

## Area Committee Funding Guidelines

### What are Area Committees?

Area Committees were introduced by Ipswich Borough Council to give the public greater opportunity to influence Council decision-making and contribute towards positive changes in the community.

Ipswich is divided into five areas; each of these is split into wards. Each ward has three elected Councillors who represent the residents in that area. Councillors work alongside and on behalf of; residents, businesses, project groups and community organisations to identify improvements necessary in the area and allocate funding, where appropriate, via public Area Committee meetings.

Local organisations in Ipswich are well positioned to highlight issues that may require attention or improvement and Area Committees are keen to work in partnership with project groups and community organisations, to meet the needs of local people and to deliver the best projects and services possible.

### Who and what we fund

- Voluntary groups and charitable organisations including Community Interest Companies, social enterprises, non-statutory services and not-for-profit registered companies operating within the borough of Ipswich
- Projects/services that address at least one of the priorities outlined in the relevant Area [Action Plan](#) AND benefit a significant number of local people living in one of the five Areas of Ipswich.

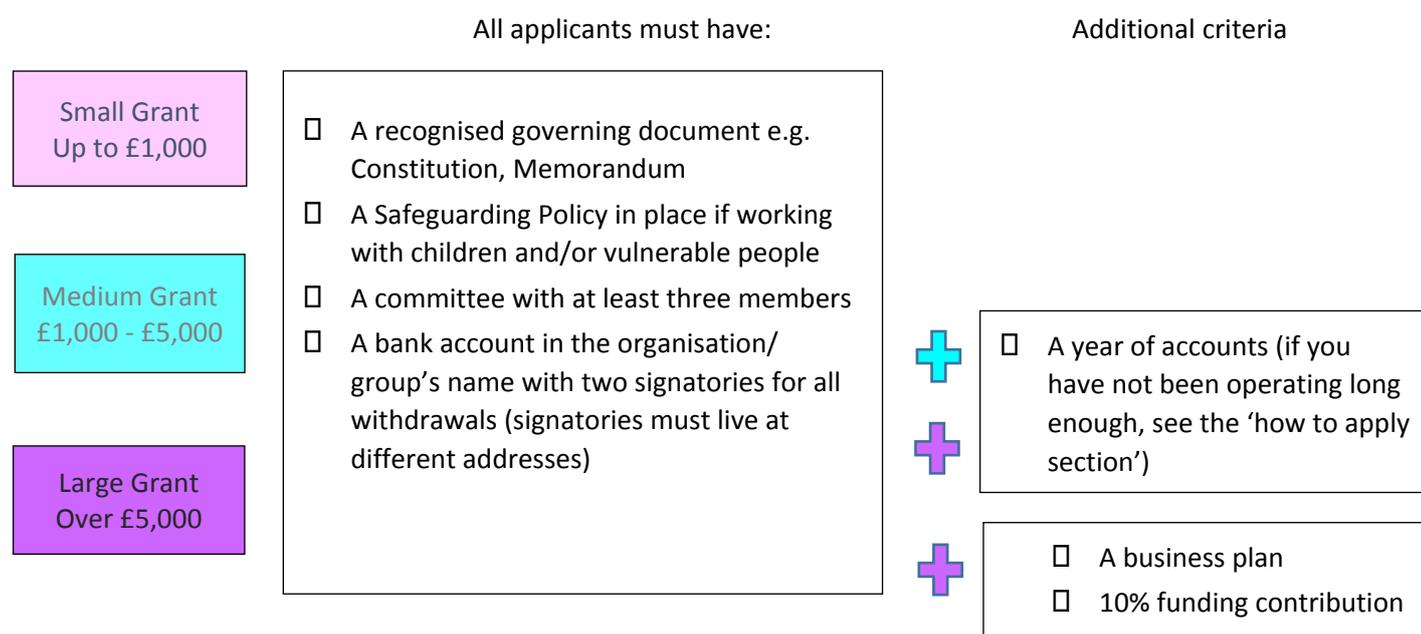
### What we do not fund

- Individuals – directly or through a third party
- Projects not predominantly benefiting people living in the borough of Ipswich
- National charities or Non-Governmental Organisations and those registered outside the UK
- Direct replacement of statutory obligation/public funding
- Universities, further education colleges and independent schools
- Organisations with significant unrestricted financial reserves i.e. not more than the value of 6 months core costs
- Grant making organisations
- Contribution to an endowment fund, deficit funding or the repayment of loans
- Religious or political causes
- Overseas travel/exploratory expeditions
- Sponsorship or fundraising events to be redistributed to other causes

