Information for Councillors and Applicants

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| Dates | The launch date is 30th March 2020.  The closing date for receipt of applications to Councillors is **30th May 2020.**  The deadline for completed forms to be sent to the Communities Grants Team is **30th June 2020**  Payments will be released by **30th June 2020.**  Funding must be spent within **three months** of receipt. |
| Allowance | There is no individual allocation, with the money being allocated first come, first served across the District. Councillors can work together across wards to make larger contributions.  Awards may only be allocated within Mid Suffolk area.  The minimum award is £250.00 per application  The maximum award is £2,500.00 per application |
| Application process | This is a two stage application.The form **must** be signed by the group applying and countersigned by the Councillor.  Once the Councillor agrees the award the completed form and attachments should be forwarded to the Communities Grants Team for payment. The form **must** be returned digitally, please see form for contact details. |
| Exclusions | Grants cannot be awarded in the following circumstances   * Awards are not available for individuals. * Awards cannot be made towards an existing Mid Suffolk asset or for budget transfers. |
| Contact | Groups should discuss their proposal directly with their Councillor before making an application. |
| Eligibility | Applications from Not-for-profit groups must have: a current constitution, their own bank account with two unrelated signatories who reside at different addresses. These include parish and community councils, uniformed youth groups, sports groups or clubs.  **Parish Councils and existing community groups may be proxy applicants on behalf of newly formed groups**.  Applications must come from the organisation that will be the owner of the asset.  Payments will be made via BACS. If the applicants bank does not accept BACS payments the award cannot be made. |
| Qualifying activities | Awards will only be granted to groups/projects responding to Covid-19. ‘Conventional’ Locality Awards projects **will not be eligible**. Awards may be made for a range of activities including but not limited to:   1. Costs associated with food and drink distribution 2. Volunteer expenses 3. Printing and publishing of information |
| Payment of Awards | **Payments will be made as soon as practicably possible, once all relevant information has been received and eligibility checks have been confirmed** |
| Completion of project | Councillors are encouraged to maintain contact with the Award recipient to understand the impact and benefits of the award. |

## Data Protection Notice

Any personal information processed by Mid Suffolk District Council arising from Councillors Locality Award Fund Application will be protected in accordance with the Data Protection Act 2018.  For more information on how we process your personal information or for information regarding Mid Suffolk Council’s Data Protection Policy and your right to information go to <https://www.midsuffolk.gov.uk/the-council/your-right-to-information/privacy-policy/>

## MSDC Councillor Locality Awards – Covid-19 – Application form

## Part A: for Completion by the Councillor

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| --- | --- |
| Councillors Name: |  |
| Ward: |  |
| I approve the release of funds shown below from my 2019/20 locality award for the attached project. | Councillors Signature: |
| Level of Award made - **min £250** | £ |
| Date: |  |

## Councillors - Declaration of Interest

|  |  |
| --- | --- |
| Do you have a local non-pecuniary interest in this organisation? | Yes  No  *If yes, please supply further information:* |
| Do you have a disclosable pecuniary interest in this organisation? | Yes  No  *If yes, please supply further information:* |

|  |  |
| --- | --- |
| **Description of Activity or project –**  **Please complete here or attach the letter or emails supplied by the applicant.** |  |
| What is the overall cost of this project or activity? | £ |
| How much is the request for? | **£** |

## Part B: for Completion by the Applicant

|  |  |
| --- | --- |
| Applicant Group name |  |
| Applicant address |  |
| Your group Treasurers name and address if you are not the Treasurer |  |
| Applicant email address |  |
| Applicant telephone number |  |
| Bank Account name  (to correspond with the Group name above) |  |
| Bank Account number  (8 digits) |  |
| Sort code number  (6 digits) |  |
| What will the money be used for? |  |
| By signing this form I agree that if my bid is successful the award will be spent on the items or projects as set out in my application letter/email dated  …………………………………………  And I will supply a final account at the end of the project. | Signature of Applicant : |
| Date |  |

**For applicants: the deadline for final applications to be submitted to your Councillor is 30th May 2020**

If you have any questions on completing this form please contact your Councillor in the first instance.

**For Councillors: the deadline for completed forms to be sent to the Communities Grants Team is 30th June 2020**

**Please send to**: Josh Holmes at [joshua.holmes@baberghmidsuffolk.gov.uk](mailto:joshua.holmes@baberghmidsuffolk.gov.uk)