

Area Committee Funding Application

PART 1 - Overview

Short description of your project (Max 60 words)

1 - HOME // a weekly social group to come together //

We're seeking IBC's support to expand and develop a group on *Tuesday called **HOME**, at The Hive* in Westgate Ward, Ipswich. This weekly community project offers a welcoming, free space for local residents, especially in Westgate and central Ipswich, to connect, create, and belong. It includes community yoga with *Yogability*, creative arts, gardening, informal discussions, invited guests to talk and shared meals. It's a vital space for people to meet, talk, and build community.. Lunchtime concerts are also an offer.

2 - Creative Photography Workshops for community members.

Purpose:

This high quality project aims to bring together local people to explore the theme of society using creative photography with their phone cameras, developing skills in composition, editing, and alternative photographic technique, meeting new people and being treated as artists during the process.

Each week, we explore techniques, learn skills, speak to artists and make a quality body of work to build to an exhibition at the hive.

Outcome:

Participants develop confidence, technical skills, and creative expression, culminating in an exhibition showcasing their ingenuity and artistic growth. Celebrate the area and town with an open free exhibition.

Amount of funding requested

4100K for the tuesday project HOME

3700k for art / photo club workshops (plus a public exhibition).

TOTAL 7800.00

PART 2 - About your group

Name of Organisation/Group: Address: 27-29 Norwich Road

THE HIVE

a cultural creative social space in the heart of Norwich Road, Ipswich

We aim to offer space, projects and opportunities to hopefully, everyone who comes through the door - through social interaction, inspiration through cultural celebration and uplift through a wide range of groups and sessions and events throughout the week.

Hive has been said by most to offer a sense of belonging, connection to the community and a home to anyone who attends, it brings together people from all walks of life, reflecting the wide diversity of our town of Ipswich. It contains huge expertise around culture, creativity, arts and social development - which can be used to partner up with other initiatives and organisations.

Name of person completing application:

Cad Taylor

Contact Address (if same as above leave blank):

the hive, 27-29 norwich road, ipswich

Telephone Number:

0749 4215030

E-mail Address:

cad@usethehive.org.uk

Website Address/Social Media:

@thehiveipswich @hiveipswich www.usethehive.org.uk

Type of organisation:

Constituted Group	Charity	Community Interest Company	Not for Profit	Private company
<input type="checkbox"/>	<input type="checkbox"/>	tick	<input type="checkbox"/>	<input type="checkbox"/>

Charity Number: (if applicable)	
Company Number: (if applicable)	13651553
Date organisation established:	20 / 09/2021

What does your organisation do? Please outline the vision, values and main activities:

(Max 500 words)

THE HIVE

The Hive is a vibrant community cultural space that has evolved over the past three years. Located in a former shop on Norwich Road, Ipswich, it has become a welcoming home for people from across the globe, offering a sense of belonging in the heart of the community.

Through a diverse range of classes, groups, workshops, exhibitions, and events, The Hive has fostered connections, friendships, and cultural exchanges, contributing to greater community resilience and understanding.

For many, The Hive is a crucial place of support upon arrival in the UK. Ramin, for instance, arrived in Ipswich after a long journey and visited The Hive just five days later.

“The sense of community spirit—unity, love, care, kindness, and a space for different cultures to meet...”

“I feel they are my family, as I am far from my country and home.”

“It’s an energetic space that warmly introduces outsiders to the beauty of Norwich Road, until they’re no longer strangers.”

We’ve dedicated time to understand our neighborhood and develop The Hive into a hub that truly connects with the local community. This has included piloting initiatives that address the specific needs of local residents. Looking ahead, we aim to expand our programming into a full week of activities, tailored to serve distinct local communities over the next two years.

Our weekly social session is the cornerstone of the space. It’s where we welcome newcomers, offer tours, and create an open, inclusive environment for people to connect. With a diverse and eclectic mix of visitors, The Hive has become one of Ipswich’s most inclusive spaces, cultivating a deep sense of belonging.

We offer free refreshments, engaging conversation, and a range of activities such as facilitated creative workshops, podcast sessions, and gardening. Every week, we host guests who share information about their projects, organizations, and workshops, further connecting the community.

