



## Leader 4 Torrridge and North Devon

### Community Buildings – information for potential applicants

Leader 4 Torrridge and North Devon is looking to support applications for community building projects which improve/enhance the following:

- **Environmental sustainability** – including how energy costs can be reduced through insulation, using sustainably sourced materials, utilising renewable methods of energy provision and dealing with waste etc
- **Economic sustainability** – the facility must be able to continue in the long term as a community facility, so this would be looking at ways of cutting costs, efficiency savings and/or generating an income, including new opportunities for revenue generation
- **Governance/capacity building** – among trustees/directors, how the facility is going to be run, managed and developed for future use

Applications may be made in two stages, depending on what work has already been undertaken and the overall purpose and scale of the project:

#### Stage 1

Funding can be used to help with project development costs for a community building project. This could include support for some or all of the following:

- establishing the need/demand for your project idea
- seeking professional help such as architects/engineers
- developing a feasibility study
- undertaking community and stakeholder consultation
- developing a project cost plan
- undertaking procurement and project management plan
- developing a business plan

#### Stage 2

At Stage 2, applicants will be expected to have completed all of the relevant background and preparatory work as set out above, in addition to obtaining all relevant planning and other statutory permissions.

The background and preparation work applicants will be expected to have undertaken before submitting an application will depend on the scale of the project itself – for example, a project for a new building will require more information than a project for minor internal building works or a new renewable heating system.

As a general guide, before applying for a Stage 2 grant for capital work, applicants will need to:

- have identified and consulted potential users (undertaken community and partner consultation)
- show awareness of other facilities and services in the area and complement any existing services
- have fully considered all the options that are available to meet the need
- have policies to ensure the use of the building will continue to meet need in the long-term
- be financially viable in the long-term
- minimise their negative impact on the environment
- maximise benefits to the local economy through using local skills and resources
- involve the community in planning, running and managing the project

Useful information:

**Funding available** – Grants of at least £5,000 and up to £100,000 are available from Leader 4. Depending on the scope of the project, funding of between 50% and 70% may be available from Leader 4.

**Match funding** – Before applying for Leader 4 funding, you will need to have most, if not all of the match funding in place, for which confirmation letters will be required. See suggestions on potential sources of match funding below.

**Maintenance and repair work** – Leader 4 cannot fund maintenance and repair work. If there is any doubt on the nature of the work, please contact the Leader 4 team for advice.

**Purchase of land/buildings** – If applying for help towards purchase costs, Leader 4 can only support applications for funding where the purchase is part of a wider project and where the costs of the purchase do not exceed 10% of the overall project costs

**Planning/other permissions** – For building work project, it is essential that before you apply for funding, you have all appropriate permissions in place. Evidence in the form of a decision notice will be required as part of your application. Planning fees are not eligible for funding under Leader 4.

**Start times for projects** – If you are offered a grant from Leader 4, you must not start work on the project until you have received and signed your grant offer letter. You need to allow around 3-4 months for your application to be processed so that your project is not held up or at risk.

**Other support** – There are other sources of support/assistance that you may be able to use:

- Community Council of Devon, Tel: 01392 383443, Web: [www.devonrcc.org.uk](http://www.devonrcc.org.uk)
- TTVS – The Council for Voluntary Service for Torridge District, Tel: 01237 471136, Web: [www.torridgecvs.org.uk](http://www.torridgecvs.org.uk)
- North Devon Voluntary Services, Tel: 01271 344492, Web: [www.dacvs.org.uk/ndvs.html](http://www.dacvs.org.uk/ndvs.html)

### **Other sources of funding**

A good starting point can be your local Parish/Town and District Councils. Some will run regular grant programmes, others may accept ad hoc applications for support. Contact your local council for more information.

Community Council of Devon - County Grant Scheme – Community Buildings/Village Halls. Grant awards from CCD are between £1,500 and £20,000, please see [www.devonrcc.org.uk](http://www.devonrcc.org.uk) or call 01392 383443 or email [grants@devonrcc.org.uk](mailto:grants@devonrcc.org.uk)

Rural Community and Social Enterprises in the South West is a new grant programme managed by the South West Regional Development Agency. This is European funding and cannot be matched with Leader 4 funding. For more information, please check [www.sw-ruralgateway.info](http://www.sw-ruralgateway.info)

The Reaching Communities programme from the Big Lottery Fund can be used for certain community buildings projects. Please see [www.biglotteryfund.org.uk](http://www.biglotteryfund.org.uk) for more details.

See also:  
Awards for All [www.awardsforall.org.uk](http://www.awardsforall.org.uk)  
Heritage Lottery Fund [www.hlf.org.uk](http://www.hlf.org.uk)

### **How to apply to Leader 4**

The first step is to complete an Initial Project Outline form, which can be requested from the Leader 4 team, or found on [www.leader4.org](http://www.leader4.org) you will also find the Leader 4 Priority Guidance which sets out the programme objectives, under which your project should fit.

On receipt of your Initial Project Outline form, an officer will contact you to discuss your project further, check that it is eligible for funding and establish whether an Expression of Interest is required (for grants over £25,000), or if the project can go straight to full application.

This programme is likely to be highly competitive.

For more information, or to discuss your project further, please contact:

Leader 4 Torridge and North Devon  
North Devon +  
Caddsdwn Business Support Centre  
Clovelly Road  
Bideford  
EX39 3DX

Tel: 01237 426423  
Email: [leader4@northdevonplus.co.uk](mailto:leader4@northdevonplus.co.uk)  
Web: [www.leader4.org](http://www.leader4.org)



The European Agricultural Fund for Rural Development: Europe investing in rural areas