

Appendix 1

Area Committee Funding Guidelines for Applicants

What are Area Committees?

Area Committees were introduced by Ipswich Borough Council to give the public & residents of Ipswich 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, projects 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

Area Committee funding aims to support 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 or more of the five Areas of Ipswich. In the main, types of projects we fund 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.

What we do not fund

Grant funding is for project-specific costs only and cannot be used for core costs. The definition for core funding is any central core costs that are not directly applicable to delivering work and therefore deemed essential running costs for the organisation. For example, start-up costs, salaries, rent, general office costs, accountancy, and governance costs, any of which are applicable towards general operation of the organisation. Similar costs that are project-specific would be considered.

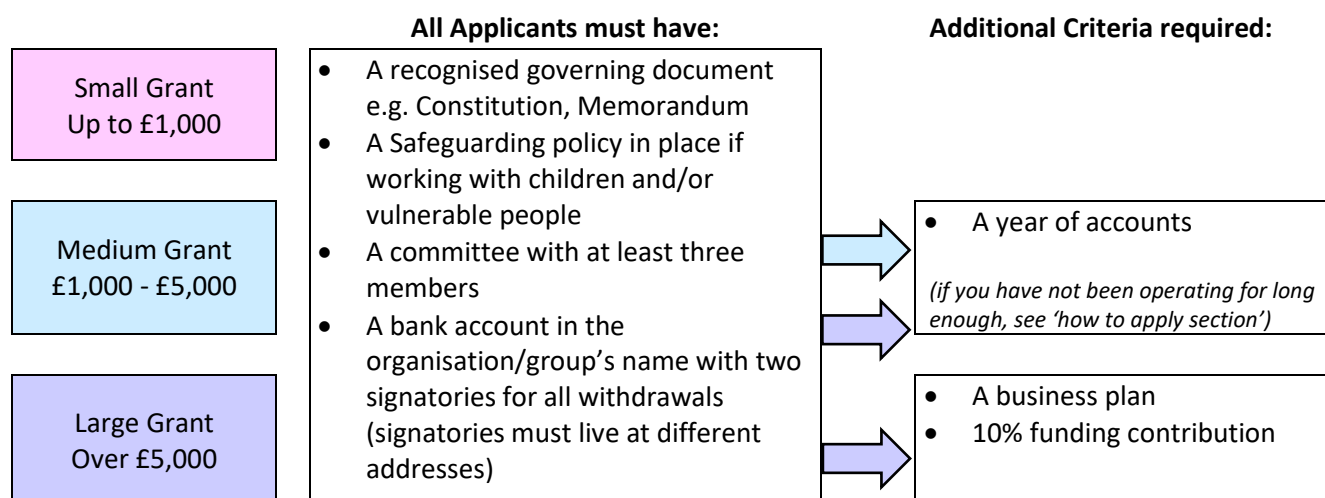
Projects should consider how they may use or encourage use of volunteers in their projects, to provide opportunities for others. If you have not considered using volunteers to deliver your project, please see *please see appendix 1 for further information*.

In addition to the above, the Area Committees cannot fund:

- Projects not predominantly benefiting people living in the [borough of Ipswich](#)
- Individuals – directly or through a third party
- Religious or political causes
- Direct replacement of statutory obligation/public funding
- National charities or Non-Governmental Organisations and those registered outside the UK
- 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
- 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:



How to apply

- Please read these Guidelines and appropriate Area Action Plan to ensure that you understand the Area Committee funding criteria and if your project fits.
- Contact the relevant [Ward Councillor](#) to talk through your project
- Complete and submit your application form via email to communities@ipswich.gov.uk.
- 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)
- Applications can be submitted at any time, but we recommend you read the [Area Committee funding report deadlines](#) for further information on timelines.

The Process

Once you have submitted your application, you will receive an acknowledgement that your application has been received. We may contact you if we require 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
- Director
- Community Engagement Officers
- Legal & Finance Officers
- Monitoring 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. If applicants have applied to more than one Area Committee, they will be expected to attend each meeting. Please note that the outcome of your bid is at the discretion of each Area Committee, independent of one another.

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

Each Area Committee currently meets in, June, September, November, January, and March. Wherever possible, applications will be taken to the next available Area Committee meeting, however, this is not guaranteed.

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 or change to your 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 award.

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

Appendix 1: Volunteers

Have you considered volunteers for the delivery of your project?

Volunteering is hugely valuable and rewarding experience for the volunteers and communities they support. Using volunteers to help deliver your project will benefit the volunteer by learning new skills, have a greater sense of purpose in their life and improve quality of life and also benefit your organisation.

- Allows you to play an active role in the community
- Contribute to positive social change
- Help to break down social barriers
- Offers people a chance to socialise with people from different backgrounds

If you do consider using volunteers for your projects, you must ensure you read the guidance on how to volunteer safely.

Volunteering Matters has a wealth of information and links to helpful guidance on using volunteers and how to do so safely, including risk assessment templates, safeguarding information and guides on how to run your community groups safely with volunteers in mind.

To enable you to recruit volunteers, you'll need to spread the word about your project. How about trying some of the below tips to recruit?

- Provide a wide range of ways to volunteer, and a choice of tasks
- Make sure your volunteering role is interesting – it'll help to motivate others
- Promote the difference volunteers make – people want to see the impact they'll have
- Promote the benefits of being a volunteer – training opportunities, increased confidence, making new friends!