

SURREY HEATH BOROUGH COUNCIL COMMUNITY GRANT APPLICATION FORM

COMPLETED APPLICATIONS MUST BE RETURNED TO:  
COMMUNITY PARTNERSHIPS OFFICER  
SURREY HEATH BOROUGH COUNCIL  
SURREY HEATH HOUSE  
KNOLL ROAD  
CAMBERLEY  
SURREY GU15 3HD

OFFICE USE ONLY  
APPLICATION NO:

[ ]

APPLICATION FOR A COMMUNITY FUND GRANT

1. YOUR ORGANISATION

1.1 Organisation Name: Camberley Central Job Club

1.2 Principal Contact Name: Murray Rowlands - Chairman

1.3 Organisation Contact Address (for correspondence related to the application):  
1 Woodway Camberley Surrey

Post Code: GU15 3LY

Daytime telephone no: 01276 27367

E-mail address: mRowlands@btinternet.com

Amount applied for: 11850

1.4 Please confirm your organisation is 'not for profit' Yes

1.5 Organisation Type (please tick):

Formally constituted Club/Association/Trust

Other public sector body

School/college

Other

1.6 How many members are in your organisation?  up to 25  26-50  51-75  
 76-100  101+

1.7 How long has the organisation existed? 3 years

1.8 Are you a registered charity? ... No but making application to Charity Commission  
(If yes, please state the charity number)

1.9 Are you VAT registered? ..... No  
(If yes, please state VAT number)

1.10 Are you affiliated to a national organisation? ..... No

1.11 If yes, have you applied to them for funding? ..... No

1.12 If not, please state your reasons for not doing so ..... N/A

1.13 Please state where your funding comes from ..... Historically from community grants from various sources

**2. PROJECT DETAILS**

2.1 Please describe the project in as much detail as possible. The information provided should accord with your Business Plan.

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2.2 What is the timescale of the project? Start Date: February 2015

Completion Date: December 2015

2.3 Who will benefit from the project, the wider community or a small section? .....  
those seeking skills/occupational training 18 plus

2.4 Please describe your current facilities. opportunities exist in 3 venues — High Cross Church, St. Marys church and France Hill Adult Education Centre. In particular for craft skills France Hill

2.5 What other activities/services are offered at this site? High Cross - a range of employment skills related to IT access, C.V. preparation, interview skills. St. Marys development of job seeking skills  
All in cate confidence building skills

2.6 Can any additional activities/services be offered on completion of the project which will benefit the local community?

It is planned to offer short initial course programmes in areas such as construction, catering, warehousing security

2.7 How many people use the current facilities? 35 average

2.8 How many people will use the facilities on completion of the project? 45

2.9 Over what period will the community benefit from the completion of the project?

up to 12 months  1 to 2 years  2 to 3 years  over 3 years

2.10 Is it necessary to be a member of your organisation to participate in its activities?

We will be recruiting through Job Centre Plus and other sources.

2.11 Does your organisation charge a membership fee and if so, how much is the charge?

No charge is made

2.12 When was the membership fee last increased? N/A

2.13 Which parts of the local area do your members tend to come from?

St. Michaels Ward, Watchetts Ward, Old Dean, Frimley - but recruitment outside this area.

2.14 Does your organisation have open days to encourage new members?

Working with the Credit Union we are continually seeking new members

2.15 How many people regularly use your facility? 25

2.16 Are numbers increasing at your facility? If not, please set out why you think this might be the case.

Our membership continues to grow.

2.17 Please state how your application recognises the diverse needs of your existing and possible future members

We have the flexibility through one to one assistance to respond to a very range of needs in the job seekers who approach us.

**3. PROJECT SITE**

3.1 What is the location of the project? *The project will be principally located at St. Marys and France Hill Adult Centre.*

3.2 What is the tenure of the property? (If leased, please give details. If monies are to be repaid, please give details.)