The Hive has supported individuals from various backgrounds—new arrivals, the homeless, young people in need of guidance, isolated individuals, single parents, and those eager to give back. We’ve also hosted a series of lunchtime concerts, where people can enjoy live music in a relaxed, informal setting. Genres range from jazz and Bollywood to folk and alternative country, with performances from some of the town’s leading mental health and wellbeing music projects.

Tuesdays have become a highlight of the week, and we’re excited to continue growing this part of our work. Every week, we share lunch together, often making use of our outdoor space and cooking in our custom-built pizza oven. The shared meal is always a cherished time for connection.

We are grateful for the 10 regular volunteers who bring so much to The Hive and have even supported people in finding employment. We collaborate with the Job Centre and the Law Centre monthly to provide informal support, ensuring our space remains welcoming for all, especially those living on Ipswich’s most diverse street.

		YES	NO
2.1	Does the organisation/group have a recognised governing document e.g. constitution, memorandum etc.? <i>If yes, please attach when submitting the document</i>	tick	<input type="checkbox"/>
2.2	Does the organisation/group have a committee with at least three members?	tick	<input type="checkbox"/>
2.3	Does the organisation have a bank account in the organisation/group’s name?	<input type="checkbox"/> tick	<input type="checkbox"/>
2.4	Does the organisation/group have a safeguarding policy in place? <i>If yes, please attach when submitting the document</i>	<input type="checkbox"/> tick	<input type="checkbox"/>
2.5	Has your group/organisation previously received Area Committee funding for the same or similar project in the last 3 years?	<input type="checkbox"/>	<input type="checkbox"/> tick
2.6	Has your group/organisation considered or explored any other routes (for example other organisations, grant funders, companies, property owners) to fund or part-fund this project before applying to Area Committee funding?	<input type="checkbox"/> tick	<input type="checkbox"/>

If you answered yes to question 2.5, please provide the amount and date received:	Date	Amount (£)

If you answered yes to question 2.6, please provide the date and other routes considered:	Date	Details
		WE HAVE LOOKED at PRIVATE DONOR, SUFFOLK COMMUNITY FOUNDATION AND SOON THE LOTTERY

Are you registered on **InfoLink**? If not, think about joining the single directory for Community & Voluntary Sector services and groups in Suffolk. It's quick and free to register. Find out more here.

<https://infolink.suffolk.gov.uk/>

PART 3 – Why is your project needed?

Which Area Committee are you applying to? If more than one, please indicate. Please note that the outcome of your bid is at the discretion of each Area Committee, independent of one another.

North East Area Committee	North West Area Committee	Central Area Committee	South East Area Committee	South West Area Committee
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> tick	<input type="checkbox"/>	<input type="checkbox"/>

If you are applying to more than one Area Committee, please explain why this is. What are the benefits to each area? Where will attendees come from?

N/A

What is the need for your project? Who will be helped?

Outline the information on your project below, ensuring you relate to the relevant [Area Committee Action Plan](#) (Max 500 words)

we are in the central area and have worked extensively to understand the needs of those who are in the area - and ward. this means conversations in sessions and spending time connecting with projects locally - the board is made up of residents from the central area and the staff also - with volunteers coming locally so we can really hear what is needed.

The project has successively built a user base based on those who have gravitated to the space for connection, projects, and people.

We have met people through networking, being out in the neighbourhood and also those who have been referred to the Hive (from job centre, housing associations etc).

Most of the delivery of our HIVE projects take place at our Norwich Road premises, in the central area - they are however, not limited to residents of a single postcode or ward. A key strength of our work is our ability to reach and connect people from across Ipswich, fostering a shared space where individuals from different backgrounds and areas can come together. Rather than siloing communities, we create opportunities for inclusivity and collaboration, ensuring that our venue in Westgate Ward serves as a welcoming hub for residents from all parts of the town.

Supporting Ipswich Borough Council's Priorities

Our project fosters **social inclusion and creativity**, providing a welcoming space where people from all backgrounds can **connect, share experiences, and develop new skills**. This directly aligns with Ipswich Borough Council's goal of **promoting community well-being and fairness**, ensuring that residents—especially those facing **isolation or economic hardship**—have access to meaningful activities that enhance their quality of life.

