

# Enabling Communities Budget Scheme Guidance



one

What can receive  
support

- Projects with clear community benefit that stimulate **new** community activity (to address a gap in services / provision) or that **extend/grow** existing community activity in East Suffolk
- Projects that provide local solutions to local needs and demonstrate clear outcomes
- Projects within a ward covered by one or more Councillor  
OR
- Projects outside the ward where it can be demonstrated that people from within the ward can participate in the project and/or will benefit from project outcomes.
- Where project activity benefits more than one ward, the project can be funded by pooling budgets with other Councillors or funded from a single Enabling Budget
- Grant allocations are likely to be between £350 and the maximum of £7,500
- 100 per cent of project costs and projects that have/need partnership/match funding
- Projects which support delivery of the Council's Business Plan
- Projects that are based on the principles of equality and diversity.

*These examples are given as a guide and are not exhaustive.*

two

Example of  
projects

Below are just a few examples of the type of projects this fund has helped;

- Purchase of play equipment
- Village hall refurbishments
- One-off events that will benefit the wider community
- New community initiatives (staff costs/support costs)
- Projects that will help and support people with disabilities and their carers
- Purchase of defibrillators
- Purchase of equipment for Village Halls or Community centres

*These examples are given as a guide and are not exhaustive.*

# three

## Who can receive support

Enabling Community Budgets are intended to support activities delivered by community, voluntary and social enterprise organisations. Other groups can be considered but the lead organisation must be best placed to deliver the activity or to act as the accountable body on behalf of groups not able to meet all the governance requirements themselves. The range of groups we can support are listed below:

- Constituted “not for profit” community or voluntary groups;
- Registered Charities (registered with the Charity Commission);
- Charitable Companies Limited by Guarantee;
- Local branch of a national organisation;
- Community / Social Enterprises;
- Schools looking to provide community and/or extracurricular activities;
- Village Hall/Recreation Ground Committees
- Residents Associations;
- Town and Parish Councils.

***N.B. Grant payments directly to individuals will not be supported.***

# four

## Excluded activities

The Enabling Communities Budgets do not normally fund the following activities:

- VAT – If you are able to claim back VAT then VAT is not eligible as part of the costs of your project and should not be included
- Items or projects which only benefit an individual such as bursaries/sponsorship
- Projects with high ongoing maintenance costs – unless the applicant can clearly demonstrate that they have the funds and skills to maintain the project once the ECB funding ends (i.e. that the project is sustainable)
- Overseas travel or expeditions for individuals or groups
- Groups operating as a business for profit
- Activities that are statutory obligations such as curricular activity in schools
- Medical research and equipment for statutory or private healthcare
- Payments towards endowment funds, deficit funding or loans
- National and regional organisations *unless they have a local base and/or their application is for a specific project with people in East Suffolk*
- Activities promoting political or religious beliefs
- Political parties or organisations intending to support or oppose any particular political party, or to discriminate on the groups of race, religion, disability, gender or sexual orientation
- Sponsored or fundraising events
- Individuals or families with personal need
- Retrospective funding for projects that have already commenced
- Repeat funding for the same activity/project
- Projects that will displace existing provision
- Animal welfare

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Strategic  
Priorities

For projects to be considered for grant funding, they must contribute to the Council's Vision: **'Maintain and sustainably improve the quality of life for everyone growing up in, living in, working in and visiting East Suffolk'**.

