

East Suffolk Cost of Living Community Grant Fund

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What support is
available?

The East Suffolk Cost of Living Community Grant Fund has been set up with funding from the Suffolk Collaborative Communities Board (via the Contact Outbreak Management Fund or COMF) to enable voluntary organisations and community groups to support individuals and families who are struggling due to the current cost of living crisis. The specific purpose of these grants is to keep people **warm, well-fed, safe and connected, with a particular focus on a reduction of incidents of respiratory conditions this Winter.**

We are offering grants of between **£500 and £5,000** for projects which support local residents struggling due to the rising cost of living. Grants for the full amount are likely to be the exception to enable the funding to benefit as many groups in the District as possible. We can fund 100% of the project costs (this can include staff costs where these are new/additional costs and directly relevant to the project) and / or contribute to projects that already have match funding in place. Projects must have clear community benefit and provide local solutions to local needs.

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Examples

Below are just a few examples (the list is not exhaustive) of the type of projects we could support:

- Existing or new groups to support people to access hot, healthy, nutritious meals in community settings
- Support for food projects that enable people to cook hot, healthy, nutritious meals at home
- Projects that help people to stay warm at home or at a location in the community
- Warm Rooms/Spaces that don't fit the criteria of the district-wide Warm Rooms programme e.g. because of shorter opening hours
- Expenses associated with coordination of community food and energy support
- Volunteer costs for new and existing organisations that are supporting residents to access food and energy and/or to stay connected

Projects must complement and not duplicate any projects funded through the East Suffolk Ease the Squeeze programme.

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 outcomes
- 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 in planning and delivering your project
- Can show that you are considering the needs of all members of the community and being as inclusive as possible



We will NOT fund:

- National and regional organisations unless they have a local base and/or their application is for a specific project that will benefit people in East Suffolk
- Projects 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 and should not be included
- Items or projects which only benefit an individual, such as bursaries/sponsorship
- Groups operating as a business for profit
- Applications to cover core costs or loss of income for your organisation
- Activities that are statutory obligations e.g. curricular activity in schools
- Payments towards endowment funds, deficit funding or loans
- 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
- Repeat funding for the same activity/project



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Who can receive
support?

Grants are for activities delivered by community, voluntary and social enterprise organisations or Town/Parish Councils. Other groups can be considered but the lead organisation must be best placed to deliver the activity and/or to act as the accountable body on behalf of groups not able to meet governance requirements themselves.

The full range of groups we can support is 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

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) or have agreed access to another account in the name of an organisation. Proof of this will be required before payment can be made, ie photograph or copy of a formal bank statement/blank cheque.

Groups will need to confirm that they have all 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).

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What Next?

If the application is entirely complete (i.e. all the required information is provided) and is approved following appraisal, the applicant will be notified of the decision through a Grant Offer Letter (by email) as soon as possible after receipt of your application/appraisal.

East Suffolk Cost of Living Community Funding can only be spent on the items / purpose detailed in the application form submitted and within 6 months of the date of the Grant Award Acceptance Letter sent to you if your grant is approved. If not spent on the approved purposes or there is an underspend, the Council has the authority to reclaim part or all of the grant. Organisations who are delayed in starting their project, but still require the funding awarded, should contact us as soon as possible. An evaluation and monitoring form will be sent out with the Grant Award Acceptance Letter for completion and submission upon project completion or after six months (whichever is soonest). This information may be used to provide Case Studies to promote the scheme but will not include any identifiable data. Failure to return your monitoring form may impact on future grant applications.

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 (sent with the Grant Award Acceptance Letter), where applicable. Failure to do this could result in the grant being reclaimed.

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How to apply

Please complete a copy of the electronic application form, which can be found at the following link: <https://www.eastsuffolk.gov.uk/community/community-grants-and-funding/cost-of-living-community-grant-fund> – but don't forget to upload your policies and procedures. If you need a paper copy of the form posted or emailed to you, please contact communities@eastsuffolk.gov.uk. Once you have your form, you can email back to grants@eastsuffolk.gov.uk or post (with associated documents) to: Funding Team, East Suffolk House, Station Road, Melton, Woodbridge, IP12 1RT. Please ensure you put **COST OF LIVING FUND** in the Email Subject Line or on the envelope.

If you would like this document in large print, Braille, audiotapes, or translated into another language, please contact us: grants@eastsuffolk.gov.uk. If you have any enquiries about the fund, please email communities@eastsuffolk.gov.uk

Thank you for your interest and work you do in our community!