By offering **creative workshops, well-being activities, and skill-building opportunities**, we address key **domains of deprivation** identified by the Ministry of Housing, Communities & Local Government, particularly **Education, Skills and Training, Health and Disability, and Living Environment**. These activities empower individuals to **gain confidence, improve mental and physical health, and engage in positive social interactions**.

Through **community gardening and green space initiatives**, we help improve Ipswich's **living environment**, contributing to the council's **priority of planting more trees and revitalising urban spaces**. By encouraging participation in **arts, gardening, and cultural events**, we **strengthen local identity and foster a sense of belonging**, making community spaces **more vibrant and engaging**.

Our project also helps build a **thriving, connected community** by creating opportunities for people to **collaborate, learn, and support one another**. By bringing together **diverse groups**—from young people to older residents, job seekers, and individuals seeking a safe social space—we **break down barriers and nurture a more inclusive, resilient Ipswich**.

Aligned with the **Proud of Ipswich** strategy, our initiative supports a **thriving town, community well-being, fairness, and pride in local neighbourhoods**, fostering a **safer, more vibrant, and empowered community**.

What evidence do you have of this need?

Please include results of any consultation and evidence on how it will benefit the residents of the committee area you are applying to (Max 500 words)

We conducted surveys and collected reflections from people that have come to the hive - which is on the attached sheet - plus We collected quotes from people re the space and feel that this builds an evidence.

I am so glad I discovered the hive and extremely grateful it exists. From the moment I first nervously walked through the door, Cad, Kate and everyone I've met so far have made me feel welcome, safe and included. The hive offers me a diverse creative hub, where the people create a wonderful energy and at the same time a feeling of safety and calm.

We asked some people who attend The Hive to share their thoughts on the space. Here are some of their replies:

- *"The Hive inspired me to focus on my crafts and my passion and to personally develop."* – [REDACTED]
- *"Everyone is made welcome regardless of age, ethnicity, gender, or beliefs."* – [REDACTED]
- *"It's a safe space for EVERYONE. No matter your age, race, gender, sex, sexual orientation, mental ability, or physical ability, you are made to feel welcome. The Hive joins hands across communities!"*
- *"I can 'be myself' at The Hive."* – [REDACTED]
- *"The social capital of a town is its people: The Hive is bringing those people together by supporting creative and socially cohesive projects."* – [REDACTED]
- *"The wonderful mix of people—ages, ethnicity, gender. Everyone is valued and known."* – [REDACTED]
- *"The camaraderie and the positive approach that the staff take when engaging with people from different backgrounds."* – [REDACTED]
- *"The community feel of the place—it's such a safe space for everyone. That's such a special thing to have achieved in such a short space of time."* – [REDACTED]
- *"The warm feeling and greeting as you walk in."* – [REDACTED]
- *"I made new friends and got to learn about individuals trying to help others and improve our town."*
- *"This gave me a sense of self-worth and self-value—I felt useful again."*
- *"I'm focusing on what I've gained rather than what I've lost, and my experience at The Hive has helped me with this perspective."*
- *"They have made sure I've felt included, comfortable, and valued."* – [REDACTED]
- *"I had been feeling lonely and struggling with my mental health, but The Hive has given me space to connect without judgment or expectation."*
- *"The Hive has already made such a positive difference to my life and well-being."* – [REDACTED]

These words beautifully capture the heart of what makes The Hive special—its inclusivity, sense of belonging, and creative energy.

PART 4 – How will your project work?

Please describe your project and how it meets the need (max 500 words)

1 - HOME // A Weekly Social Group to Connect, Create, and Grow

The Tuesday Social at The Hive in Westgate Ward, Ipswich, is a welcoming and inclusive community project designed to bring people together in a safe and supportive environment. Open

to all, but particularly benefiting residents of Westgate and central Ipswich, it provides a space for individuals to connect, create, and belong.

It is staffed by two people - with volunteers, it invites organisations and individuals every week to come and talk about their work - and we offer a shared lunch / refreshments. The agenda is one of gentle involvement.

Each week, participants engage in a variety of activities, including community yoga with Yogability, creative arts, gardening, informal discussions, and shared meals. This initiative not only fosters social connections but also supports mental well-being, creativity, and community cohesion. The Tuesday Social is a vital space where people can meet, share experiences, and build meaningful relationships.

