## Organisation Details

|  |  |  |  |
| --- | --- | --- | --- |
| Organisation Name |  | | |
| Contact Name |  | | |
| Project Name |  | | |
| Is your project taking place in Babergh or Mid Suffolk? | |  | |
| Project Address  *Address where the project is taking place* |  | | |
| Postcode |  | Phone Number |  |
| Email Address |  | Website |  |
| Organisation Address  *If different to the address where the project is taking place* |  | | |

## Organisation Status

|  |  |
| --- | --- |
| How is your organisation constituted?   * Parish Council, Town Council or Parish Meeting * Registered Charity or Trust * Community Interest Company * Community Benefit Society * Charitable Incorporated Organisation * Sports Club * Social Enterprise * Other (add detail below) | |
| Please specify from the above list: | |
| Charity Number, Companies House Number or Registered Trust Number if applicable |  |
| If a Community Interest Company, is your organisation limited by shares or guarantee (please specify)? |  |
| Date of Registration |  |

## Financial Information

|  |  |  |  |
| --- | --- | --- | --- |
| Please provide information about your previous financial year end, and enclose a copy of your accounts alongside your application. | | | |
| Total Income | £ | Total Expenditure | £ |
| Surplus/carry forward into current financial year | £ | Total Grant Aid received in 2023/24 | £ |

|  |  |  |  |
| --- | --- | --- | --- |
| Does your organisation have reserves (Yes or No)? If yes, please detail below | |  | |
| Unrestricted | £ | Restricted | £ |

## VAT

|  |  |  |  |
| --- | --- | --- | --- |
| Can you reclaim VAT? |  | VAT Registration Number if applicable |  |

## Volunteering

|  |  |
| --- | --- |
| How many volunteers does your organisation have? |  |
| Will this application support additional volunteers? If so, how many? |  |
| Approximately how many volunteering hours per week are supported by your organisation? |  |

## Policies

|  |  |
| --- | --- |
| Does your organisation have the following policies in place? Yes, No, or Working Towards | |
| Equal Opportunities |  |
| Health and Safety |  |
| Adult and Child Safeguarding |  |
| Environmental |  |
| Financial Payments |  |

|  |  |
| --- | --- |
| Does your organisation serve all sectors of the community irrespective of political, religious belief, ethnic origin etc.? |  |

## Project Details

|  |
| --- |
| What is your project? Please be as specific as possible on what you will do and how you will do it |
|  |

|  |
| --- |
| If your project will result in increased running costs for your facility/organisation, how will your organisation meet these costs into the future? |
|  |

## Your Community

|  |
| --- |
| How have you identified the need for your project? Please show why your project is needed and how the community has been involved in identifying said need |
|  |

|  |
| --- |
| How many people will benefit from this project and in what way? |
|  |

|  |  |  |
| --- | --- | --- |
| Using the boxes below, set out up to three outcomes you hope to achieve as a result of our funding.   Please use no more than 25 words to describe each one.    If your application for funding is successful, it gives us an agreed framework within which we can monitor progress.    Each key outcome of your grant should summarise what you want to achieve. They could be specific to an activity, or relate to your overall aims.    Your outcomes should align with one or more of our Strategic priorities. [View strategic priorities](https://www.babergh.gov.uk/our-communities-team).     * Communities Strategy * Wellbeing Strategy * Leisure, Sport and Physical Activity Strategy     Please also provide no more than 2 progress indicators for each outcome, each of which to be described within one sentence.  An indicator defines how a piece of information can be assessed or measured to show whether outcomes have been met. | | |
| **Outcome 1** | **Outcome** |  |
| Indicator 1 |  |
| Indicator 2 |  |
| **Outcome 2** | **Outcome** |  |
| Indicator 1 |  |
| Indicator 2 |  |
| **Outcome 3** | **Outcome** |  |
| Indicator 1 |  |
| Indicator 2 |  |

## Facilities

|  |  |
| --- | --- |
| How do you hold the land or buildings at present? Please specify Leasehold or Freehold | |
|  | |
| If leasehold, please state the name and address of the owner as well as the expiry date of the lease |  |
| If applicable, what is the age of the current facility? |  |

## Planning and Building Control

|  |  |  |  |
| --- | --- | --- | --- |
| Have you liaised with Planning and Building Control regarding your project? |  | If applicable, the name of the Planning Officer who has been dealing with your case |  |
| Building Control certificate number, if applicable |  | Planning Permission reference number, if applicable |  |
| Which organisation is responsible for the management of the facility? | | |  |
| What is the expected life of the project once complete? | | |  |

