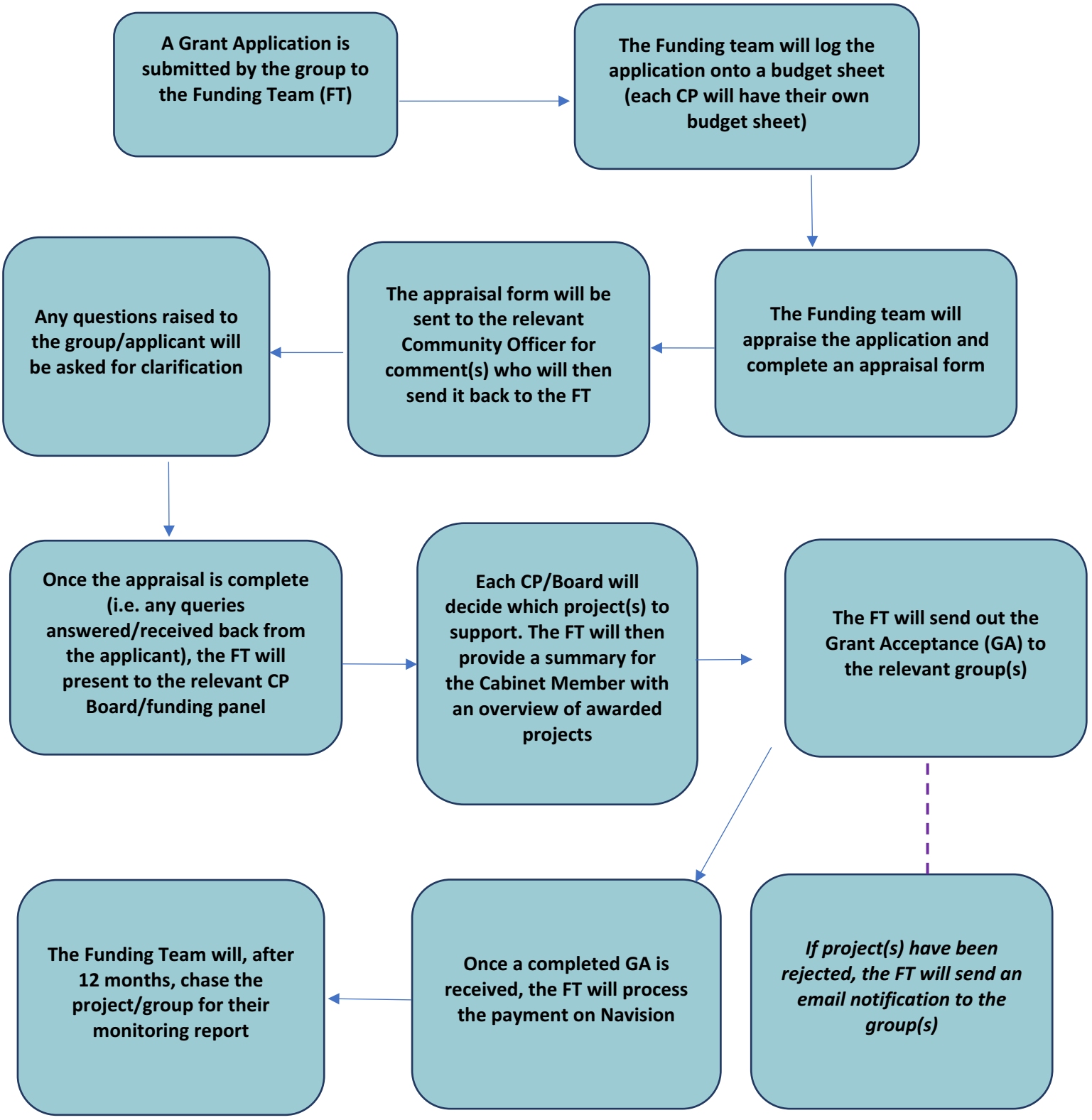
SMALL GRANTS SCHEME

STEP-BY-STEP GUIDE

East Suffolk Community Partnerships
Bringing ideas to life
Framlingham Wickham Market & villages

HIGH LEVEL OVERVIEW OF THE GRANT APPLICATION PROCESS:



ESTABLISHING A SMALL GRANT SCHEME – THINGS TO CONSIDER

1. **Scheme Funding - Authorisation:** To establish your small grant scheme an Outcome Proposal needs to be written and submitted to the Funding Team for processing and approval by Cabinet Member Cllr. Smith. Note that for new financial years, if there is an underspend in the current year a new Outcome Proposal is needed to seek authorisation for carrying the money forward to the new financial year.

2. **Can a Grant Scheme be geographically located?** Yes! As long as the funding is used within the Community Partnership (CP) area.

3. **Can it be fixed to address certain projects**? Yes, as long as they address at least one of the CP priorities. The CP can decide how many priorities they want the scheme to address, e.g.:
    a. Developing opportunities for young people
    b. Reduce social isolation and loneliness
    c. Alternative, active and sustainable transport provision

4. **Grant Amounts:** The CP can choose what the minimum and maximum amounts are. Typically they normally range anywhere between £250 - £2,000. However, the CP has the discretion to award funding lower or higher than the criteria set when reviewing applications or set its own criteria.

5. **Timetable for Applicants to apply:** This can vary according to the needs of the CP and how quickly they want to award funding. Typically, a window of between 4-6 weeks is allowed and applicants would be notified of the outcome of their application approximately 4 weeks after the closing date.