

# **BMSDC Grants - Communities**

## **Babergh and Mid Suffolk District Councils**

### **Sustainable Communities Food Fund**

## **1. Introduction**

Babergh and Mid Suffolk District Councils offer Community Grants to organisations that deliver community support, projects or activities within the Districts. [Our Plan for Babergh](#) outlines the priorities of Babergh District Council, and the [The Mid Suffolk Plan](#) outlines the priorities of Mid Suffolk District Council. All funding awarded by the Councils aligns to one or more of our priorities.

These notes are designed to help you complete our Sustainable Communities Food Fund application forms and we suggest that you read them through fully before you complete the forms.

Details on our available Grants can be found on our website. View information on Community Grants in [Babergh](#) or [Mid Suffolk](#).

## **2. Sustainable Communities Food Fund**

### **2.1. About the Fund**

Babergh and Mid Suffolk District Councils are looking to support community food projects with capital and revenue funding, with a particular focus on community pantries, community fridges and food pop ups. The intention is to:

- Create or support sustainable, community led initiatives
- Improve access to affordable, quality food
- Ensure the re-distribution of food waste or food surplus, thereby reducing the environmental impact of food production
- Create quality opportunities for community members of all ages to learn new skills and build confidence
- Enable community food projects to be opportunities for 'warm handovers' and the sharing of support around prevalent issues such as social isolation, diet and nutrition, money management and employment issues
- Address food insecurity

### **2.2. Fund Details**

£140,000 of funding is available across Babergh and Mid Suffolk, with £70,000 available in each District.

Between £250 and £5,000 can be applied for. Match funding is not required, and up to 100% of project costs can be supported.

Applications will be assessed on a first come, first serve basis. The deadline for applications is 31<sup>st</sup> March 2027, though the Fund may close for applications prior to that point should funding be fully allocated.



Funding must be spent within 8 months of the grant being awarded. Proof of expenditure e.g. invoices and receipts must be submitted to the Grants Team.

### 2.3. Eligible Projects

Eligible projects include, but are not limited to:

- Purchase of tools or equipment which will help with the preparation, storage and preservation of food e.g. white goods, food storage equipment, kitchen equipment
- Purchase of equipment to assist with community food growing schemes
- Purchase of equipment to assist with project administration/volunteer management e.g. laptop, scanner
- Tools for allotment project to supply local after school food club
- Cooking equipment to transform near-end-of-life food supplies into other products to reduce food waste
- Credit/debit card payment machine to allow card payment (including acceptance of Healthy Start vouchers)
- Course materials (cooking equipment, lunch boxes)
- Costs associated with delivering upskilling sessions/course to clients, staff or volunteers (venue hire costs, course application costs, training materials, refreshments for specific activities and events)
- Web hosting costs to allow project to promote its work, increase visibility, accept online donations etc
- Items to support income generation
- Advertising/marketing costs to recruit new volunteers

### 2.4. Ineligible Projects

Direct purchase of food supplies and other perishables for ongoing food provision projects. If you need guidance on where to access food supplies for your organisation please contact the [Community Action Suffolk Food Officer Team](#) who will be able to support you.

### 2.5. Funding Priorities

Projects must address food insecurity within communities, and should be measurable through impact reports and case studies at the end of your project.

Applicants should be seeking for their project to enable one, some or all of the following themes.

- Supporting organisations to become more self-sufficient, sustainable and resilient for the future
- Streamlining processes and ways of working to become more efficient
- Supporting clients out of hardship
- Improving skills and knowledge in the community to support themselves
- Creating local solutions to improve food supply and logistics
- Increasing opportunities to offer a broader range of local, nutritious and culturally and dietary appropriate food

Should your application be successful, you will be required to evidence how your project has aligned to the priorities selected in your application.

