## Organisation Details

|  |  |  |  |
| --- | --- | --- | --- |
| Before submitting an application, we recommend that organisations contact the Grants Team to confirm eligibility. Applicants are advised that projects which score under 50% on the Capital Grant Scoring Matrix will not be funded. All information, including contact details and the Scoring Matrix, can be found on our webpage: [Babergh District Council Funding - Babergh District Council - baberghmidsuffolk.com](https://www.babergh.gov.uk/web/babergh/w/babergh-district-council-funding-1) | | | |
| Organisation Name |  | | |
| Contact Name |  | | |
| Project Name |  | | |
| Project Address  *Address where the project is taking place* |  | | |
| Is your project taking place in Babergh?  *This application form is for projects in Babergh. For projects in Mid Suffolk, apply* [*here*](https://www.midsuffolk.gov.uk/web/mid-suffolk/w/mid-suffolk-district-council-funding-1)*.* | |  | |
| 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 * 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 |
|  |

## Sustainability

|  |
| --- |
| 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 |
|  |

## Project Beneficiaries

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

## Priorities

|  |
| --- |
| [Our Plan for Babergh 2023-2027](https://www.babergh.gov.uk/documents/d/babergh/our-plan-for-babergh) outlines the priorities of Babergh District Council. All funding awarded by the Council should align to one or more of our priorities.  Using the Plan as a guide, please select which Babergh District Council priority, or priorities, your project aligns to. |
| *Example*  ***Resilient Communities***   * *Improving access to the services and facilities that support thriving communities & the health and wellbeing of our residents* |
| **Priority** |
| 1) |
| 2) |
| 3) |

## Outcomes

|  |  |  |
| --- | --- | --- |
| Using the boxes below, set out up to two 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.    Your outcomes should align with one or more of the above priorities.    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.  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.midsuffolk.gov.uk/documents/d/mid-suffolk/2024-25-example-outcomes-and-indicators-pdf). | | |
| **Outcome 1** | **Outcome** |  |
| Indicator 1 |  |
| Indicator 2 |  |
| **Outcome 2** | **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 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* |  |
| Has every section of the form been completed?  *If there is important information missing or not in the relevant section, 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 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 Councils 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