

Lowestoft & Northern Parishes Community Partnership

'Try it' Small Grant Scheme: Guidance for Applicants

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 opens on April 21st 2025 and will close at **9.00am, 6th June 2025**.

Unfortunately, we will be unable to accept any applications after this time.

The Panel will meet to consider applications in early to mid-**October**. The final decision will then be communicated to you as soon as possible.

Purpose and Aims

The purpose and aims of the funding is to enable voluntary organisations, faith groups and community groups **to support individuals and families to try something different**, eg trying something new; learning a new skill and/or meeting new people, etc., and to do so **by delivering an activity that meets one or more of the following aims:**

- To improve their **mental health and wellbeing** using the 5 Ways to Wellbeing Connect/Get Active/Take Notice/Learn/Give.
- To reduce **social isolation and loneliness**. We are particularly keen to receive **applications covering Lowestoft Central, Kirkley and Gunton west wards**.
- To improve **healthy eating and activity in children** by targeting and engaging with year 5 children, staff and parents through communication and education.

We are looking for new ideas/projects that have not been previously supported by the partnership.

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

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

- smaller or fledgling organisations

- those who understand the needs of the community or are already working in the area
- 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'.

We have a total pot of £10,000 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, free or discounted goods/services, etc. Do articulate this if you can.

Outcomes: What we're asking, so please ensure you address these key points in your application:

We want to see projects/services/events that:

- Address one of more of our 3 priorities listed above and provide clear **Community Benefits**, '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.
- Provide an opportunity to try something different that isn't currently on offer to residents in the local area OR adds to existing assets and provides an additional benefit (there must be some level of additionality to it)
- Are delivered by groups or organisations who know the community well and can identify what 'try it' activity would work well (see previous examples)
- Generate impact and be something that can clearly measure it.
- Think about what East Suffolk Council and other agencies can do to support – e.g. contacts, referral links
- In short, 'Think outside the box'!

For example:

The need in your area: Older people feeling lonely and isolated, meaning their wellbeing may be lower, due to not receiving 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 other **examples** (*the list is not exhaustive!*) of the **type of projects / services / events** we could consider supporting

- **Activities** – e.g. new game, sport, walking tour for either a new group or established group that has not done this work before
- **Aspirational 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.
- **Educational** material / learning or **training** sessions?

Ideally, we want this to be an on-going activity, 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 addresses one or more of our aims, then we will consider it. It must, however, have a well evidenced case.

For example, play equipment to address mental health/wellbeing: We would want to see a careful analysis of how that will lead to an improvement and why that is the solution. Also, how will you evaluate how successful or otherwise this intervention with the funding was?

IMPORTANT: All costs must be explained, including rates, etc., as per the examples given on the application form, otherwise it will be returned to you for amendment.

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

Monitoring and Sustainability

It is a mandatory requirement 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 briefly explain 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**
- **Supply at least two photographs (if appropriate)**

Therefore, when applying, think about how your project/service/event will be **sustained or what the legacy will be**. 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 also looking to hear in your monitoring and evaluation form what beneficiaries have said and experienced during the project/service/event.

When must the funding be used?

- Any funding must be spent and any project/service/event held by 31.3.2026

- 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@eastsuffolk.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

As mentioned, **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, Aims and deliver Outcomes** articulated at the start of this document. 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 make the decide whether or not to award funding (and how much). 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.

IMPORTANT: Please bear in mind that you are unlikely to hear the outcome until the **middle of October at the earliest**, so you need to ensure this will give you enough time – if successful – to organise/deliver your intended activity, etc.

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@eastsuffolk.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!