



Hadleigh Town Council

The Guildhall
Market Place
Hadleigh
Suffolk
IP7 5DN
(01473) 823884

,COMMUNITY GRANTS FUNDING APPLICATION FORM 2026/2027

All applications must be submitted using this form

How to use this form: this form can be printed and completed by hand or can be filled in electronically. Please try to keep your answers to the point to fit into the boxes.

Prior to submitting this form if you wish to speak to a member of staff please contact:
assistant@hadleightowncouncil.gov.uk

Name and address of the person making the application on behalf of the organization:

Jessica Mason, Sudbury & South Suffolk Citizens Advice, Keyse House, Acton Lane, Sudbury CO10 1QN

Position held in organization: Chief Officer

Telephone number: 01787 321 402

Email address: jess.mason@sudburycab.org.uk

Name of the organisation you are requesting funding for: Sudbury & South Suffolk Citizens Advice

What type of organisation are you requesting funding for (e.g., charity/voluntary organisation)?
(No grant will be awarded to or for any commercial venture for private gain)

Registered Charity

Please provide any relevant registration number: 1123466

What does this organisation do?

We provide free, impartial and confidential advice to any resident of Babergh District Council

What are the aims of this organisation? To provide free, independent, confidential, one to one impartial advice to residents of Babergh



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Has this organisation received a grant from Hadleigh Town Council in the last 3 years? If so, when was it received, what was the value of the grant awarded, and what was it for?
Towards cost of providing one to help and advice to Hadleigh residents by phone, email and in person, including at twice monthly outreach sessions at The Ansell Centre

24/25: £1,300. 23/24: £1,200, 22/23: £900

What is the name of the project/activity you are applying for?

Advice for Hadleigh Residents

How many people in Hadleigh will benefit from this project? 127

When will the project finished? 1 year from receipt of funding

Constitution

Does this organisation have a constitution? Yes (If Yes please attach a copy)

Financial information

Total income of the organisation in the last financial year including date of year end:

25/26: £195,000

Total amount spent in the last financial year:

25/26: £308,000

Where does the organisation get its funding from?

Part funding from Suffolk CC, Babergh DC, Rope Trust, Sudbury Town Council, Parish Councils, grant making Trusts

What is the **total** cost for the project/activity which this funding application relates to?
(Please provide a breakdown of the key costs involved):

Total Cost: £16,000 of which: Direct Outreach Cost: £9,000 + Proportion of the following costs:
Premises/Utilities/Supervision/Post/telephone/IT/Stationery/Printing/Volunteer Travel & Expenses

What is the amount of grant requested from Hadleigh Town Council? £1,300



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How much has already been raised? The balance of funding will be taken from our core funds

Is the grant for match funding? (i.e. are funds from elsewhere dependent on our funding?)

No

Have you applied elsewhere for a grant, if so, which organisation(s), how much for, and when will you know if the application has been successful?

A proportion of core funding grants for the year already received from Suffolk CC and Babergh DC will be allocated towards our advice and help for Hadleigh residents.

How will you continue to fund the project once Hadleigh Town Council's funding runs out? (If you are seeking funding for a one-off event then you do not need to answer this question).

We will continue to use part of core funding from statutory sources and apply to private trusts where opportunities arise

Please provide your bank / building society details so a BACS payment can be made if your grant application is successful

Sudbury & South Suffolk Citizens Advice

About your project

Please tell us about your project in up to 500 words. We would like to know the following:

- Why do you want to do this project?
- How do you know that it is needed?
- How many Hadleigh residents will benefit from it?
- How does the project meet one or more of our funding priorities (below)?
 1. Support projects and initiatives which will directly benefit the residents of Hadleigh
 2. Enable local people to participate in voluntary groups, organisations, and activities
 3. Help the towns voluntary groups and organisations improve effectiveness or offer additional services or activities.
 4. To support organisations which meet the need of the people experiencing social and economic difficulties
 5. To ensure that there is equality of access for Hadleigh residents to the services it provides and funds
 6. Projects and initiatives that contribute to Hadleigh Town Council's priorities or strategies



About your project :

Our project meets the following funding Priorities:

Objectives 1 and 4 by providing our wide range of free one to one help and advice available for all residents by telephone, email or face to face appointments at our offices in Sudbury or face to face drop sessions in Hadleigh.

Objective 5 by ensuring that in addition to our help and advice by telephone and email, Hadleigh residents can have access to face to face advice at outreach advice sessions in the town. The majority of people taking advantage of our Ansell Centre outreach sessions fall into the over 60 age group who will continue to particularly benefit from being able to speak to an adviser face to face, which they may find easier, and by not having to travel to get the help and advice they need.

A grant from Hadleigh Town Council will go towards continuing to provide our free advice services to residents of Hadleigh by telephone, email or face to face and to continue our twice monthly outreach session at The Ansell Centre.

In the past year we helped 127 Hadleigh residents with 868 different problems, an average of 6-7 per person and 44% of those helped had a disability or long term condition. Of this total, 29 attended our local Outreach of whom 59% had a disability or long term health condition.

We expect demand to continue in a similar way in the future as the ongoing rise in the cost of living continues to have an adverse impact on residents' incomes. An increasingly important and significant part we play to address this is by reviewing each person's situation, ensuring that they are claiming all the Benefits to which they are entitled and, where necessary, helping them to make relevant applications for grants for essential items, as well as providing budgeting and debt advice. In the past year we have increased Hadleigh residents' household incomes by a total of £155,162. Not only can this ease the pressures on people's financial situation and improve their quality of life but it can also support the local economy when money is spent on local services.

As one client told us: 'Many thanks for your support and guidance with my claim submission for Attendance Allowance. This has given me peace of mind and additional help to live a better life with less worry. You are a great team and very helpful'



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Declaration:

We confirm that all the information contained within this application is true and accurate to the best of our knowledge and belief, and that we are authorised to submit this application on behalf of the group.

By signing this form you have read and agree to abide by the terms and conditions

Signature 1
(person submitting form)

Jessica Mason Chief Officer

Signature 2
(Chair or senior representative of the organisation)
(Must be a different person and unrelated to signature 1)

Catherine Hearn co-chair of Trustees

Date: 29/07/2026

Please return your completed application form to:

Hadleigh Town Council, Guildhall, Market Place, Hadleigh, Suffolk, IP7 5DN or email to
assistant@hadleightowncouncil.gov.uk