



Enabling Communities Exemplar Programme Application Form and Guidelines

Please read the **Enabling Communities Exemplar Programme Guidance** at the end of this form carefully before completing this form. There are help notes next to each question that explain how to answer it. If a question is not applicable, please say so. Failure to provide the fullest information and submitting all relevant policies, procedures and annual accounts may jeopardise your application.

SECTION A ABOUT YOU

1. How much funding are you requesting? £9000

2. What is the overall/total cost of the project? £13636 (excluding VAT)

3. Is this application supported by the relevant Ward Councillor or Cabinet Lead Member (for theme based projects e.g. economic, environmental covering multiple wards)? Yes No
If no, please go to section 4 of the Guidance

4. Name of organisation:

**Walberswick Scroll Committee
Acting with the authority of and on behalf of Walberswick Parish Council**

4. Contact details: Main contact for this application

Name and position held in organisation: William Ungless Secretary	
Address for correspondence Winton The Street Walberswick	
Postcode: IP18 6UG	
Telephone No: 01502 722655	Mobile:
Email address: wungless@aol.com	

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5. Status of your organisation

What type of group are you, please see section 5 in the Guidance Section below, for details.

Committee acting for Parish Council	
If registered charity, please state number:	
Other organisation:	
If VAT registered, please state VAT No.	VAT reclaimable by WPC

6. Governance of your organisation

6 (a) Does your organisation have the following policies or procedures?

Constitution / set of rules <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Equal Opportunities Policy <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Child Protection Policy <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/Ax <input type="checkbox"/> Vulnerable Adults Policy <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/Ax <input type="checkbox"/> Health & Safety Policy <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/Ax <input type="checkbox"/> Data Protection <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/Ax <input type="checkbox"/> Maintenance Plan <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/Ax <input type="checkbox"/>	Please mark the appropriate box or enter comments if necessary If you are working towards any policies, they must be in place before a grant can be given. Evidence of all Policies listed in this section will be required with your application.
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6(b) Which of the following insurance cover does your organisation hold?

Public Liability <input checked="" type="checkbox"/>	Please tick the appropriate boxes and include a copy of your cover note(s) and schedule. It is recommended that Public Liability insurance cover is a minimum of £5 million
Employers Liability <input checked="" type="checkbox"/>	
Professional Indemnity <input checked="" type="checkbox"/>	
Other (please specify) <input type="checkbox"/>	

6(c) How many people are involved in your organisation?

Management Committee / Trustees: four Paid Staff: none Volunteers: three Clients/Members: n/a I confirm that no trustees/signatories/board members have ever been bankrupt, subject to disqualification as a company director, or been exempt by the Charity Commission <input checked="" type="checkbox"/>	Count everyone involved with your organisation. The volunteer total should include volunteers who are members of your management committee and/or assist in delivering services. Please tick if this statement is known to be true
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<p>You are required to provide the names, and their Position within your group / organisations, of two non-related signatories who are responsible for the signing of cheques.</p>	
<p>Name: Mary Mitson-Woods</p>	<p>Position within group/Organisation: Clerk</p>
<p>Name: Esme Richardson</p>	<p>Position within group / Organisation: Chair</p>

