



East Suffolk Boost Grant scheme

Guidance

IMPORTANT: PLEASE READ THE FOLLOWING GUIDANCE CAREFULLY BEFORE FILLING IN THE APPLICATION FORM.

About the fund

The East Suffolk Boost Scheme emerged from the work of our Communities Team supporting Clinically Extremely Vulnerable (CEV) individuals who were 'shielding' during the early part of the Covid 19 pandemic. We identified specific groups that were being particularly impacted by the pandemic, including those with disabilities, dementia and visual and/or hearing impairments. Given the health impacts of Covid-19 on people with long term conditions and the importance of health eating and keeping active in managing long term conditions, we also want to encourage new community-led projects that support people to access sustainable, healthy food and projects that encourage and support people to get active. We therefore established a NEW grant fund totalling £180,000 to help local groups to tackle some of these needs.

Boost offers grants of between £250 and £5,000 to voluntary, community and social enterprise (VCSE) organisations and Town/Parish Councils who are seeking to deliver added value projects to tackle these needs in East Suffolk.

It is clear that Covid has had a significant impact on local groups being able to deliver their activities. We have therefore worked with Suffolk partners to set up the Community Restart Fund www.eastsuffolk.gov.uk/community/community-grants-and-funding/suffolk-community-restart-grant/ which provides grants of up to £2,500 to help community groups and buildings used for community activities to get back on their feet.

The new Boost fund complements the Community Restart grants but focusses additional funding on four very specific themes/groups identified as a priority during the last 15 months:

1. Groups, projects and activities that support people with Dementia and their carers
2. Groups, projects and activities that support people with Disabilities and Visual and/or Hearing impairments
3. Sustainable Community Food projects, for example community pantries, community allotments and cook and eat projects
4. Community projects to help people get Fit and Active, for example. community sports, walks, activity classes, outdoor gym equipment etc.

Examples of the type of projects this fund can support include:



- Projects that explore new ways of doing things, including short term staffing costs to pilot activity that might help to make the case for future funding from other sources - ***please note that we can only fund up to/the first six months of staffing costs***
- Direct support to help our target groups to recover quickly from the impacts of Covid-19, for example to re-engage with support or respite groups and activities, to identify and achieve individual goals, to maximise income, to access services etc.
- Direct and tailored one to one support to our target groups, particularly those directly affected by Covid 19.
- Purchase of equipment to enable groups to start new activities – N.B. funding for PPE, signage and cleaning costs is available through our Community Restart Fund, you can apply to both this fund and the Community Restart Fund for different elements of your project.
- New digital equipment or systems e.g. to support service delivery or management of volunteers or to enable groups to deliver sessions virtually or to deliver mixed sessions where some participants join in person and others virtually

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
- VCSE organisations that work across Suffolk can apply, but only for projects or activities which are delivered in East Suffolk. If a project covers other Districts, then the amount applied for from this fund should be reduced accordingly
- Towns and Parish Councils
- Village Hall/Recreation Ground Committees

What we cannot fund

- Applications from businesses for profit or that do not benefit the community
- Applications from individuals – **we cannot make grant payments to 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.
- Annual/usual organisation running costs and core staffing costs
- Projects unable to start within 6 months of the grant award date
- Activities promoting political or religious beliefs
- 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. if East Suffolk Council has previously provided a grant for the same activity

Before applying, please note that this funding cannot be used to replace lost income / profits / hardship experienced as a result of the pandemic, although it can be used help you to resume activities suspended due to Covid-19. We cannot provide retrospective funding for projects i.e. for costs already incurred.

Please ensure that your application includes information about how your project adds value to the work of existing organisations, projects and activities in your target area.

How to apply

If you would like to access funding through the East Suffolk Boost Grant, please complete the application form. Once completed and signed (an electronic signature is fine), please send your completed application to: grants@east Suffolk.gov.uk

Process

If the application is fully complete (i.e. all the required information is provided) it will be taken to a Panel Meeting which will be approximately two/three weeks after the grant deadline below. If it is not complete, we will ask you for more information. This must be provided by the deadline stated in the request or else your application may be deferred to the next Panel meeting.

Deadline for Applications

<u>Round 3</u>	8th April 2022 Panel meeting – w/c 25th April 2022
<u>Round 2</u>	6th January 2022 Panel meeting – w/c 24th January 2022
<u>Round 1</u>	1st September 2021 Panel meeting – w/c 20th September 2021

If your application is successful, you will be notified of the decision through a Grant Acceptance (via email) within 5 working days of the Panel meeting.

Funds through this grant scheme **should only be spent on the items/purpose detailed in the application form and Grant Acceptance** and within **6 months** of the date of the Grant Acceptance. All funding awarded will be for a maximum of six months, although our contribution could be part of a longer-term project which is match-funded from elsewhere. You must indicate on your form if you have applied for or intent to apply for match funding for this project. If the grant is not spent



on the approved purposes or there is an underspend, the Council has the authority to reclaim part or all of the grant. If you are proposing to make any changes to your approved project, please inform us as soon as possible.

An evaluation and monitoring form will be sent for completion **after 6 months** – although this period will be extended if a change in national guidance means that your project has to ‘pause’ - to ascertain the impact that the project / activity had. Returning this form to us is one of the grant conditions. ***Please keep copies of receipts and invoices related to the project / activity – we may ask to see these as part of our monitoring process as we spot check a proportion of successful applications.***

If you would like this document in large print, Braille, audiotapes, or translated into another language, please contact us: grants@eastsoffolk.gov.uk or 01394 444721