

Aldeburgh, Leiston and Saxmundham Community Partnership

Community Cohesion 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](#)*

The grant scheme is open to projects and organisations supporting community cohesion in Aldeburgh, Leiston, Saxmundham and the surrounding villages. **To check if the Community Partnership covers your area, please see the map in this weblink: [Community-Partnership-Areas.pdf](#).**

Opening Date - Closing Date - Result

The Fund opens on Monday, January 12, 2026 and **closes on Monday, February 23, 2026.**

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

The Panel will meet to consider applications in after the closing date. The final decision will then be communicated to you as soon as possible, typically within three to four weeks.

Purpose and Aims

The purpose and aims of the funding is to enable voluntary organisations, faith groups and community groups to promote cohesion within the local community by delivering a project that meets one or more of the following aims:

- 1. Projects or an Event(s) that support togetherness: This may include the bringing together of people from different backgrounds, for example ages, genders or cultures.**
- 2. Projects or an Event(s) that provide the community with a sense of belonging and pride in where they live.**
- 3. Projects or an Event(s) that bring people together for the same shared vision and has a result of improving wellbeing or sense of stability/security.**

The above are just a guide and proposals may offer other interpretations of community cohesion. Please clearly outline in your application how your proposed project will improve community cohesion.

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

Grants are offered between **£500 and £2,500**. We are particularly keen to hear from:

- Those who feel their idea will improve the togetherness of the community which will consequently improve wellbeing too.
- Those who understand the needs of the community.
- Crucially, those who can show that their proposal will make a demonstrable impact towards the purpose and aims articulated earlier - this must be detailed within your stated 'Outcomes' answer.

We have a total funding 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:

- Can clearly outline in their application how their project will improve the togetherness and cohesion of the community.
- 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 (**ie there must be some level of additionality to what is already being delivered/provided**).
- Generate impact and be something that can clearly measure it.
- Think about what East Suffolk Council and other agencies (stakeholders) can do to support – e.g. contacts, referral links, etc.
- In short, 'Think outside the box'!

Below are just a few other **examples** (*the list is not exhaustive!*) of the **type of projects / services / events** we could consider supporting

- **Events**- bringing together people in the community and nearby areas, celebrating the history and heritage of the local area. Hosting fun activities where anyone can become involved
- **Aspirational work** – project/service/activities that enable people to build links or share knowledge/expertise. For example, an intergenerational event where skills are shared.
- **Educational** material / learning or **training** sessions?
- **Activities**- New classes or clubs aimed at a broad target audience.

An illustrative example of defining the Need and the potential Solution:

The need in your area: The Suffolk Mind Leiston, Aldeburgh and Saxmundham report found that participants said their worst met need is sleep. The survey looked at how Nationally Significant Infrastructure Projects have impacted residents' mental health.

Potential solution: A wellbeing event held where local instructors showcase their classes that could lead to better sleep (yoga, mindfulness, meditation). There may be mental health professionals or those specialising in sleep. Other activities to promote wellbeing within the community could be showcased.

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@eastsuffolk.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 **31.3.2027**
- 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 of your application until **approximately three to four weeks after the closing date**, 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.

Applications close on Monday, February 23, 2026

Thank you.... and for your efforts with this application and your work in the community.

We really do appreciate it!