

Babergh and Mid Suffolk District Councils

Locality Awards Guidance

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Introduction

Locality Awards are a 'light-touch' Community Grant which allow District Councillors in Babergh and Mid Suffolk to support community groups and projects in their local area. Awards are one-off Grants, with no on-going funding commitment.

Budgets for 2024/25 are £2,000 per Councillor in Babergh and £7,350 per Councillor in Mid Suffolk. There is no maximum limit to how much can be applied for, with the exception of a maximum of £2,000 towards a community group's running costs. Applications are on average between £250 (the minimum) and £1,000, enabling Councillors to support a variety of projects and organisations per year.

An application can be made to multiple Councillors in the same District for projects taking place in the District.

Applications must be sent direct to Councillors for their consideration.

Funding can be for up to 100% of project costs. Applicants which receive a total of £5,000 or more from one Councillor or a combination of Councillors will be required to provide evidence of how costs have been calculated and will be subject to enhanced monitoring of spend.

Councillors have discretion over the use of their Locality Awards, with delegation to approve by Officers in the Communities Team.

Applications must demonstrate community benefit and must not benefit select individuals or promote a party-political cause.

Process

The Locality Awards application process is a two-stage application form which requires completion from the applicant organisation and District Councillor.

Groups should discuss their proposal with their Councillor before applying.

Applications are assessed and processed by Officers within the Communities Team, within 5 working days of an application being submitted to them.

Payments will take between 1-2 weeks to be processed once an award has been approved.

Monitoring

Successful applicants must provide a copy of invoices and a monitoring form after the project has completed, within 6 months of the award being processed. Councillors are encouraged to maintain contact with the award recipient to understand the impact and benefits of the award.

Applicants who receive an award of more than £5,000 must also submit evidence which includes, bank statement and accounts and breakdown of costs, for example salary costs would need to include rates, costs calculations and actual time spent on the project.

All Applications

What can be funded?

- Specific projects, such as the purchase of equipment, refurbishment of a community facility or delivery of an event.
- A community group's running costs, such as venue hire or bills, up to a maximum of £2,000 per application.
- Projects or organisations with a demonstrable benefit for the communities in which they are serving or taking place.
- Constituted community groups such as Parish and Town Councils, Parish Meetings, Sports Clubs, Village Halls and Playing Field Management Committees, charities, Community Interest Companies (CICs), Community Benefit Societies (CBSs).
- A constituted community group applying on behalf of an eligible project as proxy.
- Groups must have their own bank account with two unrelated signatories.
- Projects must be delivered, or monies spent within 6 months of the Award being processed.
- Projects delivered by schools if the project benefits and involves the communities around the school.
- Pre-application costs such as design, feasibility studies, consultations.

What cannot be funded?

- Projects which will be delivered after a period of longer than six months.
- Projects outside of the district in which the Councillor is based.
- Applications smaller than £250.00.
- Projects which have already been undertaken or costs which have already been paid for, i.e., no retrospective funding.
- Individuals, homeowners or Council tenants.
- For-profit organisations.
- Churches where there is no wider community access.
- Projects that could be considered religious or political.
- Legal costs, including planning applications.
- Running costs or staff costs for Town and Parish Councils, Parish Meetings.
- Suffolk County Council, the NHS, MoD, or other statutory body.

- Projects that are education based and linked to the national curriculum for example school play areas, forest schools and school libraries.
- Facilities owned by Babergh or Mid Suffolk District Councils.
- Awards may be made to a Community Interest Company (CIC) where it is “Limited by Guarantee” but cannot be made to a CIC where the group is “Limited by Shares”.
- The purchase of land or property

Priorities

Locality Awards are provided to community projects and activity that demonstrate wide ranging community benefits and are aligned to support the Councils’ priorities.

[Our Plan for Babergh](#)

[The Mid Suffolk Plan](#)

Categories

A range of different community projects can be supported through Locality Awards. Examples of eligible and ineligible projects by category can be found below:

Community Facilities Improvements

Eligible projects include:	<ul style="list-style-type: none"> - Large scale improvements to community facilities such as extensions, car park improvements - Initiatives to improve community access such as disability accessible ramps, toilets or baby changing facilities - Digital infrastructure projects such as new audio-visual equipment, screens or internet - Energy efficiency upgrades such as the installation of new solar panels, heating, insulation, heat pumps or new windows - Re-decoration works as part of a wider project, such as painting, new flooring - New kitchen equipment, or hall equipment such as chairs and tables - Emergency repair work such as flood damage, wind damage or an equivalent issue which risks the facility being out of use for an extended period of time - The conversion of churches to community use - Support towards the start-up of or equipment for community pubs and shops - Support towards energy costs, telecommunications, and other revenue costs
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Sports and Recreation

