

BMSDC Grants - Communities

Babergh District Council

Terms and Conditions and Section 106 Guidance

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1. Introduction

Babergh District Council offers Community Grants to organisations that deliver community support, projects or activities within Babergh. [Our Plan for Babergh](#) outlines the priorities of Babergh District Council. All funding awarded by the Council aligns to one or more of our priorities.

These notes are designed to help you complete our grant application forms and we suggest that you read them through fully before you complete the forms. Additionally, the Councils' Terms and Conditions for Grant Aid are included within these notes.

Details on our available Grants can be found on our website. View information on Grants in [Babergh](#) or [Mid Suffolk](#).

For larger projects, we advise applicants first submit a Grant Enquiry Form, which can be found on our website. Alternatively, the Grants Team can be contacted at BMSDCGrants@baberghmidsuffolk.gov.uk.

2. Terms and Conditions

2.1. Organisations

Applications for grants will only be considered from constituted Voluntary, Community, Faith and Social Enterprise (VCFSE) organisations which:

- Provide a service for the benefit of Babergh or Mid Suffolk residents
- Are capable of obtaining from its own funds or other sources sufficient funding to cover the total project costs
- Are financially viable, as evidenced by audited or independently examined accounts.
- Have Safeguarding, Health and Safety and Equal Opportunities policies for employees, volunteers and attendees



- Provide services which align with the Council's priorities, do not duplicate services already being provided/grant aided, and will meet proven identified needs. In the case of 'start up' initiatives, evidence of the need for the new service needs to be supported and reflect community demand

2.2. Ineligible Organisations and Projects

Community Grants are not available for:

- Private individuals
- For-profit businesses
- Statutory authorities
- Schools where there is no wider community benefit
- Churches where there is no wider community benefit
- Community groups without an independent bank account
- Activities promoting religious or political beliefs
- Services commenced or goods ordered prior to Grants being awarded

2.3. VAT

If your organisation is registered for and can reclaim VAT, any Grant awarded will be exclusive of VAT. If your organisation is unable to reclaim VAT, Grants awarded will be inclusive of VAT.

2.4. Projects

- Projects should deliver community benefits, and these benefits as well as project outcomes should be identified as part of the application process
- All services/projects need to be delivered within a specified time period. By the end of the period the services/project should be sustainable
- To ensure best value for money, a minimum of two competitive quotes are required for capital purchases and expenditure
- Projects cannot be retrospectively funded, i.e. applications cannot be submitted for projects or purchases already completed
- Where appropriate, applicants will need to provide evidence of their land tenure, usually ownership (freehold) or a lease with at least 10 years un-expired at the time of application
- A grant approval given in advance of other decisions required from the Council does not imply that any other form of consent by the Council will be forthcoming, such as Planning Permission, Building Regulations approval or Community Infrastructure Levy bids
- Some applications will need to be supported with additional documentation so that an accurate and complete understanding of the proposal is provided. The amount of information and supporting documentation to be provided should be proportionate to the project, namely its size, complexity, and cost, and this can be discussed with the Grants Team
- Where the application provides a facility or service that extends beyond the boundaries of the Babergh/Mid Suffolk area, consideration will be given to the funding secured from neighbouring local authorities when assessing the level of Babergh/Mid Suffolk support applicable
- The Council reserves the right to request a copy of any applying organisation's policies, accounts or constitution prior to an application being assessed or funding being released to a successful applicant
- If any conditions are breached, the Council reserves the right to seek recovery of all or part of the grant. If you do not immediately repay these monies, when requested to do so by the Council, the Council reserves the right to commence County Court proceedings for recovery of the outstanding monies, together with interest and Legal costs

- Funding will not be released until the full funding package for the project has been evidenced

3. Process

3.1. Pre-Application

We recommend that applicants hold a pre-application discussion with the Grants Team. This can be started with a Grant Enquiry Form or an email enquiry to the Grants Inbox. Site visits to prospective projects may also be available.

3.2. Assessment

All applications will be subject to a detailed assessment process by Grants Officers once application windows have closed. The extent of the assessment process is dependent on the Grant in question. During this assessment there may be a need to seek additional information from the applicant. Grants Officers may obtain input from Council Officers or external agencies on matters during the assessment process.

3.3. Offer Letters

Successful applicants will receive an offer letter setting out any special conditions, outcomes and the period during which the service/project needs to be completed and the grant offer claimed. Offers are valid for **4 weeks**, and after this period the offer will expire.

If any service/project fails to meet any of the conditions contained in the grant offer letter or the agreed targets/outputs, then consideration will be given to the grant offer being withdrawn and any grant monies already paid being recovered together with any interest applicable.

3.4. Payment

The payment process differs per Grant. For Capital projects, no payments will be released until copy invoices/receipts are produced.

4. Grants

4.1 Section 106

Section 106 (S106) is generated by development taking place across Babergh and Mid Suffolk and is available towards social infrastructure investment to mitigate the effects of development. The amount of S106 available differs depending on your project and location. We can advise on what Section 106 funds are currently available within your Parish. Application forms are made available once eligibility is confirmed.

4.1.1. Level of Grant Aid

S106 funding can cover 100% of eligible project costs, and can be applied for alongside other Grants.

4.1.2. Criteria

- All funds must be spent on public land or on land that has wider community access
- All applications that are not submitted by Town/Parish Councils must notify the relevant Town/Parish Council, and identify if projects feature in their local Parish Infrastructure Investment Plan (PIIP), if applicable
- Once an application is submitted, the local District Councillor(s) will be informed.
- Evidence should be provided of consultations that have taken place with the local community and that this evidence demonstrates community support for the project

- Any proposals should be discussed with the District Council prior to any scheme being submitted to ensure:
 - The application/project qualifies for funding
 - To determine whether the project requires planning permission
 - The project meets the Council's protocol relating to distances between community facilities and residential properties
 - Determine whether the project is suitable for the proposed site and meets the needs of the community
- The applicant is required to have sourced a minimum of three competitive quotes for each aspect of the project
- Payments will normally be made upon receipt of copies of invoices

4.1.3. Eligible Projects

Babergh Section 106 is limited to open space, sports and recreation projects, unless a Specific Obligation deems otherwise. Eligible projects include:

- Provision of play equipment
- Provision of pitched sports areas such as football, hockey and rugby
- Provision of non-pitched sports areas such as tennis courts, bowling greens and sports training areas
- Improvements to grounds, drainage, access etc. for sports clubs and facilities
- Tree and shrub planting and the provision of waste disposal facilities for existing/new sites and the provision of car parking for existing/new Parish/Town/District owned sites
- Provision of allotments provided they are managed by Town/Parish councils or vested in an allotment association, which exists for community benefit in perpetuity
- Other facilities or provision as the Council considers eligible under the terms of the relevant Section S106 Obligation

4.1.4. Ineligible Projects

- Projects on private land or without community access
- Anything not connected with recreation and/or directly related to the impact of development
- Covering the costs of legal fees, professional fees, planning/building control fees, project contingences, land purchases or building deposits
- General repairs and maintenance

4.3 External Funding

The Grants Team can assist in signposting your organisation to internal and external funding opportunities locally, regionally and nationally.

4.4 Contact

If you have any queries, would like more information or would like to discuss a potential project and funding application, please email the Grants Team at

BMSDCGrants@babermidsuffolk.gov.uk.