## Quotes

|  |
| --- |
| Please list project quotations received below  *Please note that a minimum of two quotes are required for each project element* |

|  |  |
| --- | --- |
| Project Element: |  |
| Supplier | Amount £ |
| 1. |  |
| 2. |  |
| 3. |  |
| Preferred Supplier? |  |

|  |  |
| --- | --- |
| Project Element: |  |
| Supplier | Amount £ |
| 1. |  |
| 2. |  |
| 3. |  |
| Preferred Supplier? |  |

|  |  |
| --- | --- |
| Project Element: |  |
| Supplier | Amount £ |
| 1. |  |
| 2. |  |
| 3. |  |
| Preferred Supplier? |  |

## Timeline

|  |  |  |  |
| --- | --- | --- | --- |
| Estimated project start date: |  | Estimate project end date:  *Project needs to complete within 8 months of an offer being accepted* |  |

## Costs

|  |  |
| --- | --- |
| Please provide a breakdown of project costs, based on the quotes above | |
| Cost | £ Amount |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
| Net Cost | **£** |
| VAT | **£** |
| Total Cost | **£** |

## Section 106 and Community Infrastructure Levy (CIL)

**Please complete this section only if you are applying for Section 106 or CIL**

|  |  |
| --- | --- |
| Is your project linked to an existing Community Infrastructure Levy (CIL) Application or Enquiry Form? |  |
| Section 106 availability varies per Parish, and can be applied for alongside Capital Grants. If the Grants Team has indicated Section 106 may be available towards your project, please fill in this section: | |
| Are you applying for Section 106 alongside your Capital Grant application? |  |
| What is the amount of Section 106 you are applying for? |  |
| Have you notified your Parish/Town Council? |  |
| If applicable, does your project feature in your local Parish Infrastructure Investment Plan (PIIP)? |  |

## Funding Package

|  |  |  |  |
| --- | --- | --- | --- |
| Where have you obtained or where will you be seeking the remaining funding for this project from? | | | |
| Funding Source | Secured (Yes or No) | If not secured, when will you know? | Amount £ |
|  |  |  | £ |
|  |  |  | £ |
|  |  |  | £ |
|  |  |  | £ |
|  |  |  | £ |
|  |  |  | £ |
|  |  |  | £ |
| Amount being applied for from Capital Grant (maximum £10,000) | | | **£** |
| If applicable, amount being applied for from Section 106 | | | **£** |
| Total being applied for from Babergh or Mid Suffolk District Council | | | **£** |
| Total Funding (**this should match the total cost figures provided**) | | | **£** |

## Additional Documentation

|  |  |
| --- | --- |
| Please submit alongside your application form any documentation that may assist us in assessing your application. This includes quotes and accounts. Other documents you may wish to provide include but are not limited to:   * Community Surveys * Parish Council support * Site Plans * Maps * Planning Permission Notices * Business/Project Plan * Parish Infrastructure Investment Plan | |
| Have quotes and accounts been submitted alongside this application?  *If you have been unable to secure or provide a minimum of two quotes per project element please explain why* |  |

## Declaration

Please ensure that this application is signed and dated.

I declare that I am authorised to make this Grant application on behalf of the above organisation and that the information given is correct and complete.

I understand that a member of the Grants Team may contact me if information is missing.

I understand that you will use the information I have provided to assess and process the Grant application. You may check some of the information with other sources within the Council, other Councils and Government departments. You may also get information from other organisations to make sure the information is accurate.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Name |  |
| Position |  | Date |  |

## Completed Forms

Please return the completed form by email to [BMSDCGrants@baberghmidsuffolk.gov.uk](mailto:BMSDCGrants@baberghmidsuffolk.gov.uk)

Alternatively, please return by post to the following address:

The Grants Team - Communities

Babergh and Mid Suffolk District Councils

Endeavour House

8 Russell Road

Ipswich

IP1 2BX

## Data Protection Notice

Any personal information processed by Babergh and Mid Suffolk District Council arising from Community Grant Fund Application will be protected in accordance with the Data Protection Act 2018.  For more information on how we process your personal information or for information regarding Babergh and Mid Suffolk Councils Data Protection Policy and your right to information go to <https://www.babergh.gov.uk/privacy-policy1>

If you are part of the Voluntary, Community and Social Enterprise (VCSE) Sector further support is available from Community Action Suffolk (CAS) which includes:-

[Home - Community Action Suffolk](https://www.communityactionsuffolk.org.uk/)

* [**advice and support**](https://www.communityactionsuffolk.org.uk/): CAS provides support to help set-up new community organisations and charities, as well as advice on legislation, governance, funding and management
* [**Health check**](https://www.communityactionsuffolk.org.uk/?s=healthcheck): a free to use self-assessment tool which can help organisations identify strengths and weaknesses, as well as helping to prepare for submitting funding applications
* [**Funding 4 Suffolk**](https://www.idoxopen4community.co.uk/suffolk/): search for available funding using the Funding 4 Suffolk portal
* [**One to one funding surgeries**](https://www.communityactionsuffolk.org.uk/organisation-support/sustainability-and-funding-advice/coronavirus-funding-and-sustainability/): free surgeries delivered by CAS