



East Suffolk  
Community  
Partnerships  
*Bringing ideas to life*

Kesgrave,  
Rushmere St Andrew,  
Martlesham, Carlford  
& Fynn Valley

## Outcome Proposal Form 2023-24

Please note that this MUST have already been discussed/agreed by the Community Partnership

<b>Programme or Project Name:</b> Community engagement with environmental issues (working title)	
<b>Name of Organisation(s) that will deliver it:</b> Town/Parish Councils, East Suffolk Council, Kesgrave High School and other individuals to be confirmed	
<b>Brief Description of What the Programme/Project is (2 lines max.):</b>	Litter picks and neighbourhood tidy events akin to Road Safety Week
<b>Partnership Budget Funding Request:</b>	<b>£6,183</b>

### 1. Outcomes and Beneficiaries:

The Community Partnership will need to fully understand these and how they will be measured before they can consider funding a programme or project: Therefore, please state what the anticipated outcomes of the programme or project are and who they are targeted at. Note:

- **Outcomes** are the specific **changes or impact** that you want to result from the programme or project. Your outcomes need to be measurable so that you can prove that your project has driven the change and created the impact you said it would. The best way to make your outcomes measurable is to ensure they are specific rather than general. And the best way to ensure you will achieve your outcomes is to make them realistic. If it's very difficult to measure or to achieve your expected outcome, you should consider whether it needs replacing or expressing differently.
- Your **Beneficiaries** are the people who will benefit from your programme or project.

*Please be as specific as possible for both.*

**Your Outcomes (specific CHANGES or IMPACT) and Beneficiaries:**

- Reduced litter in areas identified as having this issue, reducing the impact on the environment and wildlife.
- Increased number of young people taking a practical role in caring for their environment.
- Increased number of community led litter pick events



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- Annual awareness week at CP level, similar in style to Road Safety Week.

#### Beneficiaries

- Residents across the Community Partnership area.
- Wildlife and the local environment due to less interference.
- High school students enabled to take practical action against a local issue.

## 2. Programme/Project Description: How you will achieve your stated outcomes for your chosen beneficiaries (up to 200 words)

The Community Partnership will need to know, *practically*, what the Delivery Organisation(s) intend to do to achieve your outcomes. Please answer each question below:

***Why the Delivery Organisation(s) have been chosen over and above any others (eg capacity, skills, etc):***

Parish and Town Councils are aware of the issues and local matters affecting their community. They also have access to volunteers and interested parties that may wish to participate.

Kesgrave High School have requested to participate and be enabled to carry out litter picks on a regular basis.

East Suffolk Council will act as organisers and facilitate further development of the project in partnership with other stakeholders.

***How they intend to do it:***

Delivery of an annual awareness week related to the local environment and keeping the communities clean and tidy. This will done in a similar format to the successful Road Safety Week events which take place each year. This will include engaging with local schools, provision of awareness raising banners, content sent to local publications and social media pages and other plans to be confirmed.

Interested volunteers that wish to run their own litter picks will be enabled to do so by completing online training via Keep Britain Tidy. This training will allow them to increase



community engagement and run their own events in the future with limited support from Councils.

***How it demonstrates value for money:***

The upskilling of volunteers increases their participation time and demonstrates good value for money against the initial investment. The amount of hours committed will be monitored and fed back to the CP.

The equipment being purchased is of a high quality, durable, and able to be used for the long term. It is believed that purchasing cheaper items may be a false economy considering their uses.

The training theory is tried and tested by Keep Britain Tidy and the context of the training is well embedded. It is expected that this training will be relevant for the long term and will not require top up sessions.

***How it relates to the beneficiaries stated in Question 1:***

Residents are expected to notice not only the improvement in the quality of their local area, but are aware of how they can actively contribute towards the improvements themselves. Events will be well publicised and engaging, increasing community cohesion and increasing health and wellbeing of the local population.

***How many people you intend to reach / give benefit to:***

Areas to be targeted for litter picking and awareness events will be agreed in partnership with the CP members. It is expected that the residents in those areas will be reached with the opportunity to participate and the increased awareness about the local matters. Areas that are not facing such an issue will not be considered priority unless there is a clear interest from volunteers and the community.

***If you have chosen to run a Small Grant Scheme, why is this the best way to address the outcomes / priorities (eg capacity and skills, etc.):***

Not applicable.



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### 3. Evidence of Meeting Outcomes – Impact / On-Going Monitoring & Evaluation:

As the project progresses, the Community Partnership needs to know exactly what the delivery partner will be measuring, how and when. So the delivery partner will need to provide strong evidence that they are achieving the outcomes. *Please note we will send you a monitoring sheet to complete and return, at programme/project or funding end.*

***For example:***

***What information do you need to record as the programme or project develops to prove you are achieving your outcomes?***

Number of litter pick events held at Kesgrave High School and approximate number of students participating.

Number of community events taking place during the nominated week, and number of participants involved.

Subjective feedback from participants about the event and how it has made an improvement to the local area.

***How will you get this information?***

Agreement with the high school will be completed before any equipment is provided, ensuring the key data will be provided.

We will also complete a survey of actions completed after the week has ended to see how things have changed and progressed.

***How often will you need to record it?***

Updates will be provided to the Community Partnership on a quarterly basis during a standing agenda item.

