

## Highway Maintenance Community Enhancement Fund (HMCEF)

### Terms and Conditions

#### Why we have Community Enhancement Fund

Devon Highways has made a sum of money available in grants to Towns, Parishes and Community Groups in Devon. The fund has been created following the implementation of the Road Warden and Community Self Help schemes. The fund is predominantly for highway maintenance and can be used to enable communities to carry out the following;

- pothole repairs (when they do not meet our intervention criteria)
- clearing weeds
- cleaning signs
- cleaning drainage (gully grating)
- cutting grass
- repairing finger posts
- cutting hedges
- set up a road closure for special events

The list is not exhaustive and organisations should liaise with their Neighbourhood Highway Officer before submitting an application.

Initial feedback indicated that although organisations wanted to carry out works in their communities, they often found it difficult to financially support any works or find volunteers who were able to make the commitment to both the training and future projects.

The fund aims to encourage highway community enhancement in towns and parishes by providing the financial assistance, which may be required, as well as encouraging collaborative working, where possible, between towns, parishes and voluntary and community groups.

Initial applications should detail the type of work that will be undertaken, how the grant will be spent along with the overall benefit to the community.

#### Who can apply?

Town or Parish Councils, voluntary and community groups and registered charities in Devon.

#### What can we fund?

Funding can be sought for revenue projects. Examples of the types of things we would fund are;

- Personal protection equipment (PPE)
- Contractor costs (maximum of 50%)
- Materials
- Tools
- Road closures
- Repeat funding for revisiting a project to continue maintenance
- Training (if unable to attend the DCC provided training)

The above list is not exhaustive and all initial applications will be reviewed on an individual basis.

It is the responsibility of the applicant to ensure that all works are undertaken by suitably qualified personnel. Failure to do so could affect insurance cover and could also result in the grant being recovered by DCC.

If an organisation successfully bids for a selection of tools, and equipment, Devon County Council would expect those tools to be available for neighbouring communities should they be undertaking maintenance works. This would increase both the value and benefit of any submitted bid. Bids for open bladed power tools, and other specialist equipment, will only be funded if there is evidence of an appropriate level of competence by those intending to use the equipment.

Projects delivered through the Road Warden scheme will be particularly supported, especially those that will demonstrate on-going sustainability or become an ongoing enhancement exercise.

### **What can't we fund?**

The fund cannot be used to support projects that are the direct responsibility of another agency.

Purchases or expenses that have been incurred before a grant is offered cannot be funded.

The fund cannot be used for requests which would put an additional future requirement on our maintenance budgets, ie requests for anything new which we would have to maintain in the future.

### **How much can I apply for?**

We are not currently applying a cap on applications.

### **What are the requirements of the fund?**

Match funding is encouraged, which can be in the form of providing the volunteer labour for a project (match funding), other grant funding or fund raising. Details of this should be clearly noted on the initial application.

Projects should aim to help achieve [Devon County Council's better together vision and aims](#)

All initial applications should be discussed with the Neighbourhood Highway Officer prior to submission.

Once the works / project has been undertaken / finished an expenditure form must be completed and sent to Devon Highways. This should include copies of all necessary receipts. A written summary of the works / project, including both before and after pictures should also be provided. These will be used by Devon County Council in promotional material on both the website and social media. Some projects may also be selected for further publicity with external agencies, ie BBC.

### **When to apply?**

Applications can be received between April - February. Applications should not be submitted during March. Applications will be held and assessed at the following times;

- Applications received between the 1 April and 31 May will be assessed in June
- Applications received between 1 June and 31 August will be assessed in September
- Applications received between 1 September and 30 November will be assessed in December
- Applications received between 1 December and 28 February will be reviewed in March

All applications will be acknowledged. Once a decision has been made you will be notified.

The above assessment rounds will apply as long as funding is available. There is no guarantee that funding will be available for all assessment rounds. If the fund allocation is spent, prior to assessment rounds, the assessment dates will not apply. Funding level updates will be made available via the website.

**How will we assess your application?**

We will acknowledge receipt of your application and it will be subject to an initial assessment. If further information is required you will be notified. All assessed applications will be presented to the Road Warden Board for a decision.

**When will we get the money?**

Once approved, the grant can be obtained straight away. This should be done via invoice. Once the grant has been spent an expenditure form, necessary receipts and a summary of works must be provided (see above). Failure to provide the necessary paperwork could result in Devon County Council seeking to recover the grant amount.