**Information for Councillors and Applicants**

|  |  |
| --- | --- |
| Allowance | 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.  Awards may only be allocated within Babergh District.  The minimum award is £250.00 per application |
| Application process | 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.  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. |
| What can and can’t be funded? | Guidance on what can and cannot be funded can be found on our website – [view Locality Awards Guidance](https://www.babergh.gov.uk/communities/grants-and-funding/locality-awards/).  This Guidance should be read and understood prior to submitting an application. If you have any queries, please contact your District Councillor or [email the Grants Team](mailto:BMSDCGrants@baberghmidsuffolk.gov.uk). |
| Post-Award | Successful applicants will provide a monitoring form after the project has completed, along with evidence of spend. Awards provided should be spent within 6 months of the Award being processed. |

**Important Dates:**

|  |  |
| --- | --- |
| 1st April 2025 | Launch of 2025/26 Locality Awards |
| 23rd January 2026 | Deadline for application forms to be submitted to the Communities Team |
| 30th January 2026 | Final date for payments to be processed |
|  |  |

**Priorities:**

Locality Awards are provided to community projects and activity that demonstrate wide ranging community benefits, and are aligned to the Council’s priorities:

[Our Plan for Babergh](https://www.babergh.gov.uk/documents/d/babergh/our-plan-for-babergh)

# Babergh District Council Locality Awards 2025/26 Application form

# Part A: for Completion by District Councillor

## Project and Award Details

|  |  |
| --- | --- |
| Councillor(s) Name: |  |
| Ward: |  |
| Organisation Name: |  |
| Project Summary: |  |
| Does this project meet the [Locality Awards Guidance](https://www.babergh.gov.uk/communities/grants-and-funding/locality-awards/) and help the applicant benefit the wider community? | Yes/No |
| Why are you supporting this project? |  |
| Level of Award made - **min £250**  *If the Award is being supported by more than one Councillor, please detail the split here.* | £ |

## Declaration of Interest and Signature

|  |  |
| --- | --- |
| Do you have a local non-pecuniary interest in this organisation? | Yes  No  If yes, please supply further information: |
| Do you have a disclosable pecuniary interest in this organisation? | Yes  No  If yes, please supply further information: |
| Councillor’s Signature  *I approve the release of funds shown below from my 2025/26 Locality Award for the attached project.* |  |
| Date: |  |

# Part B: for Completion by Applicant Organisation

## Organisation Details

|  |  |  |
| --- | --- | --- |
| Organisation Name: |  | |
| Contact Email Address: |  | |
| Contact Name |  | |
| Contact Position (i.e., Treasurer) |  | |
| Contact Phone Number |  | |
| Organisation Address:  *If your project is taking place in a different location to your organisation address, please provide that address instead* | |  |

## Governance

|  |  |
| --- | --- |
| Does your organisation have the following in place? (Yes or No)  *If your organisation is new to us, we will request a copy of your constitution or governing document. We reserve the right to request copies of policies.* | |
| Document | Yes or No |
| Constitution |  |
| Equal Opportunities Policy |  |
| Safeguarding Policy |  |
| Health and Safety Policy |  |

## Project Details

|  |
| --- |
| What is the project, and what will the funding be spent on?  *If there are corresponding quotes, please include with the application* |
|  |

## Community Need

|  |
| --- |
| How have you identified the need for this project? |
|  |

## Community Benefits

|  |
| --- |
| What difference will this project make to your community? |
|  |

## Project Timeline

|  |  |  |  |
| --- | --- | --- | --- |
| Estimated project start date: |  | Estimate project end date: |  |

## Costs

|  |  |  |
| --- | --- | --- |
| Please provide a breakdown of project costs  *If your application is for running costs, please detail what these are*  *If your application is for over £2,000, including contributions of smaller sums from more than one Councillor, your application must include quotes/costings.* | | |
| Cost | £ Amount | |
|  | £ | |
|  | £ | |
|  | £ | |
|  | £ | |
|  | £ | |
|  | £ | |
| Overall project cost | **£** | |
| How much are you applying for? | **£** | |
| If your application is for over £2,000, have you provided copies of accounts and costings? | |  |

## Capital Projects Only

Please only fill in this section if your project is a capital project (such as building or infrastructure works)

|  |  |
| --- | --- |
| 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 |  |
| Have you secured Planning Permission or Buildings Regulation approval? |  |

## Account Details and Declaration

|  |  |  |  |
| --- | --- | --- | --- |
| Bank Account name:  (to correspond with the organisation name above) | |  | |
| Bank Account number: |  | Sort Code: |  |

|  |  |
| --- | --- |
| Applicant Signature:  *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).* |  |
| Date: |  |

**For applicants: it is advised applications are submitted to Councillors to enable submission by Friday 23rd January 2026**

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 30th January 2026.**

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>