### 4. Community Partnership Priorities:

**Which Community Partnership (CP) priority or priorities does the programme/project deliver against?**

Environmental Improvements



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## 5. Identification of Need:

### **How was the need for the programme/project identified (up to 200 words):**

*Please specify how the idea for the programme or project developed, e.g., as a result of a Task & Finish Group, Parish/Neighbourhood Plan, Market Town health check, questionnaire or another means of consultation/engagement, etc. You can also show need through anecdotal evidence such as ticket sales/reviews or events. It is important your answer describes how the need relates to the Community Partnership Priorities you stated in 4.*

The topic was discussed at the January 2024 Community Partnership meeting and a follow up online workshop to discussed and adjust the plans further. the matters in this proposal were identified by members of the CP during a lengthy discussion.

CP data also shows that residents of the CP have an above average level of interest in environmental matters, including recycling and similar issues. This suggests, along with real life examples such as the Kesgrave Wombles, that participation from a number of local residents can be expected.

## 6. Stakeholders:

### **Which organisations and other stakeholders will be involved and how will they contribute to the programme/project, e.g., Time / Money / Facilities, etc. Please remember to detail any time given by volunteers (hours / days)**

Kesgrave High School and Students – litter picking on a regular basis, all voluntarily.  
Volunteers – trained to deliver litter picking and similar events in the long term.  
Town and Parish Councils – contributions in various ways towards the annual awareness events.  
East Suffolk Council – facilitating discussions about the events and also coordinating volunteers and partnership organisations.

## 7. When the programme/project will start & finish:



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Start Date (MM/YY)	05/2024	Finish Date (MM/YY)	05/2025
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## 8. Resources/Costs/Funding:

Does the project have a FUNDING REQUEST to East Suffolk Council or other source of funding pending? If so, please give details:	No
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Please provide a breakdown of the total programme/project resources needed and budget costs (add extra rows if necessary). Please list each item separately. For example, please do **NOT** put 'Materials, venue hire and refreshments' as one cost – this must be 3 separate amounts. See example in first line of the **TABLE** below, that you must complete please. *The letters in **RED** are there to guide and help you ensure the proposal is fully costed:*

*If you need to explain your costs further, please use the box labelled 'Costs - Further Info', underneath 'Funding Shortfall'*

Item	What is it; how long will it last; how much, etc.	Cost	Ref
Eg Venue Hire	Eg £75 per month x 8 months usage	Eg £600.00	
Eg Mileage	Eg Tutor, from Office to Venue, 40 miles @ 45ppm	Eg £18.00	
Equipment	Litter pickers and bag hoops x 200, including a percentage to Kesgrave High School (75%). The costs attached are with 20% discount included and shipping free of charge.	£3,482	1
Banners/ advertising	PVC banners (3m x 1m) with bespoke design to be agreed around clean spaces (working title). Opportunity to propose match funding or sponsorship from town/parish councils. Quantity - 6	£420	2
Training	Training by Keep Britain Tidy – Neighbourhood Community Champion Scheme or Building Community Engagement or Litter Heroes Workshop training depending on demand. One day long virtual sessions. <a href="#">Community &amp; education training   Keep Britain Tidy</a>	£2,000 for 8 spaces	3
Hi vis jackets	Hi visibility jackets x 40. Extras, if needed, loaned by other organisations.	£56	4



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<b>Event costs</b>	Event costs for neighbourhood litter picking events	<b>£180</b>	<b>5</b>
		<b>£0.00</b>	<b>6</b>
		<b>£0.00</b>	<b>7</b>
		<b>£0.00</b>	<b>8</b>
	Add more lines if needed and simply add to total (A)		
<b>Total cost of Project/Programme, etc, ie 1+2+3+4+5+6+7+8</b>		<b>£6,183</b>	<b>(A)</b>
<b>Community Partnership Funding amount being applied for &gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt;</b>		<b>£6,183</b>	<b>(B)</b>
<b>Delivery Organisation own funds already held to put towards THIS programme / project, ie in Bank/Building Society Account &gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt;</b>		<b>£0.00</b>	<b>(C)</b>
<b>TOTAL Match-Funding Awarded but NOT in Delivery organisations account yet (if any)</b>		<b>£0.00</b>	<b>(D)</b>
<b>TOTAL Funding the Delivery organisation will hold, if CP Funding is approved, ie B+C+D</b>		<b>£0.00</b>	<b>(E)</b>
<b>Funding Shortfall, if any, ie (A) minus (E)</b>		<b>£0.00</b>	<b>(F)</b>

**FUNDING SHORTFALL (F)** If there is a shortfall, please explain how/where the Delivery organisation aims to make that up and when:

Not applicable.

**Costs - Further Info:** Only complete the box below if you need to add further clarity regarding your costs:

## 9. Sustainability:

**How will the programme/project be sustained / continued once any funding awarded has been used (if relevant)?**

The equipment and training are considered to be long term investments that will not require additional purchases in the future, unless a significant change in direction is required. This is not expected at present.



## 10.Publicity:

**How will the programme/project be promoted and publicised?** It will be a requirement of any funding award to acknowledge the Community Partnership funding provided by East Suffolk Council in any relevant publicity.

East Suffolk Council will support with the promotion. Volunteers will be guided through the training about how to promote greater community engagement. Social media pages, local newsletters and media will also be used to raise awareness of the topic at key times.