

# BMSDC Grants - Communities

## Mid Suffolk District Council

2025/26 Mid Suffolk Sports Infrastructure Fund Application Form

### Sample Application Form

#### 1. Organisation Details

Before submitting an application, we recommend that organisations contact the Grants Team to confirm eligibility. Applicants are advised that projects which score under 50% on the Mid Suffolk Sports Infrastructure Fund Scoring Matrix will not be funded. All information, including contact details and the Scoring Matrix, can be found on our webpage: [Mid Suffolk District Council Funding - Mid Suffolk District Council - baberghmidsuffolk.com](https://www.baberghmidsuffolk.com)

Organisation Name			
Contact Name			
Project Name			
Organisation Address			
Is your project taking place in Mid Suffolk? (Yes or No)	<i>The Mid Suffolk Sports Infrastructure Fund is only available to projects taking place outside of Stowmarket, within Mid Suffolk</i>		
Postcode		Phone Number	
Email Address		Website	
Project Address <i>If different to the address where the organisation is based</i>			

#### 2. Organisation Status

How is your organisation constituted?

- Parish Council, Town Council or Parish Meeting
- Registered Charity or Trust
- Community Interest Company
- Community Benefit Society
- Charitable Incorporated Organisation
- Sports Club
- Other (add detail below)

Please specify from the above list:	
Charity Number, Companies House Number or Registered Trust Number if applicable	
If a Community Interest or Limited Company, is your organisation limited by shares or guarantee (please specify)	
Date of Registration	

### 3. Financial

Please provide information about previous and forecast financial year end, and enclose a copy of your accounts alongside your application.			
<i>Please note: we can only fund organisations that have bank accounts in the organisation's name with two signatories</i>			
Details	2023/24	2024/25	2025/26
Total Income	£	£	£
Total Expenditure	£	£	£
Surplus/carry forward into current financial year	£	£	£
Total Grant Aid received	£	£	£

Does your organisation have reserves (Yes or No)? If yes, please detail below			
Unrestricted	£	Restricted	£

### 4. VAT

Can you reclaim VAT?		VAT Registration Number if applicable	
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### 5. Volunteering and Staffing

How many volunteers does your organisation have?	
Will this application support additional volunteers? If so, how many?	
Approximately how many volunteering hours per week are supported by your organisation?	

How many paid staff does your organisation have?	
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## 6. Policies

Does your organisation have the following policies in place? Yes, No, or Working Towards	
Equal Opportunities	
Health and Safety	
Adult and Child Safeguarding	
Environmental	
Financial Payments	

Does your organisation serve all sectors of the community irrespective of political, religious belief, ethnic origin etc.?	
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Indicate which groups of people your organisation supports or provides a service to. Put an "X" next to as many as relevant	
Households, families and individuals with low incomes	
Older people	
Younger people	
Users of foodbanks	
Those with long-term health issues and / or disabled people	
Unpaid carers	
People from Black, Asian or other ethnic minorities	
Long-term unemployed	
Homeless people	
Refugees	
Other - <i>please specify</i> :	

## All Projects

Please fill in this section if your project is for capital or pre-project costs

## 7. Project Details

What are the existing activities or services provided by your organisation in Mid Suffolk?

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### 7.1. Project

What are you applying for funding for? Please be as specific as possible on what you will do and how you will do it

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### 7.2. New Activity

What new activities or services will be enabled by this funding?

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### 7.3. Sustainability

If your project will result in increased running costs for your facility/organisation, how will your organisation meet these costs into the future?

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## 8. Community Need

How have you identified the need for your activity or project? Please provide detail of the process you have undertaken.

### 8.1. Consultation

Who (the people and groups you have consulted with) has been involved in the creation of this project? Please detail the method of consultation which you have undertaken and share the results and findings of this consultation through a summary report.

Your application **must** include evidence of community consultation which is to be provided alongside the application form.

For more information on what we expect in terms of a meaningful community consultation, view [LINK](#)

### 8.2. Sporting Provision

What is the gap in sporting provision within Mid Suffolk which your project will address and how will your project address it?

### 8.3. Community Involvement

Describe your community and how your project fits in with existing activity and aspirations.

- How does your project support the Town or Parish Council aims as outlined via a Neighbourhood Plan, People & Place Plan, Parish Infrastructure Investment Plan?
- Has your project been developed in partnership with other organisations within your community? If so, please detail these organisations.

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## 9. Community Beneficiaries

How many people will benefit from the project you are applying for funding for, and how has this number been calculated? Please detail current users (i.e., members or players) and how this will change as a result of your project.

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### 9.1. Community Benefits

How will your community benefit from your project? For example, how does your project:

- Enable new activities within a local area?
- Encourage people to be more active?
- Empower communities to improve services for health and wellbeing?

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## 10. Mid Suffolk Sports Infrastructure Fund Priorities

The Mid Suffolk Sports Infrastructure Fund Guidance outlines the Fund's priorities. Applicants should be seeking for their project to enable one, some, or all of the below themes.

These themes are detailed in the Fund's Guidance Notes [LINK](#)

Theme	How will your project enable this?
Active People	
Active Places and Spaces	
Active Partnerships	

## 11. Outcomes and Indicators

Using the boxes below, set out up to two outcomes you hope to achieve as a result of our funding. Please use no more than 25 words to describe each one.

If your application for funding is successful, it gives us an agreed framework within which we can monitor progress.

Your outcomes should align with one or more of the above themes.

