## Organisation Details

|  |  |  |  |
| --- | --- | --- | --- |
| Organisation Name |  | | |
| Contact Name |  | | |
| Project Name |  | | |
| Which Parish is your project taking place in?  ***This fund only supports projects operating within the following 5 parishes: Lt Blakenham, Gt Blakenham, Barham, Bramford, Claydon*** | |  | |
| 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 * Limited 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 or Limited Company, is your organisation limited by shares or guarantee (please specify) |  |
| Date of Registration |  |

## Financial

|  |  |  |  |
| --- | --- | --- | --- |
| Please provide information about your previous financial year end, and enclose a copy of your accounts alongside your application.  *Please note: we can only fund organisations that have bank accounts in the organisation’s name with two signatories* | | | |
| 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 |  |

|  |  |
| --- | --- |
| Is there unrestricted access to your facility for 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. This may include Parish Infrastructure Improvement Plans or Neighbourhood Plans. |
|  |

## Biodiversity

|  |
| --- |
| How does the project align to the [Mid Suffolk Plan’s](https://www.midsuffolk.gov.uk/documents/d/mid-suffolk/the-mid-suffolk-plan) priority of Environmental Sustainability and in what way? |
|  |

|  |
| --- |
| What flora or fauna will be improved from this project and in what way? |
|  |

|  |  |
| --- | --- |
| Have you notified your Parish/Town Council? |  |
| If applicable, does your project feature in your local Parish Infrastructure Investment Plan (PIIP)? |  |

## Priorities and Outcomes

|  |  |
| --- | --- |
| The Port One Legacy Biodiversity Enhancement Fund (POLBEF) Guidance outlines the priorities of the POLBEF scheme. All funding awarded by this scheme must align to one or more of the priorities.  Using the application guidelines, please outline how your project will meet up to three of the following priorities:   1. Ecological improvements to enhance biodiversity such as wildlife meadow restoration or wildflower planting. 2. Management of trees and woodland or native tree/hedgerow planting in areas smaller than 1 hectare. 3. Management, creation or restoration of ponds, wetlands or reedbeds. 4. Improvements to wildlife habitats and provision of wildlife boxes. 5. Creation of community orchards/gardens 6. Education projects to improve knowledge of wildlife and biodiversity such as info boards, newsletters or community engagement activities. | |
| Priority | How will your project meet this priority? |
| 1) |  |
| 2) |  |
| 3) |  |

|  |  |  |
| --- | --- | --- |
| Using the boxes below, set out one outcome you hope to achieve as a result of our funding. Please use no more than 25 words to describe it.    If your application for funding is successful, it gives us an agreed framework within which we can monitor progress.    Your outcome should align with one or more of the above priorities.    Please also provide no more than 2 progress indicators for the 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.  Example outcomes and indicators from a range of previously successful Grant applications can be found on our website here: [example outcomes and indicators](https://www.babergh.gov.uk/documents/d/babergh/2024-25-example-outcomes-and-indicators-pdf). | | |
| **Outcome** | **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: | |
| 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: |  |

## Costs

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

## 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 POLBEF scheme | | | **£** |
| Total Funding (this should match the cost figures provided) | | | **£** |

## Additional Documentation

|  |  |
| --- | --- |
| Please submit alongside your application form any documentation that may assist us in assessing your application. Most importantly, this includes quotes. Other documents you may wish to provide include but are not limited to:   * Ecological Surveys * Parish Council support * Site Plans * Maps * Planning Permission Notices | |
| Have quotes been submitted alongside this application? |  |
| Has every section of the form been completed?  *If important information is missing, we will not be able to accept your application* |  |

## Subsidy Control (Formerly State Aid)

|  |  |
| --- | --- |
| Babergh and Mid Suffolk District Councils will be providing this grant to your organisation as a Minimum Financial Assistance (MFA) subsidy under the Subsidy Control Act (2022).  MFA subsidy limit is £315,000 over a three-year period (including your current financial year and the previous two financial years).This means that all subsidy received by your business/organisation over the last three years, including the total requested from this grant fund, should not exceed a total of £315,000. | |
| Has your organisation received in the last three years, or are you currently applying for, any grants or Subsidies/State Aid?  *This includes any public funded grants (including from national bodies), Babergh District Council Community Grants/CIL, National Lottery, business rate discounts, Growth Hub business support etc.* |  |

|  |  |  |
| --- | --- | --- |
| If yes, which grants have been received? | | |
| Grant | Amount | Year |
|  | £ |  |
|  | £ |  |
|  | £ |  |
|  | £ |  |
|  | £ |  |
|  | £ |  |

## Declaration

Please ensure that this application is signed and dated.

I confirm that the MFA threshold has not and will not be exceeded by the enterprise receiving the proposed assistance.

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 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>