Sizewell C Community Fund

Large Grants Programme

For reference purposes only

✍️ indicates where you'll be asked to provide an answer in the application form.

Please note that all applications to the Community Fund **must** be submitted using our online form – we cannot accept applications submitted by email or using any other channel.

Please contact the team or book a chat to discuss your project ideas before starting an application.

Section 1 - Your Organisation

✍️ Organisation Name and Address Details

- Full legal name of your organisation, as it appears on your governing document
- Any other operating or trading names that your organisation is known as (if applicable)
- Address of your organisation
- Telephone number
- Email address

✍️ Main Contact Person

These are the details that will be used for correspondence purposes.

- Name
- Role (job title)
- Telephone number
- Mobile number
- Email address

✍️ What type of organisation are you?

Select as many as appropriate and include any charity or company numbers where applicable

- Registered charity
- Company limited by guarantee
- Community interest company (CIC)
- Charitable incorporated organisation (CIO)
- Unincorporated club or association
- Other

✍️ Organisation Start Date

When was your organisation founded or registered?

✍️ Are you part of a larger regional or national organisation?

For example, are you a local branch/division of a national organisation?

Yes / No

✍️ Aims & Purpose of the Organisation

Please describe the overall aims and objectives of your organisation and the activities or services your organisation provides

- Up to 5 bullet points which summarise the aims and main activities of your organisation
  Max. 150 words

✍️ Staffing and volunteers

How many of each of the following are involved in the organisation?

- Full time staff
- Part time staff
- Management committee / trustees / directors
- Volunteers (excluding management committee)

✍️ FIRST TIME APPLICANTS ONLY - Reference Details

If your organisation has NOT previously received a grant from Suffolk Community Foundation, please provide details of an organisation we can approach for a reference for you. They must know your organisation well and have recently worked with you.

- Referee organisation
- Referee name
- Referee role (job title)
- Referee telephone number
- Referee email address

Section 2 - Your Project

- ✍️ Project name
- ✍️ An indicative postcode of where your project will take place
- ✍️ The areas that will benefit from your project (villages, towns, parishes, roads, estates)
- ✍️ Project start date (when you'll start spending the money)
- ✍️ Project end date (if applicable)

✍️ Tell us about your project

Please cover all these points in your answer:

- What would you like to do?
- Who is this project for?
- How has this project come about?
- How is the community involved in the designing, planning and delivery of the project?
- If you're going to be working with anyone else to deliver the project, tell us about how this will work

Max. 800 words

✍️ How do you know your project is needed and wanted?

- What local knowledge and evidence do you have to demonstrate this project is needed? (a mix is best of: quantitative - data; and qualitative - feedback from people)
- How do you know the community want what you're proposing?
    - Tell us how many people you've spoken to
      (if you've got survey responses, please attach a breakdown of this information to this application as a supporting document)
- Tell us if this project will provide something that doesn't already exist in the community
- Tell us if this project will compliment anything already up and running
- How will your project help maintain or improve community wellbeing during the Sizewell C construction period?

Max. 800 words

✍️ What are the potential challenges or risks in delivering this project and how will you manage these?

For example:

- If your project's success relies on the recruitment and retention of volunteers, tell us how you're confident of being able to do this
- If your project involves reaching new people, how will you reach them?
- If you'll be reliant on any other organisation or partnerships to deliver the project, what happens if they pull out of the project?

Max. 400 words

✍️ How will you support more people to benefit from your project by removing barriers to participation?

Please describe your approach and any specific methods you plan to use.

For example:

- If your project takes place in a particular location, consider how people can get there – particularly in, or from, rural areas
- If there's a cost for people to take part, how can you support those who can't afford it to join in?
- If you're using digital channels to promote, register for, or deliver parts of your project, how will you ensure that people aren't digitally excluded?
- Have you considered how accessible your project is to those with additional needs?
- How will your project identify and engage individuals or groups who are typically underrepresented or less likely to participate in community activities - sometimes referred to as 'hidden' or 'hard-to-reach'?

Max. 400 words

✍️ What will happen at the end of the grant period?

- If you expect your project to continue, how will these costs be met?
- If your project were to end (planned or unplanned), how would this closure be managed to minimise any negative impacts for the community?
    - What positive legacies would be left behind?

Max. 300 words

✍️ How do you know that your organisation has the skills, knowledge and experience to successfully deliver this project?

Max. 300 words

Outcomes and measures

An **outcome** is a change that happens as a direct result of your project.

The **measure** is how you'll capture the information to evidence that outcome.

