paid to the organisation/council listed in Section 3.

COUNCIL/COMMUNITY ORGANISATION	PRINT NAME	SIGNATURE	DATE
Lead Council:			
2 nd Council:			
3 rd Council:			
4 th Council:			
Organisation:			

Please note: if the nominated representative is clerk to two or more of the supporting parish councils, a separate nominated representative (such as Chair) should sign on behalf of one of the councils. Alternatively, a copy of minutes from the parish council meeting recording their support or an email from the Chair direct to the Communities and Governance Officer will suffice.

Section 7: Submission information

Please submit your application to Zoë Lentell, Communities and Governance Officer:
zlentell@middevon.gov.uk / Mid Devon District Council, Phoenix House, Phoenix Lane, Tiverton EX16 6PP



Mid Devon Town, Parish and Community Fund 2015-2016

GUIDANCE AND CRITERIA

GENERAL INFORMATION

The Town, Parish and Community (TAP) Fund (formerly known as the Town and Parish Fund) can be used by towns and parishes working together to respond to community issues of shared interest and/or concern.

The scheme is also known as the '£1 per Elector Fund' with each town or parish area being allocated £1.10 for every elector in the parish using figures based on the February 2015 electoral register. Parishes can increase the amount available to them by working in partnership with other parishes.

The TAP Fund is a useful way of supporting a wide range of local projects across the district, such as:

- **Highway improvements**
(eg grit bins, signs, safety improvements, bridges, traffic regulation orders, rights of way, weeds)
- **Community events and celebrations**
(eg seasonal celebrations, trips, visits, commemorations, memorial events)
- **Community facilities**
(eg village hall/community facility improvements)
- **Sport, leisure, arts, heritage, culture**
(eg youth clubs, libraries, allotments, theatres, plays, music)
- **Local economy, employment and welfare**
(eg community shops, food banks, homelessness)

Projects/activities can be as big or small as the issue you wish to solve.

Constituted community and voluntary groups (including 'Friends of' groups), registered charities, faith groups and social enterprises may also apply for funding, ideally via their local town or parish council.

Applications are welcome at any time but the closing date is 29 February 2016.

The full criteria for the TAP Fund are provided on the following pages.

CRITERIA

Type	A one-off capital or revenue grant relative to the number of people in each parish.
Term	Grants are available up to 29 February 2016 (applications can be submitted at any time up to this date). Please note: TAP Fund money remaining unallocated by 30 March 2016 will not be rolled over to individual parish budgets for following financial years.
Grant availability	This grant is available at the discretion of Mid Devon District Council and Devon County Council.
Aim	The TAP Fund is designed to 'kick-start' local projects and encourage local community action for: <ul style="list-style-type: none"> ▪ Capital and revenue projects supported by two or more town or parish councils responding to issues of shared interest and concern; and ▪ Pump priming funding to meet a locally identified community need and agreed actions that will make a difference at a community level.

ELIGIBILITY

Who Can Apply?	<ul style="list-style-type: none"> ▪ All applications should be submitted by a town or parish council working in partnership with at least one other town or parish council, one of which should be nominated as the lead applicant. ▪ The lead applicant should be a town or parish council within the district of Mid Devon. Applications may, however, be submitted in partnership with neighbouring town or parish councils outside of Mid Devon. ▪ The towns of Crediton, Cullompton and Tiverton have a bit more flexibility and may make an application on their own providing they (a) can demonstrate the project benefits more than just the town and/or (b) have evidence of support from at least one other parish council. ▪ Constituted community and voluntary groups (including 'Friends of' groups), registered charities, faith groups and social enterprises may also apply for funding, ideally via their local town or parish council. However, community organisations can submit their applications direct to the Communities and Governance Officer at Mid Devon District Council, who will liaise with local councils for support. ▪ For applications from faith groups, we follow the same principles as those applied to the Big Lottery Fund; please see http://bigblogscotland.org.uk/2014/10/29/funding-for-faith-based-organisations-a-quick-guide/ for more detailed information.
-----------------------	--

