



East Suffolk
Community
Partnerships
Bringing ideas to life

Framlingham,
Wickham Market,
Kelsale, Yoxford
& villages

Framlingham, Wickham Market, Kelsale and Yoxford and villages Community Partnership

'Try it' Small Grant Scheme: Guidance for Applicants – May 2024

Please DO take time to read these notes before applying – it will make a difference!

We also have a short video that provides Funding Application 'Tips' and which you may find useful. It's just over 6 minutes long and can be accessed using this:

[WEB-LINK](#)

Closing Date & Result

The Fund will close at **9.00am on 28th May 2024**. *Unfortunately, we will be unable to accept any applications after this time.*

The Panel will meet to consider applications in early July. The final decision will then be communicated to you as soon as possible in July.

How much funding is available? Will you fund 100%? What about Match Funding?

The purpose of the funding is to enable voluntary organisations, faith groups and community groups **to support individuals and families to try something different/new to support their mental health and emotional wellbeing**. Such activities, e.g. trying something new; learning a new skill and/or meeting new people, can boost wellbeing and give an additional sense of fulfilment.

Grants are offered between **£500 and £1,000**. We are particularly keen to hear from:

- smaller or fledgling organisations and also
- those who understand the needs of the community or are already working in the area

and crucially, those who can show that their proposal will make a demonstrable impact towards the purpose articulated earlier - this must be detailed within your stated 'Outcomes'. Funding applications for larger sums will be considered but have to demonstrate significant project/service/event outcomes.

We have a total pot of £4,000 and **can fund 100% of the project/service/event costs**. This can include staff costs where these are new/additional costs and directly relevant to the project/service/event.

We particularly welcome applications that have some local match funding in place. This could also be in the form of volunteer time. Do articulate this if you can.

What we're asking - Outcomes

We want to see projects/services/events that:

- Support and improve mental health and wellbeing
- Provide an opportunity to try something different or new that isn't currently on offer to residents in the local / hyper-local area OR adds to existing assets and provides an additional benefit (there must be additionality to it)
- Support residents in rural communities and offer activities and services locally – we particularly want to hear from rural smaller villages where bigger services require travel to get to
- Are delivered by **groups or organisations** who know the community well and can identify what 'try it' activity would work well – e.g. DJing workshop organised by a youth club where young people have expressed interest in music
- Clearly articulate thinking and evidence about how it will support and improve mental health and wellbeing
- Generate impact and be something that can clearly measure it
- Think about what we and other agencies can do to support – e.g. contacts, referral links
- In short, 'Think outside the box'!

Clear Community Benefit - Examples

Projects/services/events **MUST** have clear community benefit and provide local solutions to **support and improve mental health and emotional wellbeing**. This needs to be articulated within your answers.

'Mental health and emotional wellbeing' is quite a wide ranging term. We are happy for you to interpret it in your context *e.g. mental health for older people, mental health for young people, mental health around cost of living, mental health as a link to isolation and loneliness*, etc, but please pinpoint how you are defining it and how your project/service/event is supporting that need.

For example:

The need in your area: Older people feeling lonely and isolated, meaning their wellbeing is lower, as not receiving as much social interaction

Potential solution: Would a 'Lunch & Mingle' every month at the village hall or the local pub be the solution to support an improvement in mental health? If so, what would the outcomes be and how could they be measured?

Below are just a few examples (*the list is not exhaustive!*) of the **type of projects/services/events** we could consider supporting

- Activities – e.g. DJing workshop, film making workshop for young people

- Aspiration work – project/service/activities that enable people to build links, like walking and talking groups
- Communal meals for a minimum of 8 people who are currently isolated, paying for meals and drinks
- Mental health support in schools

Ideally, we want this to be a service or a group, but if there is an identified need for some equipment or one off event that would provide an opportunity for residents to do something they wouldn't ordinarily do and it would help mental health and emotional wellbeing, then we will consider it, but it needs to have a well evidenced case. *For example, play equipment:* we would want to see a careful analysis of how that will lead to an improvement in mental health and feelings of wellbeing and why that is the solution. Also, how will you evaluate how successful or otherwise this intervention with the funding was?

All costs must be explained, as per the examples given on the application form.

Projects/services/events must not duplicate any project/service/event previously funded through the Community Partnership *BUT they can COMPLEMENT such work. If in doubt, please - as soon as possible - email: grants@eastsoffolk.gov.uk*

Monitoring and Sustainability

You are required to complete a monitoring form after your project/service/event has finished (or the elements funded by this grant).

