

## Carlton Colville, Kessingland, Southwold and Surrounding Villages Community Partnership Grant Scheme – Guidance

**Closing date 7<sup>th</sup> February 2022**

**Please ensure you attach all policies and procedures (or a web-link), as requested within the application form**

---

There are 8 Community Partnership areas in East Suffolk, with each partnership having an agreed set of local priorities, and each partnership having a budget they can allocate to support these priorities.

The Community Partnership Grant scheme is available to Voluntary, Community and Social Enterprise (VCSE) organisations (VCSO), statutory agencies who are seeking to deliver added value projects to specific families or individuals and community groups who are located within the partnership area. The Community Partnership consider applications and award grant funding that reflects their local priorities.

It is advised that organisations read this guidance before writing and submitting their applications.

**Grants can be allocated to tackle any of the following priorities and all applications MUST contribute to at least one of them:**

- 1. Social Isolation**
- 2. Youth**

### **Before Applying! Check the Communities Area Map**

Please ensure your organisation/service is covered by this Community Partnership by looking on the map that appears alongside the application form and criteria on our web page.

### **Who can apply:**

- Any constituted “not for profit” community or voluntary group
- Registered charities (registered with the Charity Commission)
- Voluntary organisations or social enterprises
- A local branch of a national community / voluntary sector organisation
- Statutory Organisations that work across East Suffolk, or in a number of community partnership areas, can apply, but only for projects or activities which support an area’s priorities and are delivered in that community partnership area specifically

- Towns and Parish Council
- Village Hall/Recreation Ground Committees
- Religious organisations, either for themselves or on behalf of others, as long as the activity or project is community focussed
- Private Schools
- With all schools, the application must demonstrate that it is not part of core schools' funding
- Medical services can apply as long as are 'not-for-profit', eg for community equipment

***NB – Grant payments directly to individuals cannot be supported***

#### **Buildings / Cross Boundary Applications / Transport:**

**Buildings:** Applications relating to the same venue or project or service will be either:

- a. Treated as ONE application or
- b. The panel has the option to treat them as individual applications and then award funding up to the maximum stated for each application

**Cross Community Partnership Border applications:** Organisations or services on the border of a Community Partnership can apply for pro rata funding. Applicants should contact their Community Officer (see contact details within map on web page) in the first instance before applying.

**Transport:** Costs per seat for individuals. The purpose and outcome from these proposals must be clearly articulated; align closely to the priorities AND demonstrate how the provision of such a service can be sustained moving forwards, as opposed to a 'one off day out'.

#### **What we cannot fund:**

- Applications from businesses for profit or that do not benefit the community
- Applications from individuals
- 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.
- Total organisation running costs and core staffing costs. However, if it relates to the extension and/or growth of a project/service with specific project costs which include staff, that is eligible.
- Projects unable to start within 12 months of the grant award date
- Activities promoting political or religious beliefs
- Costs or activities that have already happened / been incurred
- Payments towards endowment funds, deficit funding or loans
- Overseas travel for individuals/groups
- Sponsored or fundraising events
- Funding for trips abroad or hospitality to other organisations

- Repeat funding i.e. grants that East Suffolk Council have previously provided for the same activity, UNLESS it is for the growth or extension of an existing project. Costs only associated with a specific project are eligible.

### **How much money can be applied for?**

Applications must not exceed £1,500. Funding applications for larger sums will not be disregarded but would have to demonstrate significant project outcomes.

### **Bank Account:**

We **CANNOT** pay money into a private bank account.

Your organisation **MUST** either have:

- a dedicated bank account which is registered in the name of your organisation/project/service **or**
- an agreement with another organisation who will accept the money on your behalf and then forward it to you.

Although neither account has to be 'live' at the time of application, if your application is successful, we can **ONLY** pay money in to your registered account or your nominated organisation's account AND we will require formal evidence at that point of the account (eg photograph, scan, etc).

### **How will funding applications be approved and when will funding be paid?**

All funding applications must demonstrate how the planned project or activity will address and deliver against one (or more) of the three Community Partnership priorities listed at the start of this document. Applications will be independently appraised by East Suffolk Council's Funding Team and will be presented to the Community Partnership Funding Panel. All applicants will be notified of the decision by email and payment will be made via a BACS transfer into the nominated bank account upon submission of a completed Grant Agreement Form.

### **Terms and Conditions**

Grants through the Community Partnership Grant Fund are restricted funds and should be spent only on the items / purpose detailed in the application form and within 12 months of the date of the Grant Approval Letter. If the grant is not spent on the approved purposes or there is an under spend, East Suffolk Council has the authority to reclaim part or all of the grant. An evaluation and monitoring form will be sent out to the applicant to complete after the project has ended to ascertain the impact that the project/activity had. *Please keep copies of receipts and invoices related to the project/activity.*