

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 small-scale community groups and projects or contribute towards larger projects taking place in their local area.

Budgets for 2023/24 are £2,000.00 per Member in Babergh and £7,350.00 per Member in Mid Suffolk.

Applications can be ‘pooled’ with other Members but the project must take place within the District in which the Locality Award is processed.



While Members have discretion over the use of their Locality Awards, Locality Awards are Officer delegated with applications to be submitted to, and approved by, the Communities Team.

Process

The Locality Awards application process is a two-stage application form which requires input from both the applicant organisation as well as the District Councillor.

Groups should discuss their proposal with their Councillor prior to submitting an application.

Successful applicants should 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.

All Applications

All Locality Awards applications must meet the following criteria:

What can be funded?

- Projects 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 and monies spent within 6 months of the Award being processed

What cannot be funded?

- Projects outside of the District in which the Councillor is based
- Applications smaller than £250.00
- Projects which have already been undertaken, i.e. no retrospective funding
- Revenue or running costs (room hire, energy, refreshments) of existing groups and services. Support may be available to new projects and services for start-up costs
- Individuals, homeowners or Council tenants
- Businesses
- Churches where there is no community access
- Projects that could be considered religious or political
- Insurance, licensing or legal costs, including planning applications
- Pre-application costs such as design, feasibility studies, consultations. The Award must be for a tangible project taking place, not one where Council investment is at risk should the project not take place
- 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 curriculum
- 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

Strategies

Locality Awards are provided to community projects and activity that demonstrate wide ranging community benefits, and are aligned to the Council’s following strategic priorities. [View strategic priorities.](#)

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

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
Ineligible projects:	<ul style="list-style-type: none"> - Support towards energy costs, telecommunications, and other revenue costs

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
Ineligible projects:	<ul style="list-style-type: none">- Running costs of a sports club, such as venue hire, insurance- 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
Ineligible projects:	<ul style="list-style-type: none">- NHS projects, or projects based at GP surgeries- Revenue costs associated with existing health and wellbeing groups

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
Ineligible projects:	<ul style="list-style-type: none"> - Regular maintenance of playing fields and footpaths (i.e. grass cutting, tree work)

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 - The start-up or purchase of equipment for a community magazine or newsletter - 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 - Running costs or printing costs where no additionality or community need is demonstrated

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)
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	<ul style="list-style-type: none"> - School projects where there is an environmental, health and wellbeing, or wider community benefit
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"> - The purchase of equipment for community transport groups - Support towards the provision of new routes by a community transport group - 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. - Running costs associated with Transport and Highways

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.
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Equipment

Eligible projects include:	<ul style="list-style-type: none"> - The purchase of miscellaneous or one-off items and equipment for community groups
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Food Bank

Eligible projects include:	<ul style="list-style-type: none"> - The purchase of new equipment or facilities, such as storage, for Food Banks and community pantries
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Ineligible projects:	- The purchase of food/drink
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Community Group

Eligible projects include:	<ul style="list-style-type: none"> - Support towards volunteer training - Establishment of new community groups such as pop-up community cafes
Ineligible projects:	- Parish/Town Council training