## 3. Terms and Conditions

### 3.1. Who can Apply?

Applications for grants will only be considered from constituted Voluntary, Community, Faith and Social Enterprise (VCFSE) organisations which:

- Provide a service for the benefit of Babergh and/or Mid Suffolk residents
- Are capable of obtaining from its own funds or other sources sufficient funding to cover the total project costs
- Are financially viable, as evidenced by audited or independently examined accounts.
- Have Safeguarding, Health and Safety, and Equal Opportunities policies for employees, volunteers and attendees. If not, the development of these through Community Action Suffolk would be a condition of any offer: [Governance and Organisation Development - Community Action Suffolk](#)
- Provide services which align with the Council's priorities, do not duplicate services already being provided/grant aided, and will meet proven identified needs. Organisations must be place-based and already be providing a service to residents of Babergh or Mid Suffolk.

### 3.2. Businesses

There is a portion of funding available to micro and small food-related businesses. Businesses will be assessed on a case-by-case basis and must demonstrate as part of their application, evidence that their project will be community based and demonstrate social value.

Businesses will be considered if the grant is being accessed to support them with increasing their community outreach with a focus on a ['good food movement'](#) or ['healthy food for all'](#). For example, a small food business such as a market garden wanting to expand to do community workshops.

### 3.3. Community Action Suffolk (CAS)

All applicants must consult with Food Officers from Community Action Suffolk prior to applying for the funding - CAS Food Officers are integral to the development of bids coming forward and no bids will be considered which have not had prior involvement with the relevant Food Officer.

Applicants must include all project costs and, if project costs exceed the amount applied for, details of the total funding package must be included.

### 3.4. VAT, Costs and Funding Package

Applicants must include all project costs and, if project costs exceed the amount applied for, details of the total funding package must be included.

If your organisation is registered for and can reclaim VAT, any Grant awarded will be exclusive of VAT. If your organisation is unable to reclaim VAT, Grants awarded will be inclusive of VAT.

## 4. Process

### 4.1. Pre-Application

Applicants may wish to have pre-application discussions with the Grants Team. This can be started with a Grant Enquiry Form or an email enquiry to the Grants Inbox. Site visits to prospective projects may also be available.

### 4.2. Application Process

Application forms can be found on each District Councils' Community Grants webpage: [Babergh](#) or [Mid Suffolk](#)

Completed grant applications are to be emailed to: [BMSDCGrants@baberghmidsuffolk.gov.uk](mailto:BMSDCGrants@baberghmidsuffolk.gov.uk) by no later than the **31<sup>st</sup> March 2027**.

Each completed application form to be accompanied by a copy of latest accounts and (if a capital project) a minimum of 2 quotes for any proposed works, or a valid reason if a single quote is provided. Copies of Policies (Equal Opportunities, Health & Safety, Child and Adult Safeguarding) should also be linked to, or provided.

#### **4.3. Offer Letters**

Successful applicants will receive an offer letter setting out conditions, outcomes and the period during which the service/project needs to be completed and the grant offer claimed. Offers are valid for **4 weeks**, and after this period the offer will expire.

If any service/project fails to meet any of the conditions contained in the grant offer letter or the agreed targets/outputs, then consideration will be given to the grant offer being withdrawn and any grant monies already paid being recovered together with any interest applicable.

#### **4.4. Post-Award**

The application form asks applicants to create one outcome for their project and two indicators to show how the outcome will be met. Successful applicants will be sent a monitoring form alongside their offer asking for reporting on the outcome up to 6 months after being awarded funding. Capital projects will need to submit receipts or invoices relating to capital purchases to the Grants Team.

As this funding has been provided by the UK Government, acknowledgment of such is expected in any promotion or publicity of the project, in line with UK Government branding guidelines.

## **5. Additional Information**

### **5.1. Community Action Suffolk Contacts**

**Website:** [Suffolk Community Food Team - Community Action Suffolk](#)

**Email:** [Jessica Filby](mailto:Jessica.Filby), Community Food Partnership Officer

### **5.2. Contact**

If you have any queries, would like more information or would like to discuss a potential project and funding application, please email the Grants Team at [BMSDCGrants@baberghmidsuffolk.gov.uk](mailto:BMSDCGrants@baberghmidsuffolk.gov.uk).