

Mid Suffolk District Council

Locality Awards Application Form 2026/27

Information for Councillors and Applicants

Allowance	Each Councillor has £10,000.00 to allocate to community groups and projects within their ward. Councillors can work together across wards to make larger contributions. Awards may only be allocated within Mid Suffolk District. The minimum award is £250.00 per application
Application process	This is a two-stage application. The form must be signed by the organisation applying and the District Councillor. Groups should discuss their proposal directly with their Councillor before making an application. Once the Councillor agrees the award the completed form and attachments should be forwarded to your Locality Officer for payment. Please see form for contact details.
What can and can't be funded?	Guidance on what can and cannot be funded can be found on our website – view Locality Awards Guidance. This Guidance should be read and understood prior to submitting an application. If you have any queries, please contact your District Councillor or email the Grants Team.
Post-Award	Successful applicants will provide a monitoring form after the project has completed, along with evidence of spend. Awards provided should be spent within 12 months of the Award being processed.

Important Dates:

11 th May 2026	Launch of 2026/27 Locality Awards
22 nd January 2027	Deadline for application forms to be submitted to the Communities Team
29 th January 2027	Final date for payments to be processed

Priorities:

Locality Awards are provided to community projects and activity that demonstrate wide ranging community benefits, and are aligned to the Council's priorities:

[The Mid Suffolk Plan](#)

Mid Suffolk District Council Locality Awards 2026/27 Application form

Part A: for Completion by District Councillor

1. Project and Award Details

Councillor(s) Name:	David Penny
Ward:	Claydon and Barham
Organisation Name:	Coddenham Parish Council
Project/Activity Summary:	Coddenham 3Rs
Does this application meet the Locality Awards Guidance and help the applicant benefit the wider community?	Yes/No
Why are you supporting this application?	
Level of Award made - min £250 <i>If the Award is being supported by more than one Councillor, please detail the split here.</i>	£

2. Declaration of Interest and Signature

Do you have a local non-pecuniary interest in this organisation?	☐ Yes ☐ No If yes, please supply further information:
Do you have a disclosable pecuniary interest in this organisation?	☐ Yes ☐ No If yes, please supply further information:
Councillor's Signature <i>I approve the release of funds shown below from my 2026/27 Locality Award for the attached project.</i>	
Date:	

Part B: for Completion by Applicant Organisation

3. Organisation Details

Organisation Name:	Coddenham Parish Council
Contact Email Address:	cllrnicks@coddenham-pc.gov.uk
Contact Name	Nick Mills
Contact Position (i.e., Treasurer)	Vice Chair
Contact Phone Number	07548 152181 (Parish Clerk, Maggie Burt)
Organisation Address: <i>If your project is taking place in a different location to your organisation address, please provide that address instead</i>	Coddenham Parish Council 4 Webbs Cottages School Lane Coddenham Suffolk, IP6 9PT

4. Governance

Does your organisation have the following in place? (Yes or No)	
<i>If your organisation is new to us, or if you are applying for over £2,000, we will request a copy of your constitution or governing document. We reserve the right to request copies of policies.</i>	
Document	Yes or No
Constitution	Yes
Equal Opportunities Policy	Yes
Safeguarding Policy	Yes
Health and Safety Policy	Yes

5. Project Details

What is the project or activity, and what will the funding be spent on?
<i>If there are corresponding quotes, please include with the application</i>
Continuation of 3Rs events to collect items from parishioners for reuse and recycling which aren't collected kerbside. Events are scheduled for 3 rd October (combined with a parish litter pick) and 21 st November, with another planned for Spring 2027. To date this calendar year events were held on 21 st March and the 11 th July. Both were well attended, with significant amounts of items collected. The events are staffed by volunteers and all items are taken to reuse/recycling sites e.g. council run, TWAM, Sackers, Katies Gardens, Debenham men's shed etc., by volunteers at their own cost. The new kerbside collection regime has only removed tetrapacks from what we had collected previously.

6. Community Need

How have you identified the need for this project/activity?

Previous events which are well attended, especially by those residents who do not drive and have no way of getting to one of the county's recycling sites or for whom the task would be challenging and/or limited by the amount they had to recycle.

7. Community Benefits

What difference will this project/activity make to your community?

- It increases the parishes reuse/recycling rate.
- It encourages reuse/recycling.
- It reduces the number of journeys made/slots used at the recycling centre.

8. Project Timeline

Estimated start date:	1 st September 2026	Estimated end date:	31 st March 2027
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9. Costs

Please provide a breakdown of the costs associated with delivering your project or activity

If your application is for running costs, please detail what these are

If your application is for over £2,000, including contributions of smaller sums from more than one Councillor, your application must include quotes/costings, a copy of your latest accounts and your constitution.

Cost	£ Amount
Hall Hire	£ 300
Promotion and publicity	£ 75
	£
	£
	£
	£
Overall cost	£ 375
How much are you applying for?	£ 375
If your application is for over £2,000, have you provided copies of your constitution, accounts and costings?	

10. Capital Projects Only

Please only fill in this section if your project is a capital project (such as building or infrastructure works)

How do you hold the land or buildings at present? Please specify Leasehold or Freehold	
If leasehold, please state the name and address of the owner as well as the expiry date of the lease	
Have you secured Planning Permission and/or Buildings Regulation approval?	

11. Account Details and Declaration

Bank Account name: (to correspond with the organisation name above)		Coddensham Parish Council	
Account Number:	20331335	Sort Code:	60-83-01
Applicant Signature: <i>I agree that if the application is successful the award will be spent on the items or projects as set out in our application. We will supply invoices and a completed monitoring form once the project has completed (within 6 months of the Award being processed).</i>			
Date:		31 st July 2026	

For applicants: it is advised applications are submitted to Councillors to enable submission by Friday 22nd January 2027.

If you have any questions on completing this form, please contact your Councillor in the first instance.

For Councillors: The final submission date for completed forms to be sent to the Communities Team is Friday 29th January 2027.

Please send to your Locality Officer or the Grants Team
BMSDCGrants@baberghmidsuffolk.gov.uk

Or alternatively, by post to:

BMSDC Grants - Communities
 Babergh and Mid Suffolk District Councils
 Endeavour House
 Russell Road
 Ipswich
 Suffolk
 IP1 2BX

Data Protection Notice

Any personal information processed by Mid Suffolk District Council arising from Councillors Locality Award Fund Application will be protected in accordance with the Data Protection Act 2018. For more information on how we process your personal information or for information regarding Mid Suffolk District Council's Data Protection Policy and your right to information go to [Privacy Policy - Mid Suffolk District Council - babergh.gov.uk / midsuffolk.gov.uk](http://babergh.gov.uk / midsuffolk.gov.uk)