

Thriving Communities Fund Application Form Guidance Notes

Please note that to achieve maximum functionality from the application it is best completed using Microsoft Edge.

Section 1. Organisation details

Question	Guidance
Organisation details	Complete the details for your organisation including your website address and links to social media such as Facebook, Instagram, X.
Type of organisation	Select the type of organisation from the dropdown and use the adjacent text both to enter: <ul style="list-style-type: none"> • your type if a social enterprise • the name of the larger charity if you are a branch • company number (if applicable) • charity number (if applicable) • type (if you have selected other)
1.1 Which fund are you applying for?	Tick one box next to the relevant option. The same organisation cannot apply to both funds even if the projects are different.
1.2 What is the total amount of the funding request?	Enter the exact amount of funding you are requesting. Although organisations can apply for this level of funding, the council retains its discretion to take each application on its merits and may grant a smaller amount
1.3 Which local authority area(s) does your organisation currently work in?	Select from the options given in the dropdown menu. Please select all if your organisation works across the whole of Suffolk
1.4 Which West Suffolk Council officers or councillors have you already engaged with?	Select from the options given in the drop down menu. If you have not engaged with either a councillor or officer, please use the links to find out who you need to contact to discuss your application.

Section 2. Project details

2.1 Name or title of project	
2.2 What will the project deliver?	Limit of 500 characters. Provide a summary of the project.

2.3 Which of the Thriving Communities actions does your project meet?	Tick the box next to the relevant actions. more detail can be found in the document West Suffolk Council Strategic Priorities 2024 - 2028
2.4 How does the project meet the criteria?	Limit of 500 characters. Review West Suffolk Council Strategic Priorities 2024 - 2028 paying particular regard to environmental ambitions.
2.5 Please estimate many people will benefit from your project on annual basis, and how?	Limit of 500 characters. Provide an estimated number and an explanation as to how this number will benefit.
2.6 What evidence do you have that there is a need for this project?	Limit of 500 characters.
2.7 What other organisations are you currently working with or planning to work with on this project?	Advise us of all other organisations that you are in contact with. If your project involves food or food safety it is advisable to contact Liz Evans, Community Food Partnership Officer: elizabeth.evans@communityactionsuffolk.org.uk
2.8 What role, if any have users and/or the community had in developing this project?	Limit of 500 characters.
2.9 What are the expected outcomes of the project and how will these be evaluated and evidenced?	Limit of 500 characters.
2.10 Is this funding part of an ongoing project?	Select either yes or no and provide details.
2.11 For what period will our funding be used?	Enter the start and end dates in the boxes provided.
2.12 What is the expected legacy of the project after the end of the grant period?	Limit of 350 characters. Explain what benefits are expected to continue beyond the funding of the project.
2.13 How will you ensure the project is accessible to all relevant individuals and groups, particularly with regards to equality and inclusion legislation?	Limit of 350 characters. For more guidance visit GOV.UK - Discrimination: your rights: Types of discrimination ('protected characteristics')

Section 3. Financial details

3.1 Breakdown of costs	These costs should only relate to the project that the funding is being applied for.
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	<p>Delivery staff costs – the total should reflect the costs of all staff directly involved in the project</p> <p>Support staff costs – the total for other staff involved with the project but who are not included in the above. This includes any apportioned costs for senior management such as CEO or CFO.</p> <p>Operational costs – for example equipment, resources, and materials.</p> <p>Overhead costs – for example, rent of premises.</p> <p>Capital costs – for example, equipment costs.</p> <p>Publicity and marketing costs – for example leaflet distribution and posters.</p> <p>Volunteer costs – examples could include mileage and refreshment costs. This excludes the cost of hours worked which is covered in a later section.</p> <p>Use the blank spaces to detail any other costs you have.</p>
3.2 Breakdown of funding	<p>Use the blank spaces to detail any other funding you have received. Including from West Suffolk Council, or any other local council.</p> <p>It is expected that West Suffolk Council is not the sole funder of any project.</p> <p>The total amount of funding should not exceed the total costs in section 3.1</p>
3.3 Breakdown of funding applied for	<p>Use the blank boxes to detail any other matched funding the project has applied for but has not yet been granted.</p> <p>Please include the expected decision date in the notes section of the form.</p>
3.4 Breakdown of unsuccessful funding requests	<p>Use the blank boxes to detail any other matched funding the project has applied for but not been granted.</p> <p>This information only needs to cover unsuccessful funding for the previous 12 months relating to the project.</p>
3.5 Breakdown of in-kind receipts	<p>Use the blank spaces to detail any in kind receipts.</p>

	In addition to volunteer labour and time in kind receipts can include donated goods and services. These should be calculated either on a hourly rate or at the price you would pay if they were not donated
3.6 What was your organisation's total income for the last financial year?	Provide a financial figure.
3.7 What was your organisation's total expenditure for the last financial year?	Provide a financial figure.
3.8 What are your organisation's current unrestricted reserves or savings?	Provide a financial figure.
3.9 Please indicate below any ringfenced funding from your reserves so we can discount any restricted reserves	If you have any monies set aside for a specific purpose, please include these in this section.
3.10 Does your organisation have more than six months running costs?	Tick either the yes or no option.
3.11 If West Suffolk Council offered a proportion of the project costs what would happen?	Limit of 350 characters. A Families and Communities officer will contact you to discuss your response to this question.

Please note that after this section there is a link to an online form which must be completed, information on the information required in this form can be found below.

Your organisation's bank details	If your application is successful, we will make payment direct into your bank account via BACS. Please make sure that your sort code and account number are entered correctly. Payments must be paid into a business bank account.
Your organisation's independent referees	You must provide us with details of two independent referees. Your referee must be a person with a professional or public position whose status we can check. They must be completely independent of your organisation but be knowledgeable about its operation and know about the project for which you are requesting funds
Supplementary documents checklist	The following documents need to be emailed to us with your completed application:

	<ul style="list-style-type: none"> • constitution or signed set of rules • last year's annual accounts or financial statement signed by your treasurer • copies of written quotes or catalogue pages, if asking us to fund equipment • insurance details • equal opportunities policy, signed by your management committee • child protection policy, if applicable, signed by your management committee • vulnerable adults policy, if applicable, signed by your management committee • documentation as proof, the applicant organisation is a 'start-up' trading within the first three months of business <p>You will also be expected to confirm:</p> <ul style="list-style-type: none"> • you are not indebted to the council through Council Tax, business rates, BID levies, commercial waste, planning or rents • if you are in receipt of any other grants issued from West Suffolk Council • if you are subject to any enforcement action from West Suffolk Council • if you are subject to any enforcement action from West Suffolk Council
Declaration	This must be signed by someone with a position of authority within the organisation.

Once your application has been completed, please email it, along with any information to support your application to thrivingcommunitiesfund@westsuffolk.gov.uk