Please also provide no more than 2 progress indicators for each outcome, each of which to be described within one sentence. An indicator defines how a piece of information can be assessed or measured to show whether outcomes have been met.

Example outcomes and indicators from a range of previously successful Grant applications can be found on our website here: [example outcomes and indicators](#).

<b>Example Outcome</b>	<b>Outcome</b>	<i>Copgrove Sports Club and Community Centre are supported in providing new tennis courts for the community, enabling access for all residents.</i>
	<i>Indicator 1</i>	<i>60 people per week make use of the new courts, as measured by user data compared with previous financial years.</i>
	<i>Indicator 2</i>	<i>Users report increased wellbeing as a result of improved sports facilities, as measured by a user feedback survey in comparison with the previously delivered consultation.</i>
<b>Outcome 1</b>	<b>Outcome</b>	
	Indicator 1	
	Indicator 2	
<b>Outcome 2</b>	<b>Outcome</b>	





## 15. Additional Documentation

Please submit alongside your application form any documentation that may assist us in assessing your application. For all projects, this includes accounts. For Capital projects, this includes quotes. If a document such as a community consultation is referenced in the application, this must be submitted alongside it. Other documents you may wish to provide include but are not limited to:

- Photographs
- Community Surveys
- Parish Council or District Councillor support
- Site Plans
- Business/Project Plans
- Community Planning Documents such as Parish Infrastructure Investment Plans, Neighbourhood Plans or People & Place Plans
- Maps
- Planning Permission Notices

Have accounts been submitted alongside this application?

If applicable, have quotes been submitted alongside this application?

***If you have not been able to gather your quotes, please explain why.***

## 16. Subsidy Control (Formerly State Aid)

Babergh and Mid Suffolk District Councils will be providing this grant to your organisation as a Minimum Financial Assistance (MFA) subsidy under the Subsidy Control Act (2022).

MFA subsidy limit is £315,000 over a three-year period (including your current financial year and the previous two financial years). This means that all subsidy received by your business/organisation over the last three years, including the total requested from this grant fund, should not exceed a total of £315,000.

Has your organisation received in the last three years, or are you currently applying for, any grants or Subsidies/State Aid?

*This includes any public funded grants (including from national bodies), Mid Suffolk District Council Community Grants/CIL, National Lottery, business rate discounts, Growth Hub business support etc.*

If yes, which grants have been received?

Grant	Amount	Year
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	£	
	£	
	£	
	£	
	£	
	£	

## 17. Capital Projects Only

Please only fill in this section if your application is for capital costs (building or infrastructure works)

Please note that we need Security of Tenure to be demonstrated through Freehold or a lease of at least 10 years

### 17.1. Facilities

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	
If applicable, what is the age of the current facility?	

### 17.2. Planning and Building Control

Have you liaised with Planning and Building Control regarding your project?		If applicable, the name of the Planning Officer who has been dealing with your case	
Building Control certificate number, if applicable		Planning Permission reference number, if applicable	
Which organisation is responsible for the management of the facility?			
What is the expected life of the project once complete?			

### 17.3. Quotes

Please list project quotations received below. <b>Please note that a minimum of 2 quotes are required for each project element.</b>	
Project Element	
Supplier	Amount £

1.	
2.	
3.	
Preferred Supplier?	

Project Element	
Supplier	Amount £
1.	
2.	
3.	
Preferred Supplier?	

Project Element	
Supplier	Amount £
1.	
2.	
3.	
Preferred Supplier?	

## 18. Pre-Project Costs Projects Only

Please only fill in this section if your application includes pre-project cost elements (such as feasibility studies or architect/design costs)

Please list project quotation received (if applicable) below:	
Supplier	Amount £
1.	
2.	
3.	
Preferred Supplier?	

Have you sought pro-bono support, through an organisation such as Suffolk Pro-Help?	
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## 19. Declaration – All Projects

Please ensure that this application is signed and dated.

I confirm that the MFA threshold has not and will not be exceeded by the enterprise receiving the proposed assistance.

I declare that I am authorised to make this Grant application on behalf of the above organisation and that the information given is correct and complete.

I understand that you will use the information I have provided to assess and process the Grant application. You may check some of the information with other sources within the Council, other

Councils and Government departments. You may also get information from other organisations to make sure the information is accurate.

Has every section relevant to your project been completed?			
<i>If there is important information missing or not in the relevant section, we will not be able to accept your application</i>			
Signature		Name	
Position		Date	

### 19.1. Completed Forms

Please return the completed form by email to [BMSDCGrants@baberghmidsuffolk.gov.uk](mailto:BMSDCGrants@baberghmidsuffolk.gov.uk)

Alternatively, please return by post to the following address:

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

### 19.2. Data Protection Notice

Any personal information processed by Babergh and Mid Suffolk District Council arising from Community Grant 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 District Council's Data Protection Policy and your right to information go to <https://www.midsuffolk.gov.uk/privacy-policy1>

If you are part of the Voluntary, Community, Faith or Social Enterprise (VCFSE) sector further support is available from [Community Action Suffolk](#) (CAS) which includes:

- [Advice and Support](#): CAS provides support to help set up new community organisations and charities, as well as advice on legislation, governance, funding and management
- [Health check](#): a free to use self assessment tool which can help organisations identify strengths and weaknesses, as well as helping to prepare for submitting funding applications
- [Funding 4 Suffolk](#): search for available funding using the Funding 4 Suffolk Portal