

Information for Councillors and Applicants

<p>Dates</p>	<p>The launch date is 21st June 2019.</p> <p>The closing date for receipt of applications to Councillors is 31st December 2019.</p> <p>The deadline for completed forms to be sent to the Communities Grants Team is 31 January 2020</p> <p>Payments will be released by 28th February 2020.</p> <p>Funding should be spent within the 2019/20 financial year. i.e. by 31st March 2020.</p>
<p>Launch</p>	<p>The initial announcement of the launch will be made through the Communications team to coincide with Suffolk Day on 21 June 2019.</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 area.</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 groups are already in receipt of Revenue (Core) Funding from Mid Suffolk District Council. • 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, before and after school clubs may be eligible providing they can show wider benefit to the community, are delivered on a voluntary basis, and are not curricular activities. • 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 Strategic Priorities	All applications should meet at least one of Mid Suffolk's strategic priorities (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 can be made at any time during the period 1st July 2019 to 28th February 2020.
Advertising	A list of all Awardees will be published on the website after the scheme has closed (March 2020). 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:

21 st June 2019:	Launch
31 st December 2019	Deadline for receipt of applications to Councillors
31 st January 2020	Deadline for Councillors to submit forms to Communities Grants Team
28 February 2020	Final payments made to those awarded grants
April/May 2020	List of Awardees published on website.

MID SUFFOLK DISTRICT COUNCIL'S STRATEGIC PRIORITIES

Applications will only be considered where they satisfy the following headline objectives and outcomes:

Safe, Strong and Healthy Communities

Encourage and support individuals and communities to be self-sufficient, strong, healthy and safe.

Outcomes

- Vibrant, healthy, sustainable and resilient communities maximising their skills and assets.
- Individuals and communities taking responsibility for their own health, wellbeing, fitness and lifestyles.
- Communities feel safer and there are low levels of crime.
- Communities are better connected and have a strong and productive relationship with Mid Suffolk District Council.

Housing

Ensure that there are enough good quality, environmentally efficient and cost effective homes with the appropriate tenures and in the right locations.

Outcomes

- That the supply of housing meets the needs and demands of all and supports diverse vibrant communities.
- Appropriate amenities and infrastructure for core villages acting as hubs for their surrounding areas.
- A high standard of housing that is energy efficient, accessible, of good quality, in the right locations and with the right tenures.
- People are able to move more readily and have the choice and ability to access appropriate housing.

Economy and Environment

Lead and shape the local economy by promoting and helping to deliver sustainable economic growth which is balanced with respect for wildlife, heritage and the natural and built environment.

Outcomes

- Strong and productive relationships with business, visitors and partners are established
- Investment is secured and employment opportunities are developed through existing and new business including the delivery of more high value jobs.

- Local skills provision is more aligned to the local economy with our education and training equipping people for work
- Key strategic sites are developed and an infrastructure is in place that delivers economic advantage to existing and new business.
- The natural and built environment and our heritage and wildlife are balanced with growth.
- Our market towns are accessible and sustainable vibrant local and regional centres.
- Growth achieved in the key sectors of food, drink, agriculture, tourism, advanced manufacturing (engineering), logistics and energy sectors of the local economy.
- Potential from the green economy is maximised, for homes and businesses
- Our environment is more resilient to climate change and flooding, water loss and emissions are reduced.
- A cleaner, safer and healthier environment is delivered providing a good quality of life for residents and visitors.

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/>

MSDC Councillor Locality Awards 2019/20 Application form

Part A: for Completion by the Councillor

Councillors Name:	
Ward:	
I approve the release of funds shown below from my 2019/20 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?	£
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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 strategic priorities).	
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	Signature of Applicant :

end of the project.	
Date	

For applicants: the deadline for final applications to be submitted to your Councillor is 31st December 2019

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 31 January 2020

Please send to: Josh Holmes, Communities Team, Endeavour House, 8 Russell Road, Ipswich, Suffolk, IP1 2BX or email joshua.holmes@baberghmidsuffolk.gov.uk