*We pay a rent for High Cross, are supported by a grant obtained by St. Marys. We work in close contact with Surrey Adult Learning.*

3.3 What is the current condition of the property and are any other works being carried out?

*All our centres are adequately and safely maintained.*

3.4 Permission may be required under building regulations and relevant planning acts. Please give details of the authorisation obtained.

*N/A*

Note: Where permission is required and has not been obtained, the application will not progress.

Approval of the grant does not signify approval under any other council requirements such as planning permission.

3.5 Have you obtained, and enclosed with your application, two quotes for the work to be carried out?

3.6 If required, have you obtained architect's plans or sketches and details of planning or building regulation consent? Have you enclosed these with your application?

**4. PROJECT COSTS**

4.1 How much grant are you applying for?

4.2 What do you anticipate the total project cost to be?

COST ITEM

4.3 Please give a breakdown of costs (purchase of land/buildings, professional fees, VAT etc).

<input type="text" value="£1600"/>	<i>Tutor fees</i>
<input type="text" value="£500"/>	<i>materials and practical support costs</i>

£150

£

£

certification fees, course administration

4.4 Is your organisation contributing any of its own finances to the project? (If not, please explain why.)

We will be seeking support from other sources

4.5 Have you applied for funding from any other source? Please supply evidence of the application, whether successful or not, and, if successful please advise how much you received

Application has been made to Frimley Fuel Allotments. However only part of the application is for the projects outlined here.

4.6 What additional fund-raising have you undertaken?

We continue to prepare submissions for financial support.

4.7 Do your present funds contain any provision for future commitments?

No

4.8 Please provide details of any other regular revenue or capital payments to your organisation?

None

4.9 How much additional income will be generated on completion of the project?

Unlike DWP training we enjoy no cash benefit from the success of our work with two unemployed. £

4.10 Does your organisation have money set aside for the future sustainability of the project or maintenance of any equipment? Please explain how these areas will be catered for.

We operate on a very small revenue basis. Most of this goes paying rent at High Cross Church.

5. RISK

5.1 If your application is unsuccessful how will your organisation fund the project?

Continue to search for financial support

5.2 What is the risk to your organisation if the project doesn't happen?  
A lessening of its operational focus

5.3 How will you mitigate/reduce the risk? seek other funding avenues

5.4 The Council will fund up to 75% of the cost of applications up to £2,000 and up to 50% between £2,001-£25,000. If your project is not awarded the amount requested how will your organisation fund the rest of its cost?  
Seek other support.

**6. OTHER RELEVANT INFORMATION**

6.1 What age groups will you cater for?  >5  10  3-16  17-25  
 26-40  41-60  60+

6.2 Provision for use by which gender?  Female  Male  Both

6.3 Does your organisation serve specific groups (Please tick)  
 Ethnic minority groups  
 Religious groups  
 Disabled groups  
 Unemployed groups  
 Single parent family groups  
 Other (please specify)

6.4 How will the community benefit from the completion of the project?  
By providing a competent, non bureaucratic support system for the unemployed

6.5 How will you measure the success of the project?  
① The numbers achieving employment  
② Observed sense of physical and emotional wellbeing

6.6 How did you become aware of this fund?  
Through the NW Surrey Volunteer organisation

.....

**DOCUMENTS ENCLOSED WITH THE APPLICATION**

Please send copies of these documents with your application (please tick).

- A copy of your organisation's constitution
- Copies of your organisations audited accounts for the last two years *See enclosed statement*
- Copies of statements of current or investment account balances (as at date of application)
- Copies of two written estimates for the purchase or hire of any equipment or work to be undertaken
- Evidence you have applied to other sources of funding

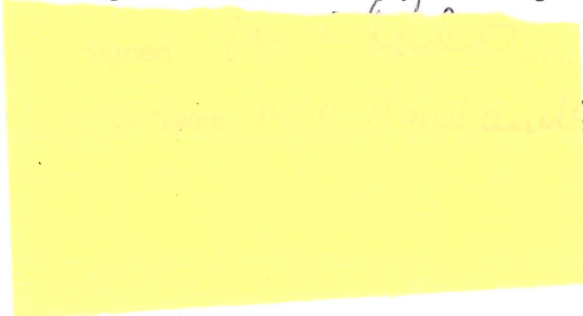
Also, if applicable:

