



Hopkins Plunkett Communities Scheme Grant Guidance

Festive
to help your
community
during the
festive season

Feasibility
to help get your
project started

Enhancement
to help your
project thrive

Emergency
to help you
when you
need it most

Award-winning East Anglian housebuilder Hopkins Homes has teamed up with the Plunkett Foundation – the national specialists in rural community business – to support new and established community businesses across Norfolk, Suffolk, rural Essex and Cambridgeshire. This fund will help people who want to establish and grow community owned and run business in their area.

We encourage applicants to read this guidance thoroughly. If you'd like to talk to us about your project, please contact us. Plunkett are happy to answer any queries you may have to help you make sure your project is eligible. You can contact us in the first instance by email at info@plunkett.co.uk

How much is available?

Grants of £200 to £1,000 will be made available until the end of March 2021. The grant scheme may close before March, if all the funding has been allocated before this time.

It is expected that around 30% of grants will be allocated before December to help Community Businesses deliver festive focussed activities and make preparations for 2021.

Plunkett and Hopkins Home will be looking to help as many groups as possible; therefore it is likely that grants will range upwards of £200 and that any no grant award will be more than £1,000. We may opt to part fund applications.

We will consider accepting one Festive application as well as one Feasibility, Enhancement, Emergency grants. However combined, this cannot exceed £1000. If you are unsuccessful, there will be an opportunity to review your application and resubmit.

Who can apply?

You can apply for a grant if your project is an early stage or established community business* located in one of the following counties:

- Suffolk
- Norfolk
- Cambridgeshire
- Rural Essex

**Community businesses are enterprises that are owned and run democratically by members of the community and others, on behalf of the community. They come in many forms - including shops, pubs, woodlands and anything which lends itself to community ownership.*

You should be incorporated or planning to incorporate soon. You will be able to tell us more about your legal structure in the grant application form.

When can we apply?

Applications can be made at any time throughout the 4 month period and will be assessed in-house on a regular basis. Please note the scheme will close, once all funds are allocated. Please note closing dates for grant applications in December is the 15th. The grant application process will then re-open in the new year.

How can the grant be used?

You can apply for a grant to help with Festive, Feasibility, Enhancement or Emergency for your community business. Your application can be to help with one or more of these areas:

- **Festive**

If you would like to apply for a small grant to help deliver festive focussed activities that help bring people together this holiday season, to thank your volunteers or to help look after your local residents during the festive period. This could be schemes to help reach those who may be isolated or shielding, or to give social support to those who may not be around their families during this time. A small percentage of the grants available will be offered this side of Christmas. We encourage you to get any festive application in early, as a small percentage will be allocated for this purpose. You can apply for a festive grant up to the 15th December.

- **Feasibility**

If you are in the early stages of your community business project and need funding to help get your project started. We may be able to help. Some of the costs we could help to fund at this stage may include: surveying or consulting with your community, funding a valuation of a building or site, setting up your legal structure or paying for additional support from a professional consultant.

- **Enhancement**

If your community business could do with an extra boost, a grant may be able to help. You can apply to this fund if you would like to add services or equipment to help improve your community business. This could include: signage, display, the installation of an EPOS system to manage your stock or a marketing campaign to increase awareness of your community business.

- **Emergency**

We know that not everything always goes to plan. If you have an emergency in your community business that could have a negative impact on your community business, then we'd like to offer support. This might include replacing equipment, paying for a repair or paid support to deal with a difficult situation.

What we can't fund:

- Staff salaries
- Ongoing running costs
- Private Businesses

- Repayment of loans
- Legal costs for planning
- Purchasing of stock
- Retrospective purchases (costs prior to December 2020)

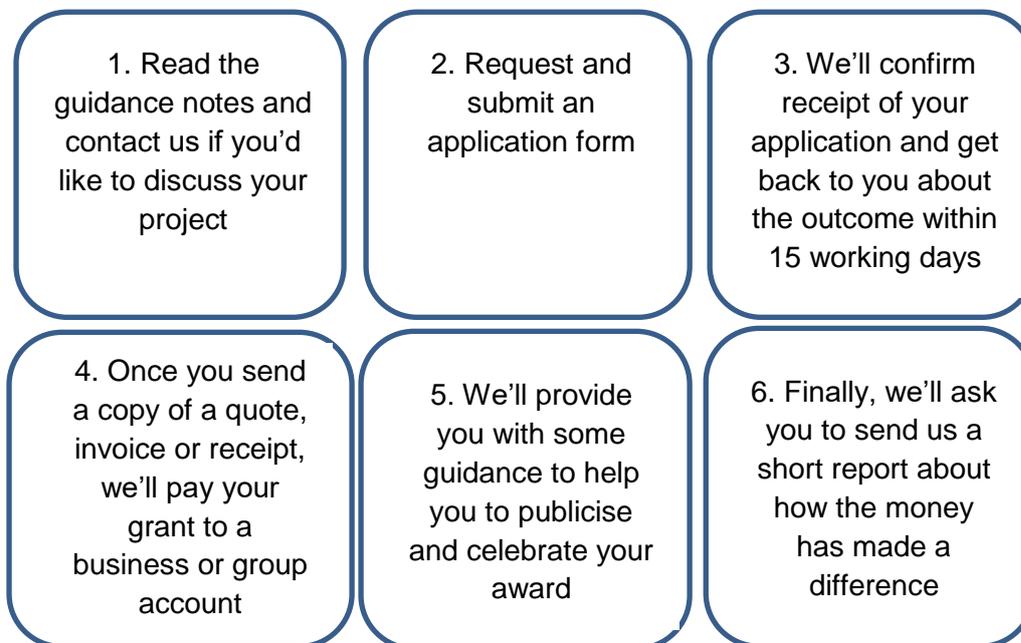
Do we need to have match funding?

You don't need match funding to apply, but we would like to know if you are relying on additional funding, planning permission or other factors that might influence when you can spend the grant.

How long do we have to spend the grant?

You should aim to spend the grant within 3 months, but there may be some flexibility with this if you talk to us about the reasons you might need more time than this.

How to apply



What if we don't have a bank account yet?

A grant payment can only be paid into a group or community business bank account. You can nominate another incorporated organisation or Parish/Town Council to receive the funds on your behalf. If you don't have an account open at the point of completing this application form it will not prevent us from assessing your application.

Privacy Statement

The Plunkett Foundation is committed to protecting and respecting your privacy. We shall only use information we collect about you in accordance with the Privacy and Electronic Communications Regulations 2003, the Data Protection Act 1998 and, since May 2018, the General Data Protection Regulation (GDPR) – please email info@plunkett.co.uk if you would like further information. Your application will be

shared with other organisations involved in the Hopkins Plunkett Communities Scheme and their partners. It will also be used to help understand the impact of covid-19 on the community business sector and therefore may be used for policy, communication and/or information purposes. By using this form, you consent to the collection and use of information you provide in accordance with this privacy policy.

If you have any access requirements and need an application form in a different format, please contact us.