Projects should also contribute to one or more of our three strategic priorities – Enabling Communities, Economic Growth and Financial Self Sufficiency and at least one of our ten critical success factors – Economic Development and Tourism, Leisure, Planning, Housing, Benefits, Customers, Communities, Community Health, Green Environment and Resources. ***N.B. These are likely to be updated later in 2019***

For more information, please see our Business Plan at <http://www.eastsuffolk.gov.uk/assets/Your-Council/Business-Plan/East-Suffolk-Business-Plan.PDF>

We want to support projects that:

- Identify the assets (what is strong) within a community
- Explore ways to use these assets to their full potential
- Help to identify and prioritise current and future community needs
- Enable communities to provide local solutions to local needs
- Identify and support community leaders and champions
- Support communities to be resilient – strong, connected and quick to recover when things go wrong
- Increase the number of formal and informal volunteers in communities

You are more likely to receive a grant if you:

- Are clear about exactly how the grant will be spent
- Can demonstrate how the project will help deliver the East Suffolk Business Plan priorities (see above)
- Can demonstrate a clear need for the project and the difference that it will make
- Are responding to local aspirations and have local support
- Can show what your organisation has achieved so far – your track record
- Are actively involving the community

## six

### The Organisation

As a minimum, a group must have:

- a constitution, set of rules (a written document stating how the group is to be run, and for what purpose), vision or policy statement;
- two unrelated (by family, legal or civil arrangement) people to operate or manage the community group or organisation; and
- a separate bank account (or access to one) in the name of the organisation (not an individual) with two cheque signatories (not related by family, legal or civil arrangement);

Groups will need to confirm that they have all of the relevant policies in place and sign to that effect on the Application Form. These could include child protection, vulnerable adults, health and safety and equal opportunities policies, plus relevant insurances/licenses (if applicable).

Capital projects must ensure that they have all relevant planning and building permissions **before a grant can be paid** and at least 5 years security of tenure in place (either through a lease agreement and permission from the Landlord, or through evidence of ownership of the building).

ECB awards can be held by the Council if doing so would aid the delivery of a partnership project with clear benefits for one or more communities. Councillors may also wish to contribute to a corporate project that would significantly benefit large numbers of residents, but the project should still be approved by the appropriate cabinet member(s) and meet all other ECB scheme criteria.

## seven

### What Next?

If the application is entirely complete (i.e. all of the required information is provided) and is successful, the organisation will be notified of the decision through a Grant Offer Letter within 10 working days of the date that the Funding Team received the application.

Funds through the Enabling Communities Budget should be spent only on the items / purpose detailed in the application form and within 12 months of the date of the Grant Offer Letter. Organisations who are delayed in starting their project, but still require the funding awarded, should contact the Council asap. If the grant is not spent on the approved purposes or there is an under spend, the Council has the authority to reclaim part or all of the grant.

An evaluation and monitoring form will be sent out for the project to complete after the activities have been completed. These will then be used to provide Case Studies to promote the scheme.

The Council is keen to promote how its funding is used as this stimulates other projects and encourages future applications. You must acknowledge East Suffolk funding support in any relevant publicity, with the Council's logo, where applicable. Failure to do this could result in the grant being reclaimed.

# eight

## How to apply

**For Groups only:** If you would like to access funding through the Enabling Communities Budget Scheme please complete the application, which can be found at the following link:

<http://www.eastsuffolk.gov.uk/community/community-grants-and-funding/suffolk-coastal-enabling-communities-budgets/>

Once completed and signed, send to your local Ward Councillor for approval. Your local Ward Councillor can be found at the following link:

<http://www.eastsuffolk.gov.uk/yourcouncil/councillors/suffolk-coastal-district-councillors/>

The Ward Councillor will complete their section and will send to us for processing.

**For Ward Councillors only:**

***The responsibility is on Councillors to ensure that every application meets the scheme guidance.***

Once the applicant has completed the form, it must be sent to you as their Councillor in order for you to verify the information, and complete and sign the Councillor declaration. The form should then be sent to:

e: [grants@eastsuffolk.gov.uk](mailto:grants@eastsuffolk.gov.uk)

Hard copies can be submitted and should be sent to:

Funding Team  
East Suffolk House  
Station Road  
Melton  
Woodbridge  
IP12 1RT

**If you would like this document in large print, Braille, audiotapes, or translated in to another language, please contact us:**

[grants@eastsuffolk.gov.uk](mailto:grants@eastsuffolk.gov.uk)

**01394 444721**