



Guidance Notes

Suffolk Coastal Revenue Grant

Introduction

Thank you for your interest in the Suffolk Coastal Revenue Grant. The following guidance notes are intended to help you to complete the application form. Please read these notes carefully, and if you are not sure of anything, or have any questions, please call Chrissie Roberts on 01394 444626. Alternatively, please speak to the officer most relevant to your project.

General Grant Enquiries: Chrissie Roberts (01394) 444626

Officers:

| | |
|--|---|
| Catherine Thornber: Economic Development & Regeneration | (01394) 444472 |
| John Davies: Countryside & Open Space Manager | (01394) 444602 |
| Julia Catterwell: Community Safety | 07768 817607 |
| Daniel King: Sports Development Officer (and Arts related applications) | (01394) 444318 |
| Jennie Catling: Outdoor Playspace | (01394) 444321 (Tues, Weds, Thurs only) |

The Suffolk Coastal Revenue Grant is intended to give financial assistance to local projects which benefit the community. Whilst these grants are largely for short-term funding they can be used for:

- a) A specific project
- b) Start-up costs
- c) An extension of existing services
- d) Core running costs.

First Steps

The first thing you should do when applying for a Suffolk Coastal Revenue Grant is to read these guidance notes. Hopefully, you will have a firm outline of your idea already and have planned how you imagine the project will take shape.

The following criteria will be used when scoring your application form. If you do not meet the following criteria, your application is not likely to succeed:

1. You must answer all the questions in the main application form.
2. You must contact a relevant Officer at the Council to discuss your application prior to submission. (You may also wish to contact your local Ward Councillor to discuss your project and for help with completing the form.)
3. You should not apply for retrospective funding. (This means you should not claim funding for anything that has already started or been paid for.)
4. You must have the support of the Town or Parish Council.
5. Funding cannot be used for commercial schemes intended for financial profit. (*Social enterprises are excluded from this, as the profit will be reinvested in the community.*)
6. You must include a copy of your organisation's constitution and/or membership rules.
7. You must include your bank details/an up to date statement of accounts.
8. You must show that your project meets the Council's objectives.
9. You must include all relevant additional documents (eg Child Protection Policies etc).
10. You must sign and date your form.

You should have:-

- a clear project plan;
- estimated costs;
- timetable of events.

Once you are happy with your completed application form, please submit the form to the name and address printed in the back of this booklet. Your application will be evaluated by the Grants Task Group.

What is the Grants Task Group?

The Grants Task Group is a body of elected members who meet once a year to discuss Revenue Grant Applications and make a recommendation to approve or refuse a grant. These recommendations are then given to the Portfolio Holder for Rural Issues, who will make the final decision.

Eligibility

You are eligible to apply for the Suffolk Coastal Revenue Grant if you are a:

- Parish/Town Council
- Voluntary Organisation
- Community Partnership
- Village Hall/Recreational Ground Committee
- Residents' Association
- Charity

You are not eligible if you are a:

- Private Club with restricted membership
- Religious Group/Faith Group.

Criteria

Your application will be marked against two types of criteria. 'Core Questions' (the ones in bold type on your form) and 'Score Questions'. Core Questions are extremely important, and, if you fail to supply the information or your project does not meet the criteria, your application will be seriously jeopardised. 'Score Questions' are used to measure your application against the Council's objectives. The higher your score, the more likely you are to receive a grant!

What Will Happen To Your Form?

Once you have posted your application form, it will be marked against a set of criteria. Also, any extra documents that you may have been asked to supply will be checked.

The marked application form will then be sent to the Officer with whom you discussed your project to check that the form and the marking truly reflects what you are trying to do. A summary of the scores that your application received and an outline of your project will then be discussed at the next meeting of the Grants Task Group.

Once a decision has been made, you will be notified of the result within 3 weeks. The decision is normally published on the Suffolk Coastal Website within 2 weeks of the decision being made, so in some cases, it will be available on the Internet prior to the receipt of a formal letter.