SECTION B
QUESTIONS ABOUT THE PROPOSED PROJECT THAT YOU ARE SEEKING FUNDING FOR

7. Outline the project that you are seeking funding for

<p>(1)The Heritage Hut, on the Green, Walberswick (built in 1884 as a Congregational Church) was transferred from SDC to WPC in 2014. It has a very attractive main room, which has since been restored by local volunteers, and a rear flat roofed store in poor repair.</p> <p>(2) The WPC owns the Walberswick Scroll. This is a series of watercolours painted by J Doman Turner, around 1930, of every house in The Street from west to east down to the harbour, and back up again the other side. These pictures have been mounted on a scroll 120 feet long which is operated by a handle to show the entire journey (see accompanying illustration). At the moment it is being stored on the stage of the Village Hall but when productions take place, it has to be moved and temporarily stored elsewhere. During these moves the Scroll is clearly rendered less safe.</p> <p>As a beautiful and rich record of Walberswick, the Scroll is unique and irreplaceable. Since no insurance can cover the irreplaceable, the Committee considers that the best course of action would be to provide it with a permanent home, to be stored and shown, which is safe and environmentally acceptable.</p> <p>(3) At the moment, the Heritage Hut is not sufficiently secure and is not environmentally suitable to be a repository for a valuable asset such as the Scroll, particularly in the winter. However the store could be upgraded to make it suitable. A specification and drawings were produced, and three tenders received (see attached)</p>	<p>We need to know the following:</p> <ul style="list-style-type: none"> • What you intend to do • How you intend to do it • Who the key stakeholders are (i.e. which organisations have an interest and are involved in the project) • Which Ward the project covers. • When the project will start • When your project will finish?
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8. Tell us how many people will benefit from the project and who these people are

<p>The villagers of Walberswick in perpetuity who will be instructed and enjoy the regular presentations of the Scroll and visitors.</p> <p>The numbers viewing the Scroll at any one time are necessarily limited but three showings are given on each occasion (say 36 per presentation)</p>	<ul style="list-style-type: none">• Which groups and how many people will benefit from the project• How many of these people live within Suffolk Coastal District• How did you arrive at this figure
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9. How was the need for the activity/project identified?

<p>Due to the risk of damage to this irreplaceable and unique artwork</p>	<ul style="list-style-type: none"> • Please specify if your project idea is a result of a Parish Plan, a Market Town health check, a questionnaire or another means of consultation. • You can also show need through anecdotal evidence such as ticket sales/reviews. • Please confirm that the project will not displace existing provision within the district.
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10. Support from your local ward Councillor/Cabinet Lead Member

<p>District Councillor Raymond Catchpole</p>	<p>Please confirm that you have sought support for your project from your local Councillor or Lead Cabinet Member (for multi ward projects) by writing their name in the box opposite and including a letter of support with your application.</p> <p>Please refer to Section 4 of the Guidance for more information.</p>
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13. How will you promote and publicise your project

<p>On 13 May 2017 an evening of lectures (including one from Esther Freud) to celebrate the Scroll is arranged and Anglia Television have agreed to attend a showing for transmission.</p>	<ul style="list-style-type: none"> • Tell us how you will promote and publicise your project <p>N.B. We expect you to acknowledge Suffolk Coastal District Council funding support in any relevant publicity.</p>
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14. Ownership / Tenancy Agreement

<input type="checkbox"/> Not applicable <input checked="" type="checkbox"/> The building is owned by the project applicant <input type="checkbox"/> The project applicant has a building lease of at least 5 years remaining on the tenancy contract and has permission from the Landlord (please provide letter from the Landlord and a copy of the tenancy agreement) or the applicant has an appropriate renewal clause within their current lease agreement <input type="checkbox"/> Other – please provide details:	If applicable, for projects including land and buildings please confirm ownership / tenancy details for your project. Please tick which agreements are relevant to your project and enclose a copy of that agreement.
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SECTION C
QUESTIONS ABOUT FINANCE

15. Previous financial support received from Suffolk Coastal District Council

Has the organisation received financial support from Suffolk Coastal District Council within the last three years? Please Tick.	
Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If yes, please provide details, including amount and the programme/department it was awarded by:	

16. Please provide a breakdown of the total cost for this project using the excel spread sheet available from our website. (Please provide any quotations that you have obtained for the required works / equipment).

17. If applicable, please state your chosen quotation/s and reason/s why

Chris Eastaugh of Lowestoft	- £13,636.98
MSOakes Ltd of Lowestoft	- £14,083.41
Harry Cooper of Reydon	- £16,700.00
All excluding VAT which is refundable to WPC	

18. Project sustainability – how will the project continue once the funding has been spent?

Once completed the building will require only normal maintenance	How will the project continue once the funding has been spent?
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DECLARATION

(This declaration should be signed either by the Chairman, Secretary or Treasurer)

I am authorised and eligible to sign this application on behalf of the organisation and declare the information included in this application is true and accurate.

I understand that the information provided, will be used to assess this application and subsequently to monitor the services that the organisation has stated it will provide.

I understand that in the assessment of this application the Council may share information contained with it with other core funders, relevant Council directorates and committees.

Full Name:	William Ungless
Signature:	
Position:	Secretary Walberswick Scroll Committee acting for Walberswick Parish Council
Date:	25 February 2017

Thank you for completing this application form. Please use the checklist to ensure you have included all documentation.

DATA PROTECTION

Some of the information provided by you will be held on a database. This means it is covered by the conditions of the Data Protection Act 1984. Please inform us of any changes.

The Walberswick Scroll

Painted by John Doman Turner from 1930 - 32

It is 123 feet long, mounted on a roller and controlled by a handle.



The mechanism is very complicated and delicate
www.johndomanturner.com



This is the Heritage Hut on the Green. The old part of the building is too attractive to change, but the flat roof store on the right can be improved to keep the Scroll protected and secure.



A showing of the scroll



The Scroll includes every house in 'The Street', down to the harbour and back up again. This sheet shows the Heritage Hut (extreme left) when it was a Working Mens Club



Turner began his watercolours at the start of the village by the Old Railway Station. He could never resist a noticeboard.



St Andrews Church



A lovely old house



Doman Turner did not miss a brick



Walberswick had street signs even then



This medieval house came from Lavenham on haywains in 1911, and was reconstructed



Hanging out down at the harbour 30's style

Sadly most of these huts below were washed away in the 1953 flood



This presentation is a small selection from the Scroll
Do come to our next presentation in the village - all are welcome
See details on the Official Walberswick Website

Programme Guidance

This document provides guidance to groups looking for grant assistance through the **Enabling Communities Exemplar Programme**. If you are planning to submit an application under this programme please read this guidance carefully.

1. WHAT IS THE AIM OF THE SCHEME:

The **Enabling Communities Exemplar Programme** is looking to assist groups with grant funding to deliver new 'flagship' projects, which have a positive impact across our communities at a ward, multiple wards and/or district level.

Projects must be fully delivered and funding spent within **12 months** from the date the Grants Acceptance Form is received.

The scheme is a rolling programme and you can apply at any time. We aim to have a decision to you within 8 weeks of receiving a complete application.

2. ENABLING COMMUNITIES BUDGETS AND EXEMPLAR FUNDING:

These larger grants are open to eligible groups that want to deliver projects in a single ward or across multiple wards that need more funding than is available through the Enabling Communities Budgets.

The Enabling Communities Budgets (ECBs) give each elected member of Suffolk Coastal a pot of money, specifically designed to help stimulate new community activity or the extension and growth of existing community activity. A total of £252,000 has been set aside in 2016/17 to support this work. This gives each Ward Councillor up to £6,000 (this will increase to £6,500 in 2017/18) to spend directly on new projects or community groups in their ward, as they see appropriate. If you are interested please contact your local Ward Councillor

<http://www.eastsuffolk.gov.uk/yourcouncil/councillors/suffolk-coastal-district-councillors/>

For more information -

<http://www.eastsuffolk.gov.uk/community/community-grants-and-funding/suffolk-coastal-enabling-communities-budgets/>

3. HOW MUCH FUNDING IS AVAILABLE?

Groups can apply for between **£1,000** and **£10,000** to help fund a specific project or activity. For projects costing less than £1,000 please speak to your Ward Councillor for support through their individual Enabling Communities Budgets. The average grant awarded through the ECBs in 2015/16 was £880.

You don't have to have partnership/match funding for your project, however if you do, your application may be assessed more favourably (this could be cash and non-cash/volunteer contributions). **Applicants should note that the aim of the programme is to fund flag-ship projects**

that can't be entirely funded through the Enabling Communities Budgets.

community and not primarily promote religion)

4. HOW DO I APPLY:

To be eligible for funding, the project must be supported by your **local Ward Councillor** or the relevant **Cabinet Lead Member(s)**, for theme based projects covering a wider geographical area. A Letter of Support must be submitted from the relevant Councillor with your application relating **specifically to the proposed project**. A template is available to download from our website.

5. ELIGIBLE COSTS:

The fund can support all revenue costs relating to your project or activity (e.g. additional staff time, full cost recovery, venue hire and project workers). Capital items can be considered but must contribute towards delivering specific activities (e.g. adapting a building and equipment).

6. WHO CAN APPLY?

- Constituted community or voluntary groups
- Registered Charities
- Charitable Companies Limited by Guarantee and CIOs
- Parish or Town Councils
- Local branch of a national organisation
- Social Enterprises (CIC)
- Schools looking to provide community and/or extracurricular activity
- Village Hall/Recreation Ground Committees (NB. Village halls need to demonstrate that the hall is the only/primary communal meeting facility within the village, unless the Grants Task Group judges the village to be large enough to require more than one hall);
- Churches and Faith Groups (NB. Projects must support the wider

7. SPECIFIC CRITERIA:

The Council requires that applicants applying for this funding demonstrate that they meet the following requirements:

- Constitution / set of rules
- Equal Opportunities Policy
- Where applicable, a Child Protection / Safeguarding Policy, Vulnerable Adults / Safeguarding Policy, Health & Safety Policy and Data Protection Policy.
- Disclosure & Barring Service (DBS) appropriate checks (formally CRB checks)
- Have more than two unrelated (by family, legal or civil arrangement) people to operate or manage the community group or organisation
- Have a separate bank account (or access to one) in the name of the organisation (not an individual) with two cheque signatories (not related by family, legal or civil arrangement)
- Capital projects will need to ensure that they have the relevant planning and building permissions and consents prior to submission of an application or before the scheduled meeting of the Task Group.
- Capital projects will need to ensure they have at least 5 years security of tenure in place (either through a lease agreement and permission from the Landlord, or through evidence of ownership of the building).

Please Note: all relevant policies and procedures as detailed above must be submitted with your application. Failure to submit all supporting documents and a complete application could jeopardise your chances of funding and delay your application being assessed.

8. EXCLUDED ACTIVITIES:

- VAT: If you are able to claim back VAT then VAT is not eligible as part of the costs of your project and should not be included
- Items or projects which only benefit an individual such as bursaries/sponsorship

- Projects with high ongoing maintenance costs – unless the applicant can clearly demonstrate that they have the funds and skills to maintain the project once the funding ends
- Activities promoting political or religious beliefs
- Overseas travel or expeditions for individuals and groups.
- Private groups operating as a business for profit
- Activities that form part of statutory obligations such as curricular activity in schools
- Medical research and equipment for statutory or private healthcare
- Payments towards endowment funds, deficit funding or loans
- National and regional organisations unless they have a local base and/or where their application is for a specific project with people in Suffolk Coastal
- Political parties or organisations intending to support or oppose any particular political party, or to discriminate on the grounds of race, religion, disability, gender or sexual orientation
- Educational establishments
- Medical research & equipment
- Sponsored or fundraising events
- Individuals or families with personal need
- Retrospective funding or a project that has already commenced
- Projects that will displace existing provision
- Animal Welfare

9. WHAT HAPPENS NEXT? Once we have received your application, including all relevant supporting documents, it will be assessed by Council Officers. They may contact you for further information. The application will go to the next Panel meeting of the Enabling Communities Task Group for a decision. This Panel includes the Chairman of the Task Group, three Task Group members on rotating basis and the Communities Cabinet Member. All decisions taken by the Cabinet Member, based on the recommendations of the Panel, will be transparently published through a Decision Notice.

We may not have enough funding to support all the applications we receive and to enable us to reach a fair and constant decision we have developed an assessment model, where groups can achieve a maximum score of 76 points. A medium priority project will be scored above 38 points. **Please see Appendix 1**

10. GRANT TERMS AND CONDITIONS:

The terms and conditions below set out the relationship between SCDC and your organisation.

- a) Where you intend to apply to other external funders (as indicated within your application form) for the approved project, you must notify the Funding Team when such funding is obtained or decision been agreed. You must provide the Council with details of the amount and purpose of that funding.
- b) Under normal circumstances projects should be completed and End of Grant Monitoring Report submitted to the Council within 12 months of the date of the Grant Offer Letter. Applicants who are delayed in starting their project, but who still require the funding awarded are required to contact the Council before the 12 month expiry date to discuss why the project has been delayed. The decision to allow an extension to the funding period is at the discretion of the Enabling Communities Task Group. If the decision is taken not to award an extension, the Council reserves the right to recall the grant award. If funding is spent on ineligible costs and/or unrelated activity the funding may be recalled and jeopardise your chances of receiving funding from SCDC in the future.
Financial reporting: Should you run into any difficulties that will affect your project especially its overall costs or timeframe completion you should notify the council immediately.
- c) Payment for Enabling Communities Exemplar Programme will be paid in full in advance after a signed Grant Acceptance

Form is received by the Funding Team. A Grant Acceptance Form will be issued with the Grant Offer Letter. You must retain all original invoices, receipts, accounting records and any other documentation relating to the expenditure of the grant funding. You must send us certified copies of evidence of the expenditure incurred to deliver your project after the project has been completed. You may change the approved project only with the Council's prior written agreement, which shall be at the discretion of the Enabling Communities Task Group.

- d) If your project is delivered under budget the Council reserves the right to reduce its grant proportionally, or where funding has been paid in advance, the recipient organisation may be asked to refund any proportional cost difference.
- e) The amount of the grant funding shall not be increased in the event of any overspend by your organisation in its delivery of the approved project. The grant recipient shall promptly notify and repay to the Council any money incorrectly paid to it either as a result of an administrative error or otherwise. This includes (without limitation) situations where either an incorrect sum of money has been paid or where grant funding has been paid in error before the grant recipient has complied with all conditions attaching to the grant funding or the organisation ceases to exist.
- f) It is the responsibility of the group to comply with relevant legislation that relate to the project and SCDC takes on no responsibility for delivering the project or any associated risks and liabilities.

11. MONITORING: An End of Grant

Monitoring Report is required when your project has been completed; the report will inform Suffolk Coastal District Council of the outcomes that your project has achieved as a result of grant funding. The outcomes expected will be those that were indicated by you within your application and any grant conditions that are set. You will need to show how you have achieved

your objectives, which groups of people and how many people have benefited, and how the project has made a difference to people's lives. We will also ask if you have celebrated or will celebrate the success and outcomes of the project, what you have learnt and for your feedback on our grants process.

12. AVAILABILITY OF OTHER FUNDING:

There are many different sources of funding which can be used to support a project including: your own fundraising events, the Parish or Town Council, National Lottery, Suffolk Foundation, Community Action Suffolk etc. There are also many charitable trusts and bodies that distribute grants and you may find that there are some local charities willing to give you financial support. For more information please contact Community Action Suffolk

<http://www.communityactionsuffolk.org.uk/>

13. PUBLICITY: The Council is keen to promote how its funding is used as it stimulates projects in the district and encourages future applications. You must acknowledge Suffolk Coastal District Council funding support in any relevant publicity. The Council's logo, where applicable, and an in text reference to the financial support received from the council should be used within all project publicity. If you would like help with the press release or want your project to be officially launched by the Council please contact the Funding Team grants@eastssuffolk.gov.uk

Please send a completed **Application Form** together with any supporting documentation either by post or by email to:

e: grants@eastssuffolk.gov.uk
SCDC Community Grant Applications
Funding Officer
The Funding Team
Melton Hill, Melton,
Suffolk
IP12 1AU

ECEP VERSION 01

If you have any questions or would like help with filling out an application form, please contact us as above.

If you have any enquiries, please email grants@eastsoffolk.gov.uk or **01394 444721**