

# Teign Estuary and Coastal Partnership – Small Grants Scheme

## TERMS OF REFERENCE

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### AIM OF PROGRAMME

The Teign Estuary and Coastal Partnership (TECP) Small Grants Scheme supports projects that positively address the social, economic and environmental well being of communities around the Teign Estuary and adjacent open coastline, including Dawlish, Holcombe and the Ness.

### OBJECTIVES

The Small Grants Scheme funding is intended to add value and enhance community group delivery of projects which meet one or more of the TECP Strategic Policies which can be viewed at [www.teignestuary.org](http://www.teignestuary.org) (printed copies are available on request).

### PRINCIPLES

The Small Grants Scheme ensures an open and fair grant giving process and is committed to equality in every aspect of programme delivery.

### APPLICATION CRITERIA

- Project applications must further the delivery of one or more of the TECP Strategic Policies
- Project actions must deliver benefits within or relating to the immediate area of the Teign Estuary and adjacent coastline.
- Applicants are responsible for their own insurance, liability, health and safety, and access
- Applications can relate to any form of expenditure as long as it does not:
  - infer any continued or ongoing revenue costs (e.g. salaries, rental costs etc)
  - fund a particular activity which is the statutory function or responsibility of a public body
  - relate to a commercial venture undertaking works for profit (consideration may still be given to commercial ventures undertaking works for profit where those profits are subsequently re-invested in agreed public works).
- Applications will be considered to a maximum value of £500.00. This may represent 100% of funds required to complete a project, or can be used in conjunction with other funds as part of a larger project.

### APPLICATION PROCESS

- Applications must be made on the appropriate form
- Applications will be considered up to four times a year for determination by the TECP Steering Group which usually meets quarterly during the months of March, June, September and December.
- Applications have to be submitted by the end of the calendar month preceding the Steering Group meeting (i.e. usually to be submitted during or before the months of February, May, August and November).
- The TECP Steering Group will consider all applications and determine a maximum of two successful applications (to a maximum value of £500.00 each) per quarter.

- All successful and unsuccessful applicants will be notified of decision within two weeks of the Steering Group meeting.
- The TECP Steering Group decision is final.
- Unsuccessful applicants can reapply to subsequent Steering Groups

## **ADMINISTRATION**

- Officers from Teignbridge District Council who act as the Secretariat for the multi-agency TECP will provide administrative support required to deliver the Small Grants Scheme
- All applications for TECP Small Grants Scheme must be supported by the relevant organisation, Parish or Town Council, and include relevant documents and quotations.
- Projects have a period of 12 months in which to claim grant awards approved by the TECP Steering Group. If not claimed within that period the grant offer will be withdrawn
- In the event of a change in circumstance, the scope of a project may be changed at the discretion of the TECP Chairman, who will notify all members of any change.
- Agreed Small Grants Scheme payments will be made by Teignbridge District Council on behalf of the TECP. Normally a single payment will be made at the end of the project against totalled receipted expenditure. Exceptionally a circumstance may be referred back to the TECP Steering Group to agree payment where receipts are not available.

## **PUBLICITY**

All successful projects must recognise the TECP contribution made under the Small Grants Scheme in any publicity or promotion generated by the project, and display a standard recognition of contribution sign as appropriate. This will be supplied in an electronic format or physical printed material as relevant. Successful recipients will be expected to be willing to briefly present their project at the next available Partnership Forum.

## **ADDITIONAL INFORMATION**

Successful applicants will be encouraged to produce a 250-500 word summary of the Project which can be used to recognise the works undertaken and promote the Scheme to others for publication on the TECP website, newsletter TeignScene and for summarising at the TECP Annual Forum.

The Small Grants Scheme is predominately aimed at local organisations, however applications can be received from individuals would are encouraged to contact the Partnership Office before making an application.

Applications will need to include how any product derived through the Small Grants Scheme will be distributed or maintained following initial creation.

Prospective applicants are encourage to discuss their proposals with any of the TECP Partners; namely Teignbridge District Council, Teignmouth Harbour Commission, Associated British Ports (Teignmouth), Devon County Council, the Environment Agency, Teignmouth Town Council, Newton Abbot Town Council, Dawlish Town Council or the Partnership's Stakeholder representatives – relevant contact details for these organisations and individuals can be found at [www.teignestuary.org](http://www.teignestuary.org).