- Proof of tenure of the property
- Copies of building regulations or planning permission
- Any architects plans or sketches

**N.B. Failure to provide this information will immediately disqualify the application.**

**7. DECLARATION**

I certify that the information provided on this form is correct to the best of my knowledge. I agree that if the Council award a Community Fund grant to my organisation, I will comply with the grant conditions attached to the payment.



..... Position: *Chairman*.....  
..... Date: *18/12/14*.....

## Surrey Heath Community Fund Grant Scheme



### Supporting statement from Camberley Central Job Club

This is a crucial bid recognising the priority of training for Surrey Heath and the complete absence of training for adults in the Borough.

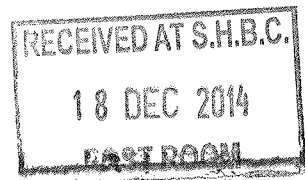
The grant will be used for initial pump priming towards later more comprehensive schemes to be funded through the M3 Financial Development Scheme. Our target group is the post 18 age group seeking the skills towards career development. It will include those returning to work after raising children.

A programme of courses is currently being negotiated with the assistance of Surrey Adult learning and will be set out in a programme to be published early in the New Year.

It includes: training in IT skills to facilitate easy access to universal job match, (a trial course for this has already occurred), CSIS certificate mandatory for access to construction sites, forklift certificate for warehouse work, food/hygiene certificate for catering, course in security training. Introductory courses leading further study in plumbing carpentry, and bricklaying are planned.

For some of these courses Camberley Central Job Club will be a provider for the Department of Work and Pensions. In this case funding will be available to match to grant from the Borough.





SURREY HEATH BOROUGH COUNCIL COMMUNITY GRANT APPLICATION FORM

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KNOLL ROAD
CAMBERLEY
SURREY GU15 3HD

OFFICE USE ONLY
APPLICATION NO:

[Empty box for application number]

APPLICATION FOR A COMMUNITY FUND GRANT

1. YOUR ORGANISATION

1.1 Organisation Name: HOLY TRINITY CHURCH, WEST END

1.2 Principal Contact Name: JANE VALNER (Senior Churchwarden)

1.3 Organisation Contact Address (for correspondence related to the application):

Hagthorne Cottage, Brentmoor Road, West End, Woking
Surrey

Post Code: GU24 9ND

Daytime telephone no: 01483 473090

E-mail address: janevalner@gmail.com

Amount applied for: £8000

1.4 Please confirm your organisation is 'not for profit' yes

1.5 Organisation Type (please tick):
[checked] Formally constituted Church of England Club/Association/Trust
[ ] Other public sector body
[ ] School/college
[ ] Other

1.6 How many members are in your organisation? [ ] up to 25 [ ] 26-50 [ ] 51-75
[ ] 76-100 [checked] 101+

1.7 How long has the organisation existed? Holy Trinity Church (C of E) West End became a separate parish in 1895. The church was built for the village in 1842. Parish of Bisley and West End amalgamated in 1975

- 1.8 Are you a registered charity? 1133838  
(If yes, please state the charity number)
- 1.9 Are you VAT registered? No VAT Non Recoverable  
(If yes, please state VAT number)
- 1.10 Are you affiliated to a national organisation? Diocese of Guildford Church of England
- 1.11 If yes, have you applied to them for funding? No
- 1.12 If not, please state your reasons for not doing so. Not appropriate. We pay them a 'parish share' calculated by the diocese to support Cathedral and Diocesan services
- 1.13 Please state where your funding comes from. Contributions from our congregation and occasional legacies and fund raising during the year.