Please choose outcomes that are SMART:
Specific, measurable, achievable, realistic, time-bound

- If you're delivering an activity or providing a service, tell us the change you expect will happen for those who take part

  For example:

  Outcome: 20 young people will have reported improved mental health and wellbeing by the end of year 1
  Measure: Carrying out a simple survey at the start of each participant's journey to establish how they are feeling, then repeating this survey at the end of the project to capture the change

- If you're building or improving a community building, tell us what will be enabled as a result of the work

  For example:

  Outcome: 20% increase in the number of community activities taking place in the hall within 12 months of the completion of the building work
  Measure: Booking records – comparing before and after the work to demonstrate the change

- ✍️ **Outcome 1**
- ✍️ **Measure 1**

- ✍️ **Outcome 2**
- ✍️ **Measure 2**

- ✍️ **Outcome 3**
- ✍️ **Measure 3**

Max. 20 words for each answer

Outputs

An output is something you'll create, build or deliver with the grant funding.

For example:

- If you're delivering an activity or providing a service, tell us:
    - How long each session or appointment lasts
    - How many sessions or appointments in total you'll deliver
        - The frequency these take place
        - Whether these run at certain times of the year only (e.g. during term-time or only during the summer months)
        - The number of places available at each
- If you're building or improving a community asset (such as a village hall, community building, or playground), this will be your output (e.g. 1 x improved village hall)
- If you're hiring staff or recruiting new volunteers, the creation of these roles will be an output. Tell us:
    - How many roles will be created or recruited in to
    - The number of hours per week for each role

- ✍️ **Year 1: List the outputs your project will deliver in year 1**
- ✍️ **Year 2 (if applicable): List the outputs your project will deliver in year 2**
- ✍️ **Year 3 (if applicable): List the outputs your project will deliver in year 3**

Max. 50 words for each answer

Section 3 - Beneficiaries

Counting 'unique' individuals

We ask for the number of **unique individuals** — this means the number of **individual people** who will benefit from your project, **not the number of times someone takes part**.

Why this matters:

We want to understand how many different people your project will reach, not how often they attend or engage.

Example:

- If one person attends 10 sessions, they count as **1 unique individual**, not 10
- If 30 different people each attend at least one session, your total is **30 unique individuals**

Tips:

- If you're unsure, estimate based on your expected reach
- If your project is open to the public and you don't collect names, give your best estimate and explain how you arrived at it
- If your project involves volunteers, they count as people who directly benefit from your project too

Only count people who will directly benefit: Please only tell us about individuals who will **directly** benefit from your project by actively taking part in an activity, receiving a service, using a building or equipment, or volunteering to help you deliver your project.

There are often people who benefit *indirectly* from a project (for example, family members of participants or the wider community), but please don't include these in your count.

✍️ **How many unique individuals will directly benefit from this project or activity?**

✍️ **Tell us how you've calculated this figure**

Section 4 - Project, Supporting Documents and Declaration

Project Budget

- ✍️ Is your organisation registered for VAT?
  (Only include VAT in your project costs if you can't claim it back from HMRC)
- ✍️ What is the total cost of the project?
- ✍️ How much has been raised so far?
  - ✍️ Please give details of where the funding raised so far has come from
- ✍️ How much are you applying to us for, in total?
- ✍️ Are you in the process of applying for other funding for this project?
  - ✍️ Please provide details of the other funding you're seeking and when you expect to hear the outcome of these applications

Please download and complete our budget template, and attach the completed document to this application.

✍️ **Have you completed and attached the project budget?** YES / NO

MULTI-YEAR FUNDING REQUESTS ONLY - Year 1, 2, and 3 Costs

Please break down the total amount you're asking us for, by year. If you're not seeking multi-year funding, you can leave this section blank

- ✍️ Year 1 – amount applied for
- ✍️ Year 2 – amount applied for
- ✍️ Year 3 – amount applied for

Bank Details

Please provide your organisation's bank account details, we'll pay your grant award to this account

- ✍️ Account holder's name
- ✍️ Bank name
- ✍️ Sort code
- ✍️ Account number
- ✍️ Names and home postcodes for each signatory on the account

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Any other information

- ✍️ Is there any other information about your application that you'd like to provide?
- ✍️ How did you find the application form?
- ✍️ If you have any comments about this application form, or suggestions for improvements, please let us know

Supporting Documents

Please attach the following documents to your application using the 'Attachments' button at the bottom of this page. Please do not upload duplicates of documents – we only need each document attached once.

You're able to attach a maximum of 12 documents to this application form. Please email any additional documents to sizewellc@suffolkcf.org.uk.

We will not be able to process your application until all these documents are received.

No.	Document	Requirements	Age	Applicable to
1.	Governing Document	• At least 3 unrelated trustees or directors, living at different addresses • Aims and objectives that match with project or activity that funding is being requested for • Dissolution/winding-up – assets must go to a similar organisation, and not shared between members/shareholders • For CICs, Articles of Association should contain a named Asset Lock	N/a	Everyone
2.	Annual Accounts	• Solvent • Unrestricted reserves usually less than 12 months operating costs (contact us to discuss if this isn't the case)	Last published accounts for financial year	Everyone (unless new organisation less than 18 months old)
3.	Management Accounts	• Covering period between last set of accounts to now • Full breakdown of income, expenditure and reserves and expected cashflow for remainder of current financial year	Within last 1 month	Only if Annual Accounts are older than 6 months
4.	Redacted Bank Statement (or Paying-in Slip)	• Sort-code and account number shown must match the details entered in this application • Name and address shown matches registered company/charity details and those entered in this application	Within last 3 months	Everyone
5.	Safeguarding Adults at Risk	• Designated Safeguarding Lead(s) (DSL) contact names and telephone numbers	Within last 12 months (and not	Everyone