We are seeking support to sustain this free, accessible, and transformative weekly group, ensuring that more people can benefit from its positive impact.

2 - Creative Photography Workshopotographic techniques, while also engaging in discussions and meeting like-minded creatives.

Each session introduces new techniques, encourages participants to learn from professional artists, and helps them create a strong body of work. The workshops culminate in a high-quality exhibition, showcasing their creativity, personal growth, and artistic achievements.

By empowering individuals to express themselves, this initiative builds confidence, technical skills, and a sense of artistic identity, encouraging participants to see themselves as artists in their own right. Support for this project will enable us to offer an inspiring and enriching creative experience, culminating in a public exhibition celebrating the work produced.

This project brings local people together to explore themes of society, identity, and self-expression through creative photography. Using smartphone cameras, participants will develop skills in composition, editing, and alternative photo exhibition.

What risks have you identified for your project and how will you manage them? (e.g. financial, health and safety, operational, success etc.)

1. Health and Safety Risks

Risk: With activities such as yoga, gardening, and creative workshops, there are potential risks related to physical injury or health issues.

Management Strategy:

- **Trained Staff:** Ensure all facilitators and volunteers are properly trained in first aid, and that specific instructors, such as for yoga, are certified professionals.
 - **Safety Protocols:** Regularly review health and safety guidelines for all activities. For example, during yoga or creative workshops, we will make sure the space is free of hazards, such as trip hazards or sharp objects.
 - **Insurance:** Maintain appropriate liability insurance to protect both facilitators and participants in case of accidents or injuries.
 - **Risk Assessments:** Conduct regular risk assessments for each activity and event to ensure we are proactive in managing potential hazards.
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2. Operational Risks

Risk: The continuity of the projects could be impacted by operational issues such as staffing shortages, scheduling conflicts, or logistical problems.

Management Strategy:

- **Staffing Plans:** Have a clear plan for staffing, including a list of trained volunteers who can step in if needed. We will also offer ongoing training to ensure all staff members are equipped to handle various tasks.
 - **Clear Communication:** Ensure all activities and schedules are clearly communicated to both participants and volunteers, reducing the risk of confusion or missed sessions.
 - **Flexible Scheduling:** Build flexibility into our scheduling and project plans so that, if needed, sessions can be rescheduled or adjusted.
 - **Contingency Plans:** Develop backup plans for activities in case of cancellations or last-minute changes (e.g., having alternative facilitators for creative workshops or yoga).
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3. Success Risks

Risk: The risk of the project not achieving its goals, such as not attracting enough participants or not having the desired impact on the community.

Management Strategy:

- **Community Engagement:** Actively engage with the local community to understand their needs and interests. Conduct surveys or focus groups to gather feedback and adjust programming to fit community desires.
- **Ongoing Monitoring and Evaluation:** Implement a system for tracking participant feedback and the overall success of the programs (e.g., regular surveys, informal feedback sessions). This will help us evaluate whether we're meeting our goals and where improvements are needed.
- **Partnerships:** Strengthen partnerships with local businesses, community organizations, and influencers who can help promote the events and encourage participation.

- **Marketing:** Increase visibility of the programmes through social media, local press, and community newsletters to ensure ongoing attendance and awareness.
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4. Sustainability Risks

Risk: The project could struggle with long-term sustainability, particularly in terms of funding and community support.

Management Strategy:

- **Building a Supportive Community:** Foster a strong sense of community ownership over the projects, encouraging people to volunteer, donate, or become regular participants.
 - **Long-Term Partnerships:** Develop long-term relationships with local organizations, government bodies, and businesses that can provide ongoing support, whether financial, logistical, or promotional.
 - **Resource Diversification:** Ensure that the project doesn't rely solely on one funding source. For example, in addition to grants, we will seek income through donations, crowd-funding, or small-scale commercial activities related to the projects (e.g., art sales, ticketed events).
 - **Evaluation and Adaptation:** Regularly evaluate the impact of the projects and make adaptations as needed to ensure they remain relevant, attractive, and sustainable in the future.
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5. Cultural Sensitivity and Inclusion Risks

Risk: Given the diversity of participants, there may be cultural sensitivities or misunderstandings that could affect the success of the projects.