## 2. PROJECT DETAILS

- 2.1 Please describe the project in as much detail as possible. The information provided should accord with your Business Plan.

To improve vestry, storage, complete new boiler room and form new more accessible toilet with ramp to vestry access door.

Detailed description set out in Works Plan April 2014. (copy enclosed)

Future works in main church not part of this project.

- 2.2 What is the timescale of the project? Start Date: As soon as possible  
Completion Date: Dependent on above and availability of volunteers
- 2.3 Who will benefit from the project, the wider community or a small section? Anyone who uses the church
- 2.4 Please describe your current facilities. A toilet unacceptable to anyone with disabilities.

2.5 What other activities/services are offered at this site? *The church is at the centre of village life, opening its doors to regular attendees and non church goers for all the milestones in life*

2.6 Can any additional activities/services be offered on completion of the project which will benefit the local community? *The church is good acoustically and with improved facilities we can encourage more groups to use our building*

2.7 How many people use the current facilities? *Sunday and weekday services, wedding, funerals, concerts, festivals*

2.8 How many people will use the facilities on completion of the project? *We assume more will use them when more accessible*

2.9 Over what period will the community benefit from the completion of the project?

up to 12 months  1 to 2 years  2 to 3 years  over 3 years

2.10 Is it necessary to be a member of your organisation to participate in its activities?

*No*

2.11 Does your organisation charge a membership fee and if so, how much is the charge?

*No*

2.12 When was the membership fee last increased? *N/A*

2.13 Which parts of the local area do your members tend to come from?

*Within the parish and surrounding villages*

2.14 Does your organisation have open days to encourage new members?

*Not as such. We have 'bring a friend to church' from time to time.*

2.15 How many people regularly use your facility? *Not monitored but used at most services, particularly before a wedding or funeral*

2.16 Are numbers increasing at your facility? If not, please set out why you think this might be the case.

*Steady*

2.17 Please state how your application recognises the diverse needs of your existing and possible future members *We have a lot of visitors for christenings, weddings and funerals, some who have travelled some distance and it is unsatisfactory if we cannot offer the facilities which most people expect these days. In 1842 the church had no toilet. The current toilet was added in 1965 but now discriminates with against people with temporary or permanent disability. It is not a legal requirement to install an accessible toilet but we believe we should provide the most suitable facilities for all people.*

3. PROJECT SITE

3.1 What is the location of the project? Vestry Holy Trinity Church West End Church Road West End GU24 9QT

3.2 What is the tenure of the property? (If leased, please give details. If monies are to be repaid, please give details.)  
Freehold (held by Rector by virtue of his office)

3.3 What is the current condition of the property and are any other works being carried out?  
Fair - the building is independently formally inspected by an architect every 5 years

3.4 Permission may be required under building regulations and relevant planning acts. Please give details of the authorisation obtained. Details have been passed to Surrey Heath Development Management Team Leader who was of the opinion that the works are unlikely to constitute development requiring planning permission. Faculty from diocese enclosed

Note: Where permission is required and has not been obtained, the application will not progress. Notices under building regs will be provided before commencement of works subject to regulations. Approval of the grant does not signify approval under any other council requirements such as planning permission.

3.5 Have you obtained, and enclosed with your application, two quotes for the work to be carried out? The Project is a Design, Management and Construct project Budget enclosed. quotation sought as work progresses original budget approved by Diocese and revised December 2014 enclosed

3.6 If required, have you obtained architect's plans or sketches and details of planning or building regulation consent? Have you enclosed these with your application?  
Plans drawn up by chartered surveyor in congregation attached.

4. PROJECT COSTS

4.1 How much grant are you applying for?

4.2 What do you anticipate the total project cost to be?

COST ITEM

4.3 Please give a breakdown of costs (purchase of land/buildings, professional fees, VAT etc).

see Budget Plan.

