

Mid Suffolk District Council

Locality Award Application Form 2021/22



Information for Councillors and Applicants

<p>Dates</p>	<p>The deadline for completed forms to be sent to the Communities Grants Team is Friday 25th February 2022.</p> <p>Payments will be released by 31st March 2022.</p> <p>Funding should be spent within or shortly following the 2021/22 financial year. i.e. by 31st March 2022.</p>
<p>Allowance</p>	<p>Each Councillor has £7,350.00 to allocate to groups within their ward. Councillors can work together across wards to make larger contributions.</p> <p>Awards may only be allocated within Mid Suffolk district.</p> <p>The minimum award is £250.00 per application</p>
<p>Application process</p>	<p>This is a two stage application. The form must be signed by the group applying and countersigned by the Councillor</p> <p>Once the Councillor agrees the award the completed form and attachments should be forwarded to the Communities Grants team for payment. Please see form for contact details.</p>
<p>Exclusions</p>	<p>Grants cannot be awarded in the following circumstances:</p> <ul style="list-style-type: none"> • Where projects are already supported by Revenue (Core) Funding from Mid Suffolk District Council. Groups in receipt of Revenue Funding can still apply for Locality Awards providing the proposed project is clearly separate from that being revenue funded • Where groups are currently funded by other statutory authorities; i.e. Education or Social Care. • For schools, where the grant is intended for educational purpose. i.e. computers, books, buildings, fixtures or fittings, land management or purchase. However, projects may be eligible providing they can show either a wider benefit to the community or are not linked to the national curriculum (i.e. health and wellbeing). • Where funding would support political or religious activity although improvements for community use of premises may be allowable. i.e. churches, church halls. • Awards are not available for individuals. • Awards cannot be made retrospectively. Items already purchased or ordered cannot be funded by this award. • Awards cannot be made towards an existing Mid Suffolk asset or for budget transfers. • 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". • Awards cannot be made to fundraising events where the beneficiary is a regional, national, or international charity. i.e. Comic Relief, Sport Relief, the National Trust, Guide Dogs for the Blind.

Contact	Groups should discuss their proposal directly with their Councillor before making an application.
Eligibility	Applications from Not-for-profit groups must have: a current constitution, their own bank account with two unrelated signatories who reside at different addresses. These include parish and community councils, uniformed youth groups, sports groups or clubs. Applications must come from the organisation that will be the owner of the asset. Payments will be made via BACS. If the applicants bank does not accept BACS payments the award cannot be made.
MSDC Priorities for Grant Funding	All applications should meet at least one of Mid Suffolk's Priorities for Grant Funding (outlined further within this application). The applicant is required to confirm these connections as part of the assessment process.
Qualifying activities	Awards may be made for a wide range of activities including but not limited to: contribution towards installation of WiFi in rural areas; sports tournaments; sports equipment; play equipment; pavilion updates; hearing loops; defibrillators; start up lunch clubs; pop up cafes; coffee mornings; energy efficiency projects; promotion of exercise and outdoor activities in rural areas; walking leaflets; walking festivals; dance classes; exercise classes; older peoples exercise; one off celebratory events recognising national or regional events; training for volunteers; first aid; H&S safeguarding; fire safety training; group leader training; speed watch campaigns; anti-social behaviour and associated prevention activities; enhancement of local nature sites; history projects resulting in a lasting benefit for the community.
Payment of Awards	Payments will be made at any time during the period to 31st March 2022.
Advertising	A list of all Awardees will be published on the website after the scheme has closed (March 2022). This will include group name, project, and the amount.
Completion of project	Councillors are encouraged to maintain contact with the Award recipient to understand the impact and benefits of the award.
Final Account	Awardees should provide a copy of a "Final Account" after purchase of the item or at the close project.

Confirmation of Timeframe:

- 11th February 2022: Advised deadline for receipt of applications to Councillors
- 25th February 2022: Deadline for Councillors to submit forms to Communities Grants Team
- 31st March 2022: Final payments made to those awarded grants

MID SUFFOLK DISTRICT COUNCIL'S PRIORITIES FOR GRANT FUNDING

OUR MISSION STATEMENT

Enabling great communities with bright and healthy futures that everyone is proud to call home. Fostering and maintaining bonds between Babergh and Mid Suffolk District Councils and the Voluntary & Community sector in our Districts.

PRIORITIES FOR GRANT FUNDING

- Strong, thriving and connected communities improving their assets, facilities and skills.
- Environmentally sustainable communities responding to the climate emergency. Community facilities achieving a high level of energy efficiency and minimising carbon emissions where possible.
- Promoting resilient and healthy communities - curating vibrant, active and safe places which enable people to live well and take responsibility for their own wellbeing.

Applications must fulfil Mid Suffolk District Council's Corporate Plan.



MSDC Councillor Locality Awards 2021/22 Application form

Part A: for Completion by the Councillor

Councillors Name:	
Ward:	
I approve the release of funds shown below from my 2021/22 Locality Award for the attached project.	Councillors Signature:
Level of Award made - min £250	£
Date:	

Councillors - Declaration of Interest

Do you have a local non-pecuniary interest in this organisation?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please supply further information:</i>
Do you have a disclosable pecuniary interest in this organisation?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please supply further information:</i>

Description of Activity or project – Please complete here or attach the letter or emails supplied by the applicant.	
What is the overall cost of this project or activity?	£
How much is the request for?	£

Part B: for Completion by the Applicant

Applicant Group name	
Applicant address	
Your group Treasurers name and address if you are not the Treasurer	
Applicant email address	
Applicant telephone number	
Bank Account name (to correspond with the Group name above)	
Bank Account number (8 digits)	
Sort code number (6 digits)	
Comments in support of the award. (i.e. how it meets MSDC's priorities for grant funding).	
By signing this form I agree that if my bid is successful the award will be spent on the items or projects as set out in my application letter/email dated And I will supply a final account at the end of the project.	Signature of Applicant :
Date	

For applicants: it is advised applications are submitted to Councillors no later than 11th February 2021 to enable submission by 25th February 2022.

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

For Councillors: the deadline for completed forms to be sent to the Communities Grants Team is 25th February 2022.

Please send to: Josh Holmes, Grants Officer - joshua.holmes@baberghmidsuffolk.gov.uk

Data Protection Notice

Any personal information processed by Mid Suffolk 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 Mid Suffolk Council's Data Protection Policy and your right to information go to <https://www.midsuffolk.gov.uk/the-council/your-right-to-information/privacy-policy/>