	Policy & Procedure	• Types of abuse • Signs of abuse • How to report concerns • Safe recruitment practices/policy • Staff and volunteer training	overdue for review)	(can be combined Adults and Child policy)
6.	Safeguarding Children Policy & Procedure	• Designated Safeguarding Lead(s) (DSL) contact names and telephone numbers • Types of abuse • Signs of abuse • How to report concerns • Safe recruitment practices/policy • Staff and volunteer training	Within last 12 months (and not overdue for review)	Everyone (can be combined Adults and Child policy)
7.	Equality, Diversity and Inclusion Policy	• Set out your mission/commitment to build an inclusive, diverse and equitable organisation • Actions and initiatives to achieve this • Types of discrimination • How to report concerns - from public and staff/volunteers • Staff and volunteer recruitment practices/policy • Staff and volunteer training	Within last 3 years (and not overdue for review)	Everyone
8.	Public Liability Insurance Certificate	• Minimum cover of £10m	Within last 12 months	Everyone
9.	Employers Liability Insurance Certificate	• Minimum cover of £10m	Within last 12 months	Everyone
10.	Project Budget	• Complete our template spreadsheet	-	Everyone
11	Quotes (for capital items)	• Comparable quotes • The number of quotes we require depends on the type and value of the	Current and/or obtained	For all capital purchases, builds or

		goods/services you are seeking to procure – please refer to our Capital Assets guidance for details • For example, if looking to purchase a laptop then we'll ask for screenshots or quotes from retailers for the exact same make, model and specification of laptop	within last 3 months	improvement works
12.	Your Organisation's Logo	• Jpeg or Png format • Minimum 300 dpi resolution (print quality)	-	Everyone
13.	Project timeline	Download the template from our website	-	Everyone
14.	Business Plan	• Detailed rationale – demonstrating understanding of local community and their needs • Research and engagement / consultation information • Risk management (including SWOT) • Project timeline • Plan for operational delivery – including activities, income forecast, maintenance and repairs • Financial management • Impact (outcomes, indicators of success)	Up to date	For capital projects where the total project cost is over £100,000
15.	Planning permission or building consent	• If you're seeking to undertake building or renovation works, we'll see need to see that any required permissions or consents from the relevant authorities have been obtained • If you're making improvements to a church building, we'll need to see proof that your faculty has been granted • If you've not yet obtained planning permission, please speak to us before	Current (not expired)	For capital projects which require permissions or consents

		submitting this application to the Community Fund		
16.	Leases, licences or proof of ownership for premises and/or land	• Showing you are responsible for making, or have the right to make, the changes you're planning	Current (not expired)	Projects making changes to buildings or land
17.	Breakdown of survey responses (anonymised)	• This could be a report showing a breakdown of the responses, or the 'raw data' in a spreadsheet • A list of the questions asked (and any multiple choice options, if used) • A breakdown of the responses (if you've used questions with pre-defined choices, then please provide a tally for these) • Details of any 'free text' comments provided in responses • Demographic information about the respondents, if possible (e.g. age, gender, where they live – town/village)	-	Only if you've used a survey or consultation to demonstrate the community need and want your project
18.	Evidence of additional funding	• If you've secured additional funding, please provide evidence of this – such as an award confirmation or offer letter/email	-	Only if applicable

Declaration

Authority

I confirm that I have been authorised by the governing body of my organisation (the board or committee that runs my organisation) to make this application.

Terms and Conditions - the Sizewell C Community Fund

I confirm that I have fully read and accept Suffolk Community Foundation's Terms & Conditions for the Sizewell C Community Fund. I confirm that I am authorised to accept these terms and conditions on behalf of the organisation I am applying for.

Accuracy of Information

I confirm that the information contained in this application is correct. I understand that any incorrect, incomplete, or misleading information provided may result in Suffolk Community Foundation taking action to recover any money awarded, and may lead to the refusal of any future grant application.

Use of my organisation's logo

I consent to Suffolk Community Foundation and Sizewell C using my organisation's logo on their websites, social media and in print when publicising grants awarded, if my application is successful.

Consent to share information

I consent to Suffolk Community Foundation making enquiries, and sharing information with, relevant organisations or individuals as part of the Foundation's due diligence process, in relation to this application.

☐ ✍️ Yes, I confirm that I have read and agree to the above declaration

Optional - Share Details with other Funders

☐ ✍️ Yes, I consent to sharing details of my application with other funds/grant programmes held by Suffolk Community Foundation which may help secure additional/alternative grant funding

- ✍️ Confirm - your full name
- ✍️ Confirm - your role/position