Management Strategy:

- **Cultural Competence Training:** Ensure that all staff and volunteers are trained in cultural sensitivity and inclusion practices.
 - **Inclusive Projects:** Tailor programs to celebrate and respect the diversity of participants. We will work to ensure that activities (e.g., the creative photography workshops or social gatherings) are inclusive and accessible for people from different cultural backgrounds and languages.
 - **Feedback Mechanisms:** Have open channels for feedback and concerns regarding inclusivity, ensuring that everyone feels heard and respected.
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By addressing these potential risks and implementing proactive strategies, we are confident that we can maintain the long-term success, inclusivity, and sustainability of these projects. This approach will not only ensure the safety and well-being of our participants but also enable the projects to continue making a positive impact on the community.

How many beneficiaries will benefit from the project?

Please refer to the evidence you highlighted in Section 3. (Max 500 words)

Tuesdays approx 20-30 regularly (then more if there are special events on some lunchtimes. When there are bigger events /half term activities / lunchtime concerts etc - this number can swell.

Photography - 8 and then 100 via exhibition/ and more via online.

How will potential beneficiaries be made aware of the project?

we use a plethora of ,methods, word of mouth, social media, online, emails and radio as well - using local media.

How will your project affect people from different backgrounds? Have you considered how to make your project fair for everyone in relation to the Equality Act of 2010?

Our project, The Hive Community Space, is designed to be an inclusive and welcoming space for people from all backgrounds. We recognise the importance of ensuring fairness and accessibility in line with the Equality Act 2010, which protects individuals from discrimination based on characteristics such as age, disability, gender, race, religion, and more.

To make The Hive fair and accessible for everyone, we have:

- Designed an inclusive space with wheelchair access, accessible facilities, and accommodations for individuals with different needs.
- Created diverse projects that cater to a wide range of communities, including cultural groups, young people, the elderly, and those facing social isolation.
- Engaged with local community members to understand their needs and ensure that our services are representative and supportive of Ipswich's diverse population.
- Promoted equal opportunities by ensuring that all events, activities, and volunteer roles are open to everyone, regardless of background.
- Established feedback and monitoring mechanisms to continuously improve inclusivity and address any barriers that may arise.

		YES	NO
4.1	Have you considered the use of volunteers for delivering your project and how you will promote these volunteering opportunities?	tick	<input type="checkbox"/>

4.2	Have you read the relevant guidance and information about volunteers in Appendix 1 of the Funding Guidelines ?	tick	<input type="checkbox"/>
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<p>If you answered yes to any of the above questions, please state how you will promote your opportunities and engage with volunteers?</p>	<p>At The Hive Community Space, we are committed to actively promoting our opportunities and engaging with volunteers from all backgrounds.</p> <p>Our approach includes:</p> <ul style="list-style-type: none"> ● Targeted Outreach: We will promote volunteering opportunities through local community groups, schools, colleges, and cultural organizations to ensure a diverse range of applicants. ● Social Media & Online Presence: We will use platforms like Facebook, Instagram, and local community forums to reach a wider audience and keep people informed about upcoming roles and events. ● Community Events & Open Days: Hosting regular meet-and-greet sessions where potential volunteers can learn more about our work, ask questions, and sign up in an informal and welcoming environment. ● Collaboration with Local Partners: We will work closely with Ipswich-based charities, businesses, and volunteer networks to reach individuals who may benefit from and contribute to our initiatives. ● Inclusive Recruitment & Support: We will ensure that volunteering opportunities are flexible and accessible, providing necessary training, language support (if needed), and accommodations to remove any barriers to participation. ● Recognition & Development: Volunteers will be valued through appreciation events, skills development workshops, and certificates of recognition to encourage long-term engagement. <p>By implementing these strategies, The Hive Community Space will create a thriving, diverse, and engaged volunteer community that enhances our impact in Ipswich.</p>
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Please describe how you will minimise the environmental impact of your project

We are committed to minimising the environmental impact of our projects by incorporating sustainable practices throughout. For **HOME**, we encourage participants to walk or cycle to The Hive, promoting active travel and reducing carbon emissions. Our gardening activities support local biodiversity, provide green space for the community, and encourage sustainable food practices. Shared meals prioritise locally sourced and plant-based options where possible, reducing waste and our carbon footprint. For the **Creative Photography Workshops**, we focus on

using participants' existing phone cameras rather than purchasing new equipment, and we explore eco-friendly photographic techniques, such as cyanotype printing, which uses sunlight instead of chemicals. Both projects foster a culture of environmental responsibility, reinforcing the importance of sustainability within our creative and social activities.

