



## **Making A Difference Budget Funding Guidelines**

Up to 10% of each Area Committee annual budget may be set aside for the Making a Difference (MAD) fund and divided equally between the wards comprising the Area. At the first Area Committee of the new municipal year, the Financial Update report will include the resolution that establishes the annual MAD budget for the Area for that year. Councillors can then access the portion of the MAD fund allocated to their ward to make local improvements.

The fund may be accessed in the following way:

- Councillors will have the support of their Community Engagement Officer to
  - provide advice on the eligibility of the proposal
  - determine links to the Area Committee Action Plan
  - check that the organisation (where an organisation is applying) is properly constituted or registered
  - check that the receiving account is in the name of the group and not an individual<sup>1</sup>
  - notify the Communities Portfolio Holder and Operations Manager with responsibility for Community Engagement
- Funding requests that align to another organisation's responsibility (e.g. Suffolk County Council, Police, Health Services) need to explain how funding through that organisation has been explored. Such requests will be considered on an individual basis and those with match-funding or Suffolk County Councillor locality funding would be prioritised.

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<sup>1</sup> Either through a payment recipient form or by checking that the group is an established recipient within the Council's payment system)

- Projects should not duplicate the service provision of other public bodies, promote the withdrawal of investment, nor distract statutory responsibility away from an organisation.
- Proposals will preferably demonstrate that consultation that has been undertaken with ward residents, businesses, community bodies or other partners.
- **The majority of Councillors representing the ward must agree to the proposal before that portion of the MAD fund may be used.**
- Once agreed, the proposal and evidence of the agreement and checks must be submitted to the Head of Service with delegated authority for that Committee Area.
- If the Head of Service is satisfied that these conditions are met, all Councillors on the Committee will be informed and the funds may be awarded.
- The project will be undertaken by the ward Councillors or the applicant organisation as appropriate to the project. Time spent by the Community Engagement Officer on delivering the project will need to be funded as part of the proposal.
- The MAD budget is included in the finance report for each Area Committee and an appropriate audit trail would be available through the Community Engagement Team.
- At the end of the municipal year, any MAD budget that is still unspent is to be returned to the main Area Committee budget for that Area.

### **Typical items covered via MAD funding**

- One off project expenses, equipment or similar costs
- Contributions to celebration events with lasting community benefit or a follow up plan of community engagement
- Start-up costs for a new group or organisation
- Match funding for projects – evidence will be required that such funding has been secured

### **Items not be covered via MAD funding**

- Ongoing revenue or maintenance costs
- Insurance, feasibility studies, planning etc. application costs, solicitors or other fees
- Donations to individuals
- Donations to commercial bodies or events
- Direct staffing costs