£

£

£

4.4 Is your organisation contributing any of its own finances to the project? (If not, please explain why.) Yes by fund raising specifically for project There

is a fabric fund but some of this is reserved for maintenance and in future repairs and donations in the fund are given specifically for

4.5 Have you applied for funding from any other source? Please supply evidence of the application, whether successful or not, and, if successful please advise how much you received No

events during the year, asking also for dona

4.6 What additional fund-raising have you undertaken? We shall be running events during the year, asking for donations and volunteer labour.

4.7 Do your present funds contain any provision for future commitments? £3000 for redecorating the church

4.8 Please provide details of any other regular revenue or capital payments to your organisation? See accounts

4.9 How much additional income will be generated on completion of the project?

Not the object of the project

£ 0

4.10 Does your organisation have money set aside for the future sustainability of the project or maintenance of any equipment? Please explain how these areas will be catered for.

There is a fabric account for maintenance of church fabric but this has to cover the church in Bisley too

5. RISK

5.1 If your application is unsuccessful how will your organisation fund the project?

Additional fund raising

5.2 What is the risk to your organisation if the project doesn't happen?

We continue with facilities 49 years old which are not up to modern requirements.

5.3 How will you mitigate/reduce the risk? Warn likely visitors

that facilities are limited

5.4 The Council will fund up to 75% of the cost of applications up to £2,000 and up to 50% between £2,001-£25,000. If your project is not awarded the amount requested how will your organisation fund the rest of its cost?

Fund raising which may make project take longer We will already be seeking interest free loans to enable work to commence.

#### 6. OTHER RELEVANT INFORMATION

6.1 What age groups will you cater for?  >5  10  13-16  17-25

26-40  41-60  60+

6.2 Provision for use by which gender?  Female  Male  Both

6.3 Does your organisation serve specific groups (Please tick)  Ethnic minority groups

Religious groups

Disabled groups - currently not possible.

Unemployed groups

Single parent family groups

Other (please specify)

The church is open to all but facilities prevent some from being with us.

6.4 How will the community benefit from the completion of the project? The church lies at the heart of village life for christenings, weddings and funerals including villagers who are not church goers.

6.5 How will you measure the success of the project?

Comments by regular users and visitors

6.6 How did you become aware of this fund? Directed to Surrey Heath web site

**DOCUMENTS ENCLOSED WITH THE APPLICATION**

Please send copies of these documents with your application (please tick).

- A copy of your organisation's constitution - *Church of England established*
- Copies of your organisations <sup>*examined*</sup> ~~audited~~ accounts for the last two years *by law.*
- Copies of statements of current or investment account balances (as at date of application) *Included in accounts above*
- Copies of two written estimates for the purchase or hire of any equipment or work to be undertaken *Design, Management and Construct framework description enclosed*
- Evidence you have applied to other sources of funding *Budget Plan and Works Plan submitted to Diocese*  
Also, if applicable:
- Proof of tenure of the property
- Copies of building regulations or planning permission *see letter attached and Faculty*
- Any architects plans or sketches *chartered surveyor*

**N.B. Failure to provide this information will immediately disqualify the application.**

**7. DECLARATION**

I certify that the information provided on this form is correct to the best of my knowledge. I agree that if the Council award a Community Fund grant to my organisation, I will comply with the grant conditions attached to the payment.

Signed: ..... *[Redacted]* CHURCHWARDEN

Print Name *[Redacted]* 1th December 2014.

## Design, Manage and Construct Project

Our surveyor has operated this system for many years commercially and for charity/ volunteer led organisations- ie The Church of England.

- The surveyor designs the project for Parochial Church Council, Diocesan Advisory Committee approvals and Diocesan Registry Faculty is issued by Chancellor.

He produces a preliminary budget for the project which reflects the likely cost taking into account volunteers, recycled materials and specialist services as appropriate. Specialist services include tradesmen qualified/ approved under Building Regulations.

Savings on overall costs result from volunteers donating their services.

On this project the Design and management fee has been waived and general preliminary cost reduced and there is no main contractor overheads, supervision or profit costs.

Surveyor manages the project by using skilