

# East Suffolk Council Covid-19 Community Fund Scheme Guidance



## one

### What can receive support

The East Suffolk Council COVID-19 Community Fund has been set up to support local communities to respond to the COVID-19 outbreak. It aims to relieve hardship, need and isolation by enabling community groups and organisations to mobilise support for those residents who are most at need / vulnerable in the District.

It will provide grants of between £50 and £2,500 for local projects which support local residents who are struggling due to the COVID-19 virus. However, larger requests for funding will be looked at and made under exceptional circumstances. The scheme can fund 100% of the project costs and / or can make contributions against projects that already have partnership / match funding in place

## two

### Example of projects

Below are just a few examples of the type of projects this fund can help with:

- Existing and new groups to support vulnerable people who are self-isolating (the elderly, people with pre-existing medical conditions etc)
- Support for foodbanks and organisations working to combat food hardship, including pop up food banks
- Expenses associated with coordination of community responses e.g. fuel to enable volunteers to collect and deliver medicines or food across a wider geographical area
- Volunteer costs for new and existing organisations responding to the effect of the pandemic
- Additional costs of working remotely and adapting services delivered in the wider community
- Additional emotional support, mental health and bereavement support, including telephone befriending services

*These examples are given as a guide and are not exhaustive.*

## three

### Who can receive support

Grants are intended to support activities delivered by community, voluntary and social enterprise organisations. Other groups can be considered but the lead organisation must be best placed to deliver the activity or to act as the accountable body on behalf of groups not able to meet governance requirements themselves.

Groups / organisations must have access to a bank account, ideally in the name of the organisation. If you don't have a group / organisational bank account please let us know.

## four

### What Next?

If the application is entirely complete (i.e. all of the required information is provided) and is approved, the applicant will be notified of the decision through a Grant Offer Letter (by email) within 1 working day of the date that the Funding Team received the application.

Funds through the East Suffolk Council COVID-19 Community Fund should be spent only on the items / purpose detailed in the application form and within 6 months of the date of the Grant Offer Letter. If the grant is not spent on the approved purposes or there is an under spend, the Council has the authority to reclaim part or all of the grant.

An evaluation and monitoring form will be sent out to the applicant to complete after 6 months to ascertain the impact that the project / activity had. Please keep copies of receipts and invoices related to the project / activity.

## seven

### How to apply

If you would like to access funding through the East Suffolk Council COVID-19 Community Fund please complete a copy of the application form, which can be found at the following link:

**ADD**

Once completed and signed, please send your completed application to:

e: [grants@eastsoffolk.gov.uk](mailto:grants@eastsoffolk.gov.uk)

**If you would like this document in large print, Braille, audiotapes, or translated into another language, please contact us: [grants@eastsoffolk.gov.uk](mailto:grants@eastsoffolk.gov.uk) or 01394 444721**

If you have any enquiries about the funds, please email [grants@eastsoffolk.gov.uk](mailto:grants@eastsoffolk.gov.uk)