1. **What is the Sutton Community Fund?**

It is a grants funding programme, financed by Sutton Council and administered by Community Action Sutton. It supports small and community focused projects that benefit Sutton residents and meet local priorities contained within the Sutton Plan.

1. **Who can apply?**

* Voluntary and Community Groups and Organisations with an income of less than £100,000
* Voluntary and Community Groups and Organisations that benefit Sutton residents.
* Voluntary and Community Groups and Organisations that have established links with Sutton or who are a Sutton organisation.
* Organisations that support the most vulnerable members of Suttons communities

1. **How much can I apply for?**

* We will accept applications of between £500 and £5,000.
* Your organisation can receive a maximum of £10,000.00 over a 3 year period as a multi-year bid.

1. **What is the funding period?**

* The funding is for a maximum of 3 years (if a multi-year bid) or 12 months (if it is a one year bid) from the date of the grant agreement.

1. **What do we fund?**

* Projects that meet the Sutton Community Fund criteria outlined in this guidance, contribute to the priorities below (see 6), and benefit Sutton residents. Please see [www.communityactionsutton.org.uk](http://www.communityactionsutton.org.uk) for examples of projects that have been funded in the past.
* Please note that the Sutton Community Fund will give **priority to applications that can demonstrate they will improve the lives of the most vulnerable individuals** in Sutton as set out in Section 6.
* The Sutton Community Fund can for example provide staff, venue and event costs; appropriate materials and equipment; and publicity (both paper and digital). We can fund the overheads needed to support the project you are applying for.
* If you are providing classes/activities or materials for a project, Sutton Community Fund expects **all the participants to make a contribution to these**. If it can be demonstrated that the participants are unable to cover the costs then the Sutton Community Fund will consider making a contribution.

1. **Priorities for this year 25/26 – what we are looking to fund and where?**

Your project should be focused on one or more of the priorities below;

**Cost of living** - the project helps people that are struggling with the cost of living, particularly groups or communities who are more likely to be affected for example;

* People with disabilities (both children and adults)
* Households with dependent children, particularly lone parent households
* Younger adults (16-24)
* People from Black, Asian and mixed or multiple ethnic backgrounds
* Older people who live alone

**An inclusive place for everyone** - the project brings communities together and promotes equality, diversity and inclusion; this could be through delivering support for specific groups to reduce disadvantages they face, or taking actions to bring diverse communities together to make positive changes (e.g. improving health and wellbeing or solving a problem in their local area).

In 2025, we are particularly interested in funding activities for children and young people in Sutton, especially activities which support children and young people with special educational needs and disabilities (SEND), young carers or children looked after and care leavers.

**Action on climate change** - the project promotes or delivers positive actions to reduce carbon emissions in Sutton and encourages people to adopt more sustainable behaviours to help combat climate change (e.g. cycling, walking, recycling, reuse, repair etc.)

Priority will be given to projects that will benefit residents in the following areas\*;

* St Helier and Hackbridge
* Sutton Central
* South Beddington and Roundshaw
* Belmont (particularly Shanklin Village)
* Wallington

**\***these are areas of Sutton which have higher levels of deprivation according to the index of multiple deprivation, please see page 21 of [Sutton’s Strategic Needs Assessment](https://docs.google.com/presentation/d/19nz8MXQMZlL_0yCatVPd8OskqyKtEjsUJeZxUoxaXEc/edit?usp=sharing) (SSNA) for more information.

1. **Evidence of identified need/s**

In part four of the application form (see part 4, question 3) you will be prompted to provide evidence of identified need to demonstrate why your project is needed. You will find information in the document [Sutton Strategic Needs Assessment](https://data.sutton.gov.uk/wp-content/uploads/2023/06/Online-version-Suttons-Strategic-Needs-Assessment-Borough-Profile-1.pdf) to help you with this and you can also use data or information from your own organisation or local community.

1. **What we won’t fund**

* Projects where a statutory agency would normally be expected to cover the costs
* A ‘shortfall’ in funding from a statutory agency
* Services which schools could be expected to pay for
* Projects which have not demonstrated a clear local need for what they are proposing
* Political parties, lobbying and campaigning
* Individuals
* The promotion of religion
* New projects where, in the view of the panel, there is already adequate provision
* A project where the organisation has significant unrestricted reserves (in excess of 6 months running costs held in the form of unrestricted/free reserves)
* Organisations that do not have any established links with Sutton or are a Sutton organisation
* Physical improvements to a building or space or the purchase of high value equipment for an organisation such as boilers, ICT equipment, vehicles, etc.

1. **Decisions**

* Organisations will be notified of the outcome of their application within 3 weeks of the panel meeting.
* The Panel may ask for further information before making a decision.
* The decision of the panel is final and there is no appeal process.

1. **Community Fund Application Checklist**

It is important that you work through this checklist before you start completing the Community Fund application form. This checklist has been designed to help you decide if the Community Fund is right for your organisation, before you submit an application.

|  |  |  |
| --- | --- | --- |
| Part one – You must be able to answer yes to all of part one to apply | | |
|  | Yes | No |
| Is your group a voluntary or community organisation (including if you are a registered charity or company)? | ☐ | ☐ |
| Is your group a corporate body or does it have a formal constitution if not incorporated? | ☐ | ☐ |
| Does your group work in England and provide quantifiable benefit to Sutton? | ☐ | ☐ |
| Does your group have its own bank account, which requires two unrelated people to authorise cheques and make withdrawals (including debit card or internet purchases and cash withdrawals)? This must be in the name of the organisation applying. | ☐ | ☐ |
| Does your group have at least three members on its governing body? | ☐ | ☐ |

|  |  |  |
| --- | --- | --- |
| **Part two – you must be able to answer yes to all of part two to apply** | | |
|  | Yes | No |
| Does your organisation have a safeguarding policy (if it works with vulnerable adults or children)? | ☐ | ☐ |
| Does your organisation have an Equality and Diversity Policy? | ☐ | ☐ |
| Does your organisation have a Health and Safety Policy covering staff, volunteers and service users? | ☐ | ☐ |
| Does your organisation have public liability insurance? | ☐ | ☐ |
| Is your organisation GDPR compliant? | |  |  | | --- | --- | | ☐ | ☐ | | |

|  |  |  |
| --- | --- | --- |
| Part three – You must be able to answer no to all of part three to apply | | |
| Has any Director or other person having control or representation of the organisation been convicted for specified serious offences, including: | Yes | No |
| Any of the following:   * Conspiracy * Corruption * Bribery (Conviction under Sections 1 and 6, Bribery Act 2010) * Fraud * Money laundering | ☐ | ☐ |
| Any of the following:   * Insolvency * Offence in the course of the business (e.g. regulatory matters, or health & safety breaches * Grave misconduct * Failure to pay taxes * Serious misrepresentation in the provision of information required in a grants or services application process | ☐ | ☐ |

If you answered yes to any of the above, we may not be able to fund you. Please contact [jackie@communityactionsutton.org.uk](mailto:jackie@communityactionsutton.org.uk) if you would like to discuss this further.