

BMSDC Grants - Communities

Mid Suffolk District Council

Port One Legacy Biodiversity Enhancement Fund (POLBEF)

Guidance Notes

Fund Details

This funding has been secured through S106 of the Town & Country Planning Act 1990 following an offer from Port One in Great Blakenham to create an annual fund of £7,500 (+3% annual compound inflation payment) for the lifetime of the Port One Development.

The Fund is available to apply for within the parishes of Barham, Bramford, Claydon, Great Blakenham, and Little Blakenham only.

Fund Priorities

Voluntary, Community, Faith and Social Enterprise (VCFSE) organisations are able to apply towards projects or initiatives that encompass one or more of the following priorities:

- a) Ecological improvements to enhance biodiversity such as rewilding, wildlife meadow restoration or wildflower planting including within churchyards.
- b) Management of trees and woodland or native tree/hedgerow planting in areas smaller than 1 hectare.
- c) Management, creation or restoration of ponds, wetlands or reedbeds.
- d) Improvements to wildlife habitats and provision of wildlife boxes.
- e) Creation of community orchards, gardens and community-led tree nurseries
- f) Education projects to improve knowledge of wildlife and biodiversity such as info boards, newsletters or community engagement activities.
- g) Children and young people biodiversity projects - funding for projects that engage children and young people in biodiversity and conservation
- h) Making grey spaces green – creating space for plants and wildlife
- i) creation of community composting schemes that include an education element on using household waste to improve soil conditions.
- j) Pollinator schemes such as creation of community apiaries or education projects around pollinators e.g., community workshops, interactive planting sessions to create pollinator corridors, community events, etc.

Fund Criteria

The Port One Legacy Biodiversity Enhancement Fund seeks to support local communities and organisations operating within the five Parishes of Mid Suffolk as defined above.

The financial support will help with the delivery of local initiatives and activities that enhance biodiversity in the locality.

Port One Legacy Biodiversity Enhancement Fund applications can be revenue or capital up to 100% of total project costs (up to a maximum grant of £3,750).

Applicants can only make one application to the Port One Legacy Biodiversity Enhancement Fund per group of beneficiaries they support but can apply to other grants for the same project or activity.

Projects or activities need to clearly evidence their need for support and should be able to evidence community consultation or engagement. Projects need to be able to demonstrate

that they contribute towards [MSDC's Biodiversity Action Plan](#), and that they contribute towards the priorities outlined in the [Mid Suffolk Plan](#).

We are keen to support projects which link to the [Local Nature Recovery Strategy](#). The mapping feature may be a useful tool to help identify potential areas to improve biodiversity. For an informal conversation about your project idea please contact the biodiversity team at: biodiversity@baberghmidsuffolk.gov.uk.

Project sustainability must be described within the project application – how will the project be maintained going forwards, what provision is in place for the future if the project group changes or is dissolved, etc.

Grant Allocation

There will ordinarily be two application windows per year, closing at the end of June and end of September:

- ❖ Window 1 opens 1 April and closes 30 June
- ❖ Window 2 opens 1 September and closes 30 September

Applications will be assessed two times a year by a Grant Panel (consisting of 1 representative from each of the 5 Parish Councils within the Fund Area, 2 Mid Suffolk District Council representatives and 1 representative from Port One). Timetable as follows:

2026/27:

| Round 1 | | Round 2 | |
|-----------------------|--|-----------------------|---|
| Applications Accepted | Between 1 st and 30 th June 2026 | Applications Accepted | Between 1 st and 30 th September 2026 |
| Grant Panel | TBC | Grant Panel | 20 th October 2026, 15:00-17:00 |

Application Process

Completed grant applications to be emailed to: BMSDCGrants@baberghmidsuffolk.gov.uk by no later than the dates specified above for each funding window.

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. Valid reasons may include situations where a charity can offer resources at a much lower cost than a commercial organisation.

Grant Offers

Successful applicants will receive an offer letter setting out any special 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.

Payment

The payment process differs per Grant. For capital projects, no payments will be released until copy invoices/receipts are produced and may be calculated on a percentage basis of the invoices provided as per stated in the offer letter. Revenue projects will be paid on receipt of a signed grant offer acceptance.

