

## **Kesgrave, Rushmere St Andrew, Martlesham, Purdis Farm, Carlford and Fynn Valley Community Partnership Grant Scheme - Guidance**

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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 sector organisations and community groups who are located within the Kesgrave, Rushmere St Andrew, Martlesham, Purdis Farm, Carlford and Fynn Valley Community 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.

All applications **MUST** contribute to at least one of the priorities detailed below:

Grants can be allocated to address the following priorities:

- Environmental Care

Examples of the type of projects this fund can help with include:

- Encouraging wildlife habitats e.g. wildflower planting, community gardens, hedgehog routes
- Development of current initiatives within the Partnership area
- Litter picking groups
- Waste reduction e.g. website links and promotion
- Increased environmental awareness
- Activities to help groups of individuals/families that will benefit the wider community.
- Purchase of equipment to directly support individuals/families.
- Targeted projects delivered from a third-party intervention based around an individual need.
- Interactive on-line sessions.

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

### **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

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

### **What we cannot fund**

- Applications from businesses for profit or that does 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
- 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
- Retrospective funding
- Loss of income/profits

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

It is anticipated that a typical funding application will be in the range of **£250- £1,500**. Funding applications for larger sums will not be disregarded but would have to demonstrate significant project outcomes.

### **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 the key Community Partnership priority listed at the start of this document.

Applications to the Community Partnership Grant Scheme will be independently appraised by East Suffolk Council's Funding Team along with the Chair of the Community Partnership.

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 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.*