



## East Suffolk Greenprint Forum

### Small Grants Guidance for Applicants (2024/25)

The Greenprint Forum is a voluntary network, facilitated by the district council, to help deliver their business plan; specifically enabling community environmental action to improve lives and strengthen our economy.

The Greenprint Forum has been provided by East Suffolk Council with a fund of £30,000 to allocate to community-led projects that contribute to the Forum's goal of Nature First, where "Nature's value is recognised by the majority, visitors are attracted because of it and everyone actively cares for it".

The small grant scheme Nature First is available to voluntary sector organisations and community groups whose project would take place within the district of East Suffolk.

It is advised that organisations read this guidance before writing and submitting their applications.

All applications **MUST** contribute to the goal of **Nature First** and ideally also contribute to one or more of the other 8 goals of the vision of the East Suffolk Greenprint Forum; please refer to those goals below when completing section 2 of the Application Form:

#### **Our Vision**

By 2030 we would like to see significant progress in East Suffolk in each of the following areas:

- **Nature first** - Nature's value is recognised by the majority, visitors are attracted because of it and everyone actively cares for it. ***It is essential that applications contribute towards this goal.***

Ideally, applications should also contribute to one or more of the other 8 goals below:

- **Active travel** - Walking and cycling are improving our physical and mental health and enhancing quality of life and the environment. Low emissions travel dominates.



- **Eco-friendly development** - Designed to limit environmental harm, meet changing needs of occupants, cope with changes to the climate and feel part of the wider natural environment.
- **Energy generating homes** - Existing buildings are retrofitted to be part of a smart energy system, they are net generators with very little under occupancy.
- **Environmentally beneficial employment** - Decent work and an economy that works for all. Organisations recognise local sense of place and how a healthy environment benefits employers and employees.
- **Healthy humanity** - People are connected with their community and supported by functioning education and care systems which are free at point of use.
- **Pollution free environment** - Use of plastics is tightly controlled and everyone takes responsibility to reduce the impact of their activities on the environment.
- **Quality food** - People can access good quality, healthy, tasty food. Food that is grown and farmed in ways that minimise negative impacts and maximise positive impacts on natural resources.
- **Upcycling culture** - People are borrowing, repairing, reusing and buying wisely to limit environmental harm. Products are designed to circular economy principles.

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

- Hedgerow planting and restoration
- Wildflower planting
- Tree planting
- Equipment or training to enable volunteers to carry out conservation work effectively
- Provision of nesting / roosting places for bats, birds and other animals
- Community gardens / orchards



- Community-based local awareness raising campaigns
- Projects to boost learning opportunities for young people

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

If applicable, it would be helpful to include with your application a plan, diagram or sketch of the project, to help the Panel get a sense of what it would look like, what would be done and where, and how it would fit in with its surroundings once complete. (We appreciate this may not necessarily be applicable for all types of projects.)

We anticipate that the total request of all applications received may exceed the total fund available. Therefore, applications that are innovative, demonstrate sustainability beyond the timescale of the grant period (whether as a legacy or an ongoing project), contribute to the vision of the Greenprint Forum in multiple ways, involve a cross-section of the community, and have the potential to enhance the wider pool of shared knowledge and experience that can be shared for the benefit of other groups, will be regarded most favourably.

### **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
- Town Councils and Parish Councils
- Village Hall/Recreation Ground Committees



NB – Grant payments directly to individuals cannot be supported. However, if you represent a smaller group that does not have a bank account, we would still welcome your application if you are able to reach an agreement with your local town or parish council to hold the money on behalf of your group. Any such agreement will need to be in place between you and your town or parish council before the grant money will be released.

### **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 in the grant application form
- Total organisation running costs and core staffing costs
- Projects unable to start within 12 months of the date of the award of the grant
- 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, the Greenprint Forum or one of the East Suffolk Community Partnerships 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- £1,000. 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 Greenprint Forum's theme of Nature First, and ideally should also demonstrate how it delivers against one or more of the other 8 goals of the Greenprint Forum's vision, as listed at the start of this document.

Applications will be determined independently by members of the Steering Group of the East Suffolk Greenprint Forum with the support of East Suffolk Council's Environmental Sustainability Officer and Funding Team.

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.

If a successful applicant is not already listed on the council's list of approved vendors, please be aware this can mean that the payment of a grant may be delayed slightly.

### **Additional Information**

Grants through the Nature First Small Grant Scheme should be spent only on the items / purpose detailed in the application form. It should be spent within 12 months of the date of the Grant Approval Letter, though this may be extended under certain circumstances by prior agreement.



If the grant is not spent on the purposes approved, East Suffolk Council has the authority to reclaim part or all of the grant.

If there is an underspend on the grant, you agree to return the underspend to East Suffolk Council within 30 days of being requested to do so.

A mandatory evaluation and monitoring form will be sent out to the applicant to complete 1 month after the completion date you stated in Section 2 of the Grant Application Form to ascertain the impact that the project/activity had had by that time.

Please keep copies of receipts and invoices related to the project/activity.

#### **Things to record during your project to help with monitoring and evaluation**

- Photographs particularly those that represent key milestones and outcomes
- Copies of any media coverage that your project/activity receives, to help towards the evaluation and monitoring form
- If the project engages with members of the public, keep a record of how many people you engaged with
- Records of feedback (positive and negative) from participants, stakeholders and / or any other members of the community