Local Funding Guidance: Community events, activities, and projects

What types of Local Funding are available from Sutton Council?

- Funding for a community event, activity, or project.
- Funding to cover additional fees and charges for an event (e.g. insurance, road closures)
- Funding for a physical improvement to a public space; there are two main programmes for this 'Public Realm' and the 'Neighbourhood Fund':

  - The 'Public Realm' is any space which belongs to, and is open to, everyone. This includes roads, pavements, rivers, parks, and green spaces. Public Realm Grants are for **smaller projects** which improve the Public Realm in Sutton (e.g. seating, trees, and signs)

  - The Neighbourhood Fund is for **larger projects** which help to address the extra demands that development (e.g. more housing) can place on local areas.

Please read the Public Realm or Neighbourhood Fund guidance if you wish to apply for either of these.

Who can apply?

Voluntary and community organisations or groups, including local charities and self-help groups, can apply. We cannot fund individuals.

Groups must have a bank account in the name of that group, or provide details of an organisation prepared to act on your behalf to manage any money awarded.

Groups must also have some kind of governing document to apply (this could be a constitution, a memorandum and articles of association, a set of guiding principles or set of rules or a terms of reference document), in order to demonstrate they are a community group.

For assistance with becoming a constituted group contact Community Action Sutton:

https://www.communityactionsutton.org.uk/about-us/contact-us/

020 8644 2867

enquiries@communityactionsutton.org.uk

What can Local Funding cover?

The funding covers:

- ✔ Community activities or events
- ✔ Projects which benefit local Sutton residents within a Local Committee area
- ✔ Projects where there is an identified local need or gap
- ✔ Defibrillators (additional guidance is on the website)

It can also cover fees and charges associated with events:

- ✔ Road closures
- ✔ Parking suspension notices
- ✔ Event licences
- ✔ Waste services
- ✔ Insurance (including public liability insurance)
- ✔ Temporary Events Notices (TENS)
- ✔ Park hire/Council property hire

What are some examples of things that could be funded?

Activities or projects which have received funding so far have included:
- One-off startup costs to create a new project or group

- One-off events such as community fun days and festivals
- Publicity or merchandise to advertise a project, group or event

What kinds of things are NOT covered by Local Funding?

The community events, activities and projects funding programme does not cover:

- Physical improvements, as this is covered by the **Public Realm Funding** (small-scale improvements, such as park benches or planting trees) or the **Neighbourhood Fund** (large-scale improvements, such as playground equipment).
- Activities where a statutory agency would normally cover the cost
- Local authority initiatives
- School projects and events
- Salary and running costs
    - E.g. building costs, ongoing website domain hosting costs, electricity, gas
    - E.g. computer licences for more than one year
- Volunteer expenses - including paying for guest speakers at an event (over £250)
- Loans or interest payments
- Legal expenses

What other criteria is there for the funding?

- Projects must be within the Borough. For example, projects by national charities are not eligible
- Events must take place within 12 months of receiving funding
- Projects must not promote private interests
- Projects that are run for profit or are run by private companies/groups with commercial interests are not eligible.
- Projects must not be associated with political parties, lobbying, or campaigning
- Projects must not promote religion
- Projects cannot be funded retrospectively
- A maximum of 20% of awarded grants can be put towards food/drink costs

Is public liability insurance automatically covered by the council?

No. Community organisations cannot insure their events via the Council's policy.

All events held on Council land and /or within Council property will require the organiser to possess valid public liability insurance of at least £1m, unless a higher

limit is required in the circumstances (any high-risk activities such as fairground operator).

You can apply for funding for public liability insurance while filling out the application form.

How much can I apply for to fund a project, activity, or event (Local Funding)?

Each group can apply for between £50 and £1000 for projects, activities, or events up to a £1000 limit per group or organisation per year

How much can I apply for to cover fees and charges associated with an event?

Each group can apply for up to a maximum of £2,500 per event to cover event fees and charges. This can be in addition to funding to cover the event itself .