Eligible projects include:	<ul style="list-style-type: none"> - Purchase of new equipment, kit/uniform or otherwise necessary items for sports clubs - Provision of new sporting facilities such as table tennis tables, painting badminton courts at a village hall - Improvements to existing sports facilities such as new energy efficient floodlights for a Tennis Club - Start-up of a new sports club at a community venue or extending number or location of sessions for existing sports clubs - New outdoor gym equipment - Repairs to extend the lifespan of sports equipment - Running costs of a sports club, such as venue hire, insurance
Ineligible projects:	<ul style="list-style-type: none"> - Subsidising membership costs/subscription fees for sports club members

Health and Wellbeing

Eligible projects include:	<ul style="list-style-type: none"> - The installation of a new defibrillator with community access (must be external, and be registered with the East of England Ambulance Service) - The start-up of new wellbeing groups - The purchase of equipment for health and wellbeing groups and charities - Equipment for community cafes - Revenue costs associated with existing health and wellbeing groups
Ineligible projects:	<ul style="list-style-type: none"> - NHS projects, or projects based at GP surgeries

Play

Eligible projects include:	<ul style="list-style-type: none"> - The purchase and installation of new play equipment and associated infrastructure such as fencing, seating and surfacing - The refurbishment and repair of existing equipment to extend the lifespan of said equipment in line with RoSPA guidelines
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Environment and Public Realm

Eligible projects include:	<ul style="list-style-type: none"> - Public realm improvements such as more accessible footpaths (i.e. from dirt to tarmac/gravel) - The installation of new benches, bins and notice/information boards - Wildflower, tree and hedge planting - The purchase of planters and other items such as village gateways to enhance the appearance of village/town centres - New homes for wildlife, such as bat/bird boxes, beehives - Equipment for litter picking groups - Community energy sharing initiatives, and purchase of associated equipment - Improvements to community owned farms and allotments - Regular maintenance of playing fields and footpaths (i.e. grass cutting, tree work)
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Arts, Culture and Media

Eligible projects include:	<ul style="list-style-type: none"> - Community art projects, i.e. the commission of artwork where the community has involvement - Support for community magazines or newsletters - The production of walking booklets or information leaflets - Community shows or productions being produced by Amateur Dramatic Societies or cultural venues - Heritage projects of local significance and community value - The refurbishment of war memorials
Ineligible projects:	<ul style="list-style-type: none"> - Private artwork or private cultural venues

Young People

Eligible projects include:	<ul style="list-style-type: none"> - The purchase of equipment for pre-schools constituted as a charity - The purchase of gear and equipment for uniformed groups such as Scouts, Guides, Brownies, Explorers, Squirrels, Air Cadets etc. - Costs associated with the start-up of a new unit at an existing uniformed group (e.g. a new Brownie unit at an existing Scout group) - Schools and Academies. Projects delivered by these organisations must be for wider community access and benefit and not to support normal school or business activity.
Ineligible projects:	<ul style="list-style-type: none"> - Education based projects, or projects connected to the curriculum

Transport and Highways

Eligible projects include:	<ul style="list-style-type: none"> - Support towards community transport providers - The purchase and installation of Speed Indicator Devices (SID units) - The refurbishment of bus stops owned by Parish Councils - The upgrade of street lighting owned by Parish Councils
Ineligible projects:	<ul style="list-style-type: none"> - Road signage or any project on the road surface itself (i.e. kerbs, road painting, fixed speed reduction measures). Babergh and Mid Suffolk District Councils are not the responsible authority for Highways and unable to fund statutory works, which come under the remit of Suffolk County Council.

Event

Eligible projects include:	<ul style="list-style-type: none"> - A one-off cultural or commemorative community event taking place with wider community access. Examples include a village fete.
Ineligible projects:	<ul style="list-style-type: none"> - Cultural or commemorative community events that charge a large entry fee.

Equipment

Eligible projects include:	- The purchase of miscellaneous or one-off items and equipment for community groups
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Food Bank

Eligible projects include:	- The purchase of new equipment or facilities, such as storage, for Food Banks and community pantries
Ineligible projects:	- The purchase of food/drink

Community Group

Eligible projects include:	- Support towards volunteer training - Establishment of new community groups such as pop-up community cafes
Ineligible projects:	- Parish/Town Council training