

# Babergh District Council

## Locality Awards Application Form 2024/25

### Information for Councillors and Applicants

Allowance	<p>Each Councillor has £2,000.00 to allocate to community groups and projects within their ward. Councillors can work together across wards to make larger contributions.</p> <p>Awards may only be allocated within Babergh District.</p> <p>The minimum award is £250.00 per application</p>
Application process	<p>This is a two stage application. The form must be signed by the organisation applying and the District Councillor. Groups should discuss their proposal directly with their Councillor before making an application.</p> <p>Once the Councillor agrees the award the completed form and attachments should be forwarded to your Locality Officer for payment. Please see form for contact details.</p>
What can and can't be funded?	<p>Guidance on what can and cannot be funded can be found on our website – <a href="#">view Locality Awards Guidance</a>.</p> <p>This Guidance should be read and understood prior to submitting an application. If you have any queries, please contact your District Councillor or <a href="#">email the Grants Team</a>.</p>
Post-Award	<p>Successful applicants should provide a copy of invoices and a monitoring form after the project has completed. Awards provided should be spent within 6 months of the Award being processed.</p>

### Important Dates:

1 <sup>st</sup> April 2024	Launch of 2024/25 Locality Awards
21 <sup>st</sup> March 2025	Deadline for application forms to be submitted to the Communities Team
28 <sup>th</sup> March 2025	Final date for payments to be processed

### Strategies:

Locality Awards are provided to community projects and activity that demonstrate wide ranging community benefits, and are underpinned by the following strategies. [View strategic priorities](#).

- Communities Strategy
- Wellbeing Strategy
- Leisure, Sport and Physical Activity Strategy



## Babergh District Council Locality Awards 2024/25 Application form

### Part A: for Completion by District Councillor

Councillor(s) Name:	
Ward:	
Organisation Name:	
Project Summary:	
Does this project meet the <a href="#">Locality Awards Guidance</a> and help the applicant benefit the wider community?	Yes/No
Why are you supporting this project?	
Level of Award made - <b>min £250</b>  <i>If the Award is being supported by more than one Councillor, please detail the split here.</i>	£

### Declaration of Interest and Signature

Do you have a local non-pecuniary interest in this organisation?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please supply further information:
Do you have a disclosable pecuniary interest in this organisation?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please supply further information:
Councillor's Signature  <i>I approve the release of funds shown below from my 2024/25 Locality Award for the attached project.</i>	
Date:	

## Part B: for Completion by Applicant Organisation

Organisation Name:		Contact Name:	
Contact Email Address:		Contact Phone Number:	

<p>What is the project, and what will the funding be spent on?</p> <p>(if there are corresponding quotes, please include with the application)</p>			
Estimated project start date:		Estimate project end date:	
Overall project cost:	£	How much are you applying for?	£

How have you identified the need for this project?	
What difference will this project make to your community?	

Organisation address:	
If your project is taking place in a different location to your organisation address, please provide its address here:	

Bank Account name: (to correspond with the Group name above)			
Bank Account number:		Sort Code:	

<p>Applicant Signature:</p> <p><i>I agree that if the application is successful the award will be spent on the items or projects as set out in our application. We will supply invoices and a completed monitoring form once the project has completed (within 6 months of the Award being processed).</i></p>			
Date:			

**For applicants: it is advised applications are submitted to Councillors to enable submission by Friday 14<sup>th</sup> March 2025.**

If you have any questions on completing this form please contact your Councillor in the first instance.

**For Councillors: The final submission date for completed forms to be sent to the Communities Team is Friday 21<sup>st</sup> March 2025.**

Please send to your Locality Officer or the Grants Team  
[BMSDCGrants@baberghmidsuffolk.gov.uk](mailto:BMSDCGrants@baberghmidsuffolk.gov.uk)

Or alternatively, by post to:

BMSDC Grants - Communities  
Babergh and Mid Suffolk District Councils  
Endeavour House  
Russell Road  
Ipswich  
Suffolk  
IP1 2BX

#### **Data Protection Notice**

Any personal information processed by Babergh District Council arising from Councillors Locality Award 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 District Council's Data Protection Policy and your right to information go to <https://www.babergh.gov.uk/privacy-policy1>