At that point, we would like your project/service/event to provide monitoring about how it is going/how it went. Evidence that we would like to see includes:

- **Observations about interactions** – did participants seem to enjoy the activity? Did they mention that they were enjoying it? Were they chatting with new people?
- **Case studies**
- **Quantitative data of attendance/uptake**
- **Qualitative data of what they thought about it**

Therefore, when applying, think about how your project/service/event will be **sustained**. For example, if the funding enables a new group to be set up for 6 months, what will happen after that? To some extent, you might not know at the beginning the shape it will take after the project/service/event has ended, but it is useful to give some thought to the question: *“for this to continue into the longer term, what needs to happen?”*

Data from funded projects/services/events will be taken to the Community Partnership to look at and action. We are looking to hear in your monitoring and evaluation form what beneficiaries have said and experienced during the project/service/event and think about how you would sustain the project/service/event beyond March 2025.

When must the funding be used?

- Any project/service/event must be held at some point before March 2025
- In any event, funding must be spent by the end of March 2025.
- Any funding awarded can only be used on that project/service/event
- If any funds are **not used** or you want to **change the use** of any funding allocated, you must email the Funding Team as soon as possible please at: grants@eastsoffolk.gov.uk

You are more likely to receive a grant if you can:

- Clearly articulate **how** the grant will be spent and have **clear and accurate costings** i.e. not estimates
- Demonstrate how the project/service/event will help **deliver the outcomes**
- Demonstrate a clear **need** for the project/service/event and the **difference** that it will make
- Show that the project/service/event has **local support**: Ideally actively involving the community in planning and delivering the project/service/event, e.g. **consulting** with them
- Show what your organisation has **achieved so far** (your track record) or what you **plan to achieve** if this will be a new project/service/event
- Show that you are considering the **needs of all members of the community and being as inclusive** as possible

One-off events can also be considered but will need to fully justify the need; likely impact and sustainability that a single event can deliver.

Who we cannot fund:

- Applications from **businesses or groups operating for profit** or that **does not benefit the community**
- **National and regional organisations unless** they have a local base and/or their application is for a specific project/service/activity that will benefit people in East Suffolk. If the project/service/event will not exclusively benefit residents in East Suffolk, any award will be pro-rata.
- Applications from **individuals** or on behalf of **individuals or individual families**
- **Political parties**
- Organisations intending to **support or oppose any particular political party, or to discriminate** on the grounds of race, religion, disability, gender or sexual orientation

What we cannot fund:

- **Total organisation running costs and core staffing costs** (unless they are new or additional for this project/service/event)
- Costs or activities that have **already happened / been incurred or retrospective funding**
- Applications to cover **business as usual or loss of income/profits** for your organisation
- Activities that are **statutory obligations** e.g. curricular activity in schools
- **Repeat funding** – i.e. grants that East Suffolk Council have previously provided for the same activity

- Projects/services/events that will **displace or duplicate existing provision**. However, we would welcome an application that demonstrates collaborative working with an existing provider or a new provider
- **VAT**: If you are able to claim back VAT, then VAT is not eligible as part of the costs of your project/service/event and should not be included
- **Bursaries or sponsorship for individuals**
- Payments towards **endowment funds, deficit funding or loans**
- Activities promoting **political or religious beliefs**
- **Sponsored or fundraising events**
- Funding for **trips abroad or hospitality** to other organisations

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

All funding applications must demonstrate how the planned project/service/event will meet the **Purpose & Outcomes** articulated at the start of this document; providing opportunities to try something different that supports and improves mental health and emotional wellbeing. Applications will be independently appraised by East Suffolk Council's Funding Team. They will then be presented to the Community Partnership Funding Panel who will decide whether or not to award funding. 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 and satisfactory compliance with any conditions.

Completing the Application Form & Acknowledgment

- Please complete the Word document (please do not convert to a pdf), ensuring you answer ALL questions. Failure to do so may mean rejection of your application.
- **Take 5!** Before submitting the application, please take 5 minutes just to check you have answered EVERY question as requested and check that all the costs you have included add up to the total you have stated. Unfortunately, some funding applications either leave out information or have figures that do not add up. This delays the process and causes both yourself and us extra work! Thank you....*and of course, we want you to submit the best application possible!*
- **Please don't forget to email copies of your policies and procedures.**
- You will receive an email from us confirming we have received your application. If you do NOT receive this confirmation email within 5 working days of emailing your application, please email us at the above address ASAP please!

• If you have any queries or difficulties with the application form, please email us as soon as possible at: grants@eastsoffolk.gov.uk. We will endeavour to respond as soon as possible.

Thank you.... and for your efforts with this application and your work in the community. We really do appreciate it!