# Organisation Details

* 1. **Organisation and Contact Information**

|  |  |  |  |
| --- | --- | --- | --- |
| 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* |  | | |
| Is your application for capital or revenue costs, or both? | |  | |

* 1. **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 * Business * 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 |  |

* 1. **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 | £ |

* 1. **VAT**

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

* 1. **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? |  |

* 1. **Policies**

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

|  |  |
| --- | --- |
| Does your organisation serve all sectors of the community irrespective of political, religious belief, ethnic origin etc.? |  |
| Prior to making this application, have you been in contact with Community Action Suffolk (CAS) Food Officers?  ***Please note that we will only consider applications from groups who have been in contact with CAS.*** |  |

1. **Project Information**

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

* 1. **Sustainability**

|  |
| --- |
| How will your project be sustained after this funding has ended? |
|  |

1. **Capital Projects**

You must complete this section if your project includes capital costs, such as the purchase of equipment, tools or one-off items.

* 1. **Land Ownership**

|  |  |
| --- | --- |
| 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 |  |

1. **Fund Priorities**

|  |  |
| --- | --- |
| Projects must address food insecurity within communities, and should be measurable through impact reports and case studies at the end of your project.  The priorities of this funding are detailed in the below table. Please select one or more priority which your project aligns to. You will be required to evidence this through monitoring, should your application be successful.  *Not all priorities will be applicable to your project or organisation.* | |
| **Priorities** | **Tick as applicable** |
| Organisations are more self-sufficient, sustainable and resilient for the future |  |
| Processes and ways of working are streamlined to become more efficient |  |
| Clients are supported out of hardship |  |
| Skills and knowledge in the community are improved, enabling them to support themselves |  |
| Local solutions to improve food supply and logistics are created |  |
| Opportunities to offer a broader range of local, nutritious and culturally and dietary appropriate food are increased |  |

1. **Project Details**
   1. **Outcomes**

|  |  |  |
| --- | --- | --- |
| Babergh and Mid Suffolk Council Strategic Plans outline the priorities of each council. Any funding awarded by the Council aligns to one or more of our priorities.  Babergh – view [Our Plan for Babergh](https://www.babergh.gov.uk/documents/d/babergh/our-plan-for-babergh)  Mid Suffolk – view [The Mid Suffolk Plan](https://www.midsuffolk.gov.uk/documents/d/mid-suffolk/the-mid-suffolk-plan)  Using the boxes below, set out one outcome with progress indicators (an indicator defines how you will assess or measure the outcome) which describes what this funding will help you to achieve. The outcome could be specific to an activity or relate to your overall aims as well as aligning to one or more of the Council’s strategic priorities.  If your application for funding is successful, it gives us an agreed framework within which you can report on progress.  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 1** | **Outcome** |  |
| Indicator 1 |  |
| Indicator 2 |  |

* 1. **Timeline**

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

* 1. **Funding Request**

|  |  |
| --- | --- |
| Please provide a breakdown of project costs. | |
| Cost | £ Amount |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
| Net Cost | **£** |
| VAT | **£** |
| Total Cost | **£** |

* 1. **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 £ |
|  |  |  | £ |
|  |  |  | £ |
|  |  |  | £ |
|  |  |  | £ |
|  |  |  | £ |
|  |  |  | £ |
|  |  |  | £ |
| **How much are you applying for from the Sustainable Communities Food Fund?** | | | **£** |
| Total Funding | | | **£** |

* 1. **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 * Business/Project Plan |

1. **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.

I understand that should our application be accepted, UK Government branding guidelines will be adhered to, if required.

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

* 1. **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

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