PART 5 – Costs & Funding

Please provide a full breakdown of project costs for each item of expenditure, and enclose quotations/links where applicable:

Project 1: HOME – Tuesday Social			
Expense	Unit Cost	Quantity	Total Cost
Facilitators (2 per session)	£180	16 weeks	£2,880
Venue (3 hours per session)	£60	16 weeks	£960
Refreshments (incl. shared lunch)	£40	16 weeks	£640
Volunteer costs	£40	16 weeks	£640
Project coordination/admin	£50	16 weeks	£800
Subtotal			£5,920
Marketing & promo costs			£100
Total Cost			£6,020
Match Funding Raised			£1,920
Amount Requested from IBC			£4,100
Project 2: Creative Photography Workshops			
Expense	Unit Cost	Quantity	Total Cost
Facilitator (session prep, delivery, post-session work)	£380	6 sessions	£2,280
Materials (£50 per person x 8)	£50	8 people	£400
Sundry expenses (parking, laser jet printing)			£100
volunteer costs (in kind)	16 per session	6	96
Additional costs (art boarding, liaising, collection, hanging, labels, etc.)	£500	1 time	£500
Mounted artwork (up to 5 pieces per participant)	£700	1 time	£700
exhibition costs 2 weeks - room hire / hanging staff and volunteers to put the exhibition up - we will meet this cost in kind.			£500
Total Cost			£4576

Match Funding Raised (in kind room rental the volunteer costs... (£6 x 16)) 96			£876
photo project IBC request			£3700
full total Amount Requested from IBC			£7,800

Please show in the table below how much funding you have already secured or are currently applying for towards the project:

Name of Funder	Amount of funding requested	Granted (yes/no)	Waiting for outcome (yes/no)
D. YOUNG	2796	yes	

How will any remaining costs be met?

yes - these will be met with match funding and planning linking up with hive funds - so that we can support the core funds for exhibition for example, staffing and preparation costs will be covered by the hive.

NB - we have some great future fundraising plans that we have worked together on - including [REDACTED], who wants to help the hive by offering his support and potential for a gig to raise money.

How will the project be sustained after the funding has been spent?

We are now looking to the arts council and have begun conversations around the photography and art workshops - so that these can be continued.

this is part of a wider creative development re the photo projects and the social group HOME looks to link into health as part of social prescribing contract we aim to work towards.

PART 6 – Supporting Information

Please attach your supporting documents as appropriate to your application

All Grants

- ☐ Recognised governing document e.g. constitution, memorandum, Charity or Community Interest Company registration etc.*
- ☐ Proof of bank account in the name of the organisation (e.g. bank statement or letter) *
- ☐ Results of consultation (if applicable)
- ☐ Safeguarding policy (if applicable)
- ☐ Quotations for project costs (if applicable)

Medium & Large Grants (£1,000 over)

- ☐ Yearend accounts *

If no yearend accounts are available (for instance if you are a new group), please provide a copy of your accounts to date and a scan of your latest bank statement

Large Grants (£5,000 and over)

- ☐ Business plan or similar document setting out your plan to sustain your organisation & project.*

* required, as appropriate to grant size.

PART 7 – Monitoring your success

The Area Committee will require progress reports during the life of the project, what methods will the organisation use to measure success of the project? What will be the key performance measures that you will report on?

Monitoring is collecting and recording information about what your group is doing – outputs (number of sessions held, number of attendees, demographics etc), outcomes (the effect your work is having on peoples' lives) and impact (the change created as a result of the project).

Evaluating is using the information collected (qualitative and quantitative), together with other information and peoples' experiences, to get an overall picture of your group/project, its work, and its impact.