<p>How much funding can be applied for?</p>	<ul style="list-style-type: none"> ▪ Each parish has an allocated budget based on the number of electors listed in the February 2015 electoral register. ▪ Projects supported by larger groups of town or parish councils may combine their TAP Fund allocations and apply for a larger grant. ▪ Each County Ward Member has an ‘Underspend Pot’ comprising accumulated unspent TAP money from parishes within their wards from previous funding years. This money can be used to support TAP fundable projects within their wards, subject to the normal application process, with priority given to projects led by community organisations and smaller parishes with TAP budgets under £200.
<p>Eligible expenditure</p>	<ul style="list-style-type: none"> ▪ Grants can be for capital (one off costs, costs of a permanent item, structure etc) and/or revenue costs (day-to-day costs, temporary items, events etc). ▪ Where projects have ongoing financial commitments, the TAP Fund can be used to support a pilot stage or identified phase of a project but we need evidence of a forward plan to demonstrate financial stability. ▪ Applications must 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, therefore projects that have previously received TAP Funding are not able to re-apply unless the application is clearly for a separate element or phase of that project. ▪ Applications from faith groups are eligible as long as the project/activity meets an identified need in the community and it concentrates on what the project delivers (such as what a religious building may be used for), other than religious activities.
<p>Matched funding</p>	<ul style="list-style-type: none"> ▪ We do not require projects to secure match funding but some level of contribution / local support should be demonstrated (this can be in kind eg gifts of goods, commodities or voluntary services).
<p>Payment</p>	<ul style="list-style-type: none"> ▪ Grant payments will be made by electronic transfer to the Lead Council. Where the project is being delivered by a community organisation, the Lead Council can request the payment be made direct to that organisation. ▪ Approved TAP Fund grants up to £5,000 will be paid up front. Any projects receiving over £5,000 of TAP money, or with total project costs exceeding £10,000, will be paid in stages; half up front and half upon completion of the project. ▪ We require you to send us an invoice for awards exceeding £2,000 prior to payment. ▪ Any unspent TAP money must be returned promptly to Mid Devon District Council.

Supporting Documentation	<ul style="list-style-type: none"> ▪ Completed TAP Fund application form, accompanied by evidence of support by at least one other town or parish council. ▪ Where possible, please provide a quote or similar evidence for the cost(s). ▪ For projects receiving over £5,000 of TAP money, or with total project costs exceeding £10,000, we will need to see some form of evidence of project completion before making final grant payment. We will conduct random sampling of lower value grants and projects for evidence of project completion. ▪ Other evidence as required by Mid Devon District Council.
---------------------------------	--

RESTRICTIONS

What can't the funding be used for?	<p>Grants are not available for:</p> <ul style="list-style-type: none"> ▪ Profit making organisations or individuals ▪ Any activities that have started or occurred before a TAP grant has been confirmed ▪ Political or religious activities ▪ Purchase of alcohol ▪ Projects or activities that are or should be provided by the statutory sector ▪ VAT that is recoverable ▪ Loans or interest payments ▪ Day-to-day running costs or any on-going staff costs ▪ Projects that have already received TAP Funding unless it is for a separate element/phase of that project ▪ Services that are the responsibility of the Parish or Town Council (precept)
--	--

PUBLICITY

Acknowledgement and Publicity	<ul style="list-style-type: none"> ▪ Any publicity about the project and its funding must acknowledge Mid Devon District Council and Devon County Council ▪ Upon completion of the project, applicants should provide Mid Devon District Council with a statement of how the funding has benefited the local community.
--------------------------------------	---

APPLICATION AND APPROVAL PROCESS

All applications should be endorsed (recommended for approval) by the local town or parish council.

Please note: Town or parish councillors with an interest in the application (through involvement with the benefiting community organisation) should declare a personal interest at their council meeting when the application is due to be discussed. Councillors may or may not then be able to discuss and vote on the application depending on which Code of Conduct their parish/town council has adopted. If a councillor or their spouse/partner benefit financially as an individual through involvement with the community organisation, then they should declare this as a pecuniary interest and not take part in any discussion or voting on the application.

The local town or parish council should complete the application form as lead applicant and provide details of supporting councils. Community organisations can send their applications direct to the Communities and Governance Officer who will liaise with local councils for their support. In this case, the community organisation should complete section 2 onwards of the application form

Completed application forms should be submitted to:

Zoë Lentell, Communities and Governance Officer

zlentell@middevon.gov.uk / Mid Devon District Council, Phoenix House, Phoenix Lane, Tiverton, EX16 6PP

The Communities and Governance Officer will acknowledge applications on receipt and advise whether it is eligible for funding under the scheme before forwarding it to the Devon County Committee (Mid Devon) for approval.

Please allow one month for the approval process (although it is usually sooner) to find out if an application has been successful.

Please note: the County Committee can choose to support applications in full or in part, amending (reducing or increasing) the level of TAP Fund money granted to the project depending on level of underspend money available. They can also choose not to support an application if they feel it does not meet the criteria, or to support an application dependent on the project meeting additional criteria.

Details of successful applications (including name of parish, community organisation, project description and amount awarded) are published on our website.

GENERAL ENQUIRIES

A copy of the TAP Fund application form is available to download on our website at:

<https://new.middevon.gov.uk/grants-and-funding/>. Details of previously funded TAP projects are also available to view on our website.

For more information or to discuss your project idea, please contact the Communities and Governance Officer on 01884 234298 / zlentell@middevon.gov.uk.