

### Overview of West Suffolk's approach to grants

#### Framework for the award of discretionary grant funding and business rate relief

The **purpose** of providing discretionary grant funding and business rate relief is to: ***support the development of projects and services that will benefit the local community and protect the local environment***

#### The role of West Suffolk Council

West Suffolk Council supports local groups, organisations and businesses to achieve their aims by providing discretionary grant funding and rate reliefs. We can do this in a number of ways, depending on the type of funding required and the purpose. We can support new initiatives; provide complementary funding alongside other grants; support organisations in need of short-term, targeted financial support; commission services that complement the Council's role; or support local initiatives in wards that build community capacity.

Further information on how we can provide support through discretionary grant funding and rate reliefs is set out below.

#### Through discretionary grant funding and rate relief we aim to:

- Support local groups, organisations and businesses with the development of projects and services that will benefit the local community and protect the environment by working with groups, organisations and businesses;
- Help groups and organisations to develop partnerships that will encourage and enable positive outcomes for local people;
- Support groups, organisations and businesses to grow and have a positive impact on the local economy; and
- Protect the local environment for the benefit of current and future generations.

#### Principles of our approach

The following principles underpin our approach to providing support through grant funding and rate relief.

#### We will:

- Provide a range of grants ensuring value for money, with outcomes that contribute to our strategic priorities to groups, organisations and businesses that are aligned to our values;
- Ensure there is a proportionate application, performance management and decision-making process;
- Ensure that each grant is awarded on its own merit;
- Where appropriate, encourage complementary funding alongside other grants, or at least expect to see that effort has been made by the applicant to source alternative/additional funding;

- Provide assistance on the basis of the positive impact the funding or relief will have for local people, organisations, communities, businesses and the environment;
- Monitor and evaluate the outcomes that have been achieved as a result of awarding the grant or relief; and
- Be fair and transparent in the way that grants and reliefs are publicised and awarded. These will be assessed against a set of criteria for each of our funds (further information is set out in the detail below).

**There are specific criteria for each fund set out below. However, applications will be subject to the following requirements:**

- Assessment of the level of benefit and impact that the grant will have for the local community and environment;
- Providing evidence of financial sustainability and viability of the group, organisation, project or business;
- Evidence of partnership working, or demonstrating efforts to work in partnership;
- Evidence that conditions of previous grant awards have been met;
- That the group, organisation or business is operating in accordance with any existing Council regulations that are relevant to them; and
- Evidence that complementary funding has been sought from other sources, or that there has at least been an attempt to seek other funding.

### **Application, approval, payment process and timetable**

Please select the relevant grant below for specific information as the application process, approval mechanism and timetable for award of payments differs for each.

### **Evaluation and monitoring**

In most cases, groups, organisations and businesses will be asked to provide written evidence of how the funding has been spent and the benefit it has brought to the residents of West Suffolk. Information relating to the evaluation and monitoring that is required upon receipt of any grant or relief will be included in the award notification.

Whilst this information is necessary for the purpose of evaluation and monitoring the outcomes of grant funding and rate reliefs, it is also an important part of sharing best practice and learning which will contribute to the wider learning of other groups, organisations and businesses.

**Please select the relevant fund below for further information:**

Locality Budgets	Community Chest	Economic Development Grants	Environment Grants	Rate reliefs
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