Groups can apply for event fees and charges grants for a maximum of two events per year, up to a £2,500 limit per group or organisation per year
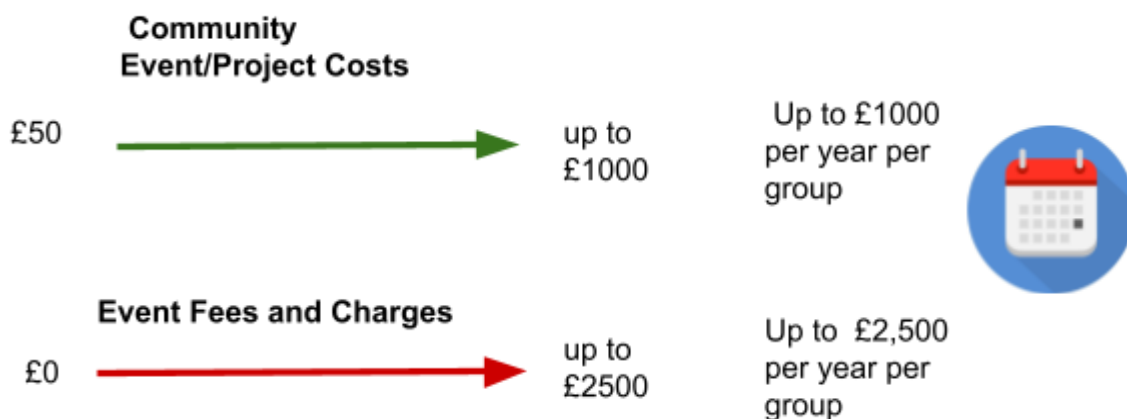
Although applicants may apply for a specific amount, there is no guarantee that the requested amount will be granted.

When do I need to apply?

There are two application windows for funding, one in Spring and one in Autumn. Applications will not be considered outside of these windows.

Please note that applications cannot be submitted after an event has taken place as we cannot fund activities retrospectively.

Applying and Receiving Funds

How do I apply?

During the application windows, you can apply using this [application form](). Outside of the application windows, the form is closed to responses.

We will get in touch with you if we need any further information following this.

If you have problems filling out this form, please get in contact with the [Community Engagement Team]() and we can assist.

What documents are needed as part of my application?

Organisations must have a governing document to receive funding. This could be:

- A constitution
- A memorandum and articles of association
- A set of guiding principles or set of rules
- A terms of reference document

You will need to provide both your governing document and organisation bank account details if you are successful in your funding application.

Please note, this must be a group/business bank account. We cannot provide funding payments into individual accounts.

Depending on who your activity/project is aimed at we may also request other documents, for example, a safeguarding policy if you are working with children or vulnerable adults.

Are any additional actions required for event fees and charges funding?

For all events taking place an event notice must be completed and sent to events@sutton.gov.uk. For licences, road closures, parking suspensions, and waste collections you will need to contact the relevant team directly. Full information can be found online at www.sutton.gov.uk/EventPlanning

How are applications approved?

Applications are reviewed for approval by councillors in the Local Committee area where the project, activity, or events will take place. You will find a list of ward councillors on the [Sutton website](#).

If I am successful, what happens next?

If you are successful, you will be contacted to confirm the organisation's bank details and asked to sign a funding agreement form. The funding must be spent within 12 months of receiving the funds. We will provide you with a completion report template to be completed within 3 months of the event/project . This information must have been received by Sutton Council before a group applies for another grant. You may also be asked to publicise or talk about the impact of your project, event, or activity at a Local Committee meeting.

Your information

We collect personal information when you use our services. We will use this information to provide the services requested, maintain records and, if you consent, to send you marketing or newsletter information. We will not share your information with other organisations for marketing purposes unless legally required to do so.

Promotion

It is a condition of grant applications that Sutton Council may use information and photos from the activities funded by grants in marketing and publicity material for promotional purposes (with the consent of any individuals shown/named in the materials). We strongly encourage all applicants to collect visual material (photo and video) from their projects where appropriate. We welcome working with the applicants to demonstrate the positive impact your work has had on local people.

Get in contact with us:

If you have any questions or would like to discuss a proposal prior to making an application, please contact [Community Engagement Team](#)