Evaluating Your Project: A Comprehensive Approach

Evaluation involves using collected qualitative and quantitative data—along with additional information and personal experiences—to gain a well-rounded understanding of your group or project's work and impact.

To achieve this, we use multiple methods:

- **Media, Video, and Film Capturing:** These visual tools provide qualitative insights by documenting real-time activities, participant engagement, and overall project dynamics. They help capture emotions, reactions, and key moments that might not be easily conveyed through numbers alone.
- **Google Surveys:** By incorporating both open-ended and structured questions, these surveys gather both **qualitative data** (e.g., participant feedback, personal experiences) and **quantitative data** (e.g., numerical ratings, percentage-based responses).

By combining these evaluation methods, we create a clearer, more comprehensive picture of our project's effectiveness, impact, and areas for improvement.

PART 8 – Terms & Conditions

Any misleading, incorrect statement, or fraudulent action or statement at any stage of the application process, whether deliberate or accidental, may render the application invalid and require the repayment of Area Committee Funding in full if paid or the withdrawal of the Area Committee Funding offer.

Applications found to be fraudulent will be reported to the police.

The Area Committee Funding will be used for the purpose set out in the approved report or as amended with the agreement of the Area Committee and the applicant organisation.

Any Area Committee Funding awarded will not be increased in the event of an over spend.

Applicants should note that the award must be acknowledged as Ipswich Borough Council Area Committee Fund and must comply with any reasonable requests relating to publicity.

Any organisation awarded Area Committee Funding shall be subject to monitoring, which could involve site visits and the collection of statistics.

The applicant will forward to the Communities Team, performance information within 6 months or on completion of the project. Failure to submit this information may render the applicant ineligible for further Area Committee Funding and may be asked to repay the funding in part or full.

We confirm that all staff / volunteers working with children, young people or vulnerable adults have had the relevant DBS checks completed (applicable where appropriate).

Area Committee monitoring and evaluation helps us to ensure that funding is spent in accordance with Area Committee guidelines. You will be sent a link to an online form following the completion of your project, or bi-annually until your project is complete.

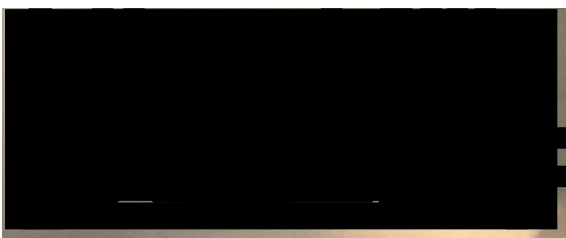
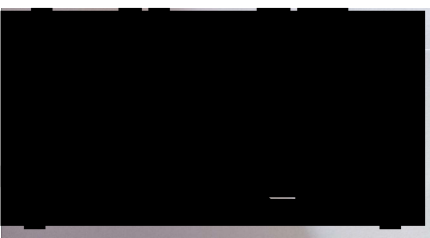
Please note that your declaration confirms that you have read and accepted the terms and conditions for Ipswich Council Area Committee Funding.

We require the signatures of two people authorised to sign on behalf of your group (that are not directly related to each other).

Signatures

We, the undersigned, on behalf of the applicant organisation/group understand and agree that:

- We are authorised to complete this application on behalf of our organisation/group.
- We have the power to accept the Area Committee funding awarded to our organisation/group subject to the terms and conditions listed and the power to repay the Area Committee Funding in the event of any funding condition not being met.
- This funding application falls within the objectives of our group or organisation.
- All staff / volunteers working in a position of trust with children, young people or vulnerable adults have had the relevant DBS checks completed.

Signed by authorised signatory (1):	Signed by authorised signatory (2):
Date: february 5th 2024 Name: cad taylor Position: director 	Date: february 5th 2024 Name: monika puchala  Position: director

Please return your completed form to the Community Engagement team at Ipswich Borough Council:

e: communities@ipswich.gov.uk

Niamh Sherwood (East),

t: 01473 433134 e: niamh.sherwood@ipswich.gov.uk

Beth Robinson (Central),

t: 01473 432837 e: beth.robinson@ipswich.gov.uk

Zara Hanman (West),

t: 01473 432226

e: zara.hanman@ipswich.gov.uk