What Will Happen If You Are Offered A Grant?

If you are successful in being awarded a grant, you will be notified within 3 weeks of the decision being made. You will also be asked to supply details of the launch date for your project.

Once you have received notification of the grant award, the grant will be sent to you as soon as possible thereafter.

After one year you will receive a monitoring form. This is to help us evaluate the grant process and to keep it as efficient as possible. For projects that take a significant amount of time, you may be contacted more than once.

The decision of Suffolk Coastal District Council is final.

What Will Happen If Your Application Is Refused?

If your application is unsuccessful, you will still be notified within 3 weeks of the decision. If you have any questions about this, please contact Chrissie Roberts on 01394 444626.

If you would like to reassess your project and discuss other options for funding or ways to adjust aspects of the project content, please contact the Officer you made initial contact with. Please refer to the list of contact numbers.

Please Return Your Form To:

Chrissie Roberts
Regulatory Services Business Manager
Suffolk Coastal District Council
Melton Hill
WOODBIDGE
Suffolk
IP12 1AU

Deadlines

The latest deadlines are as follows:

Deadline for applications: 31 January 2012

Date of Decision: April 2012

This page highlights the Council's priorities for this year.

1. Develop a Safe and Healthy Community with Access to Leisure Opportunities

- a) Support the development of opportunities to engage in leisure and cultural activities
- b) Work with the Police and other partners to reduce anti-social behaviour, the fear of crime, and to maintain the low crime rate.
- c) Continue to provide a healthy and safe environment for the community.

2. Meet Housing Needs

- a) Achieve a balanced supply of appropriate housing to meet identified needs.
- b) Continued emphasis on the prevention of homelessness.

3. Support our Economy

- a) Support economic development and recovery with a focus on key sectors.
- b) Lead and support regeneration initiatives.

4. Protect and Enhance the Environment

- a) Protect and enhance both the natural and the built environment and maintain quality of life.
- b) Work with local communities to ensure our services enhance their local environment.
- c) Ensure the principles of sustainability are promoted widely and guide Suffolk Coastal in its decision making

5. Cross-cutting Issues

- Young people
- Older people
- Equality & diversity
- Access to services
- Green issues

APPENDIX B

Equal Opportunities Monitoring (Optional)

You do not have to complete this section, but we would be very grateful if you would, as this will help us to monitor the grants system and analyse the applications that we receive.

1. Please tick the box that best describes the ethnic mix of your organisation.

| | | | |
|------------------------------------|--------------------------|--------------------------------|--------------------------|
| Completely white British | <input type="checkbox"/> | Mostly white British | <input type="checkbox"/> |
| Completely white Irish | <input type="checkbox"/> | Mostly white Irish | <input type="checkbox"/> |
| Completely Asian or British Asian | <input type="checkbox"/> | Mostly Asian or British Asian | <input type="checkbox"/> |
| Completely Black or British Black | <input type="checkbox"/> | Mostly Black or British Black | <input type="checkbox"/> |
| Completely Chinese | <input type="checkbox"/> | Mostly Chinese | <input type="checkbox"/> |
| Completely Other Ethnic background | <input type="checkbox"/> | Mostly Other Ethnic background | <input type="checkbox"/> |
| A mixture of Ethnic backgrounds | <input type="checkbox"/> | | |

2. Do any members of your group consider themselves to have a disability?

Yes / No

If 'yes', please state how many

3. What percentage of your organisation is:

a. Female %

b. Male %

This can be an estimate if you do not have access to exact numbers.

4. In years, which age range best represents your organisation:

| | | | | | |
|----------|--------------------------|---------|--------------------------|-----------------|--------------------------|
| Under 20 | <input type="checkbox"/> | 25 – 44 | <input type="checkbox"/> | 60 + | <input type="checkbox"/> |
| 20 – 24 | <input type="checkbox"/> | 45 – 60 | <input type="checkbox"/> | Mixture of ages | <input type="checkbox"/> |