- Medical research
- Repairs/improvements to buildings where the lease has less than five years to run except at the discretion of the Area Committee
- Retrospective grants
- Fees for professional fundraisers

### Our funding

There are three levels of grant available through Area Committees, each with associated eligibility criteria;



### Types of projects

- In the main, grant funding will aim to:
  - Promote health and wellbeing
  - Tackle disadvantage
  - Support local solutions to meet local needs
  - Promote community cohesion
  - Develop sustainable and supportive communities
  - Make Ipswich a cleaner, more attractive and sustainable place
- Funding will be awarded for projects/services that specifically contribute to the relevant Area [Action Plan](#) and at least one corresponding priority
- All project applications must show that they comply with the principles laid out in the [Equality Act 2010](#) and taken reasonable steps to minimise the environmental impact of the project.

### How to apply

- Please read these Guidelines and appropriate Area [Action Plan](#) to ensure that you understand what the Area Committee funding criteria are and if your project fits.
- Contact the relevant Ward Councillor to talk through your project
- Complete and submit the online application form found on the Council's website [Note: the link will be added here when the guidelines are published on the website]
- Provide the necessary proof of eligibility as referred to under 'Our funding'. These can be submitted as attachments with your application. (If your organisation has not been operating long enough to provide a year's accounts, a copy of your management accounts and a photocopy of your latest bank statement must be provided)
- Please DO NOT send any additional information not requested in the application
- Applications can be submitted at any time

### Queries

If you require any further guidance or advice prior to making your application, please contact a member of the Community Engagement Team:

Communities@ipswich.gov.uk  
01473 432224  
01473 432226

### What happens to your application?

- You will receive an acknowledgement of your online application within 24 hours of receipt
- We may contact you if we require any further information or clarification
- The application process is in two stages:

#### **Stage 1.**

Applications are checked and reviewed against eligibility criteria to ensure that they are in line with the priorities of the relevant Area Committee and the Council. The following undertake this process:

- Area Committee Chair
- Portfolio Holder
- Head of Service
- Community Engagement Officer
- Legal and Finance Officers
- Chief Operating Officer (large grants only)

#### **Stage 2.**

Applications that have successfully completed stage 1 will be considered and decided by the Area Committee at a public meeting. Applicants will be expected to present their project at the meeting, answering any questions put to them.

The decision of the Area Committee will be final and given at the meeting.

- All Area Committees currently meet in June, July, September, November, January and March. Wherever possible applications will be taken to the next available Area Committee meeting however we cannot guarantee that any application will go to a particular meeting; it will depend on the number of applications already being considered, the time we need to make a Stage 1 assessment of your application and the amount of funds available at the time.
- The process from application to Area Committee takes approximately 12 weeks on average.

### Payment of funding

- Grants are paid by BACS within a month of the decision by the Area Committee. It is expected that the project and spending will commence within 3 months of payment.
- Capital projects will be required to provide receipts of purchases over £100 with the relevant reports detailed below.
- All small and medium grants recipients must send a progress report 6 months after payment and a final monitoring report at the end of the project.
- Large grants recipients must provide a progress report on a quarterly basis throughout the duration of the project and a final monitoring report at the end of the project.
- You may also be required to provide verbal feedback or give a visual presentation to the Area Committee where funding was granted.
- Grants are expected to be fully spent within 12 months of payment unless otherwise agreed.
- If there is a delay to a project, it is essential that you make contact with the Community Engagement Team as soon as possible.

### Applying again

- Area Committee funding must not be viewed as a regular funding source, it is therefore expected that applicants will not reapply for a small or medium grant within 2 years of receiving grant funding for the same or similar project
- Large Grant applicants are advised to wait 3 years before making another application for the same or similar project
- There is no guarantee that a further application will lead to a grant

### Facts

- In 2017/18, the Area Committees approved funding towards 38 projects at a total amount of just under £200,000
- The average grant approved by the Area Committees in 2017/18 was around £2,500
- In 2017/18, applicants secured over £650,000 in part-funding from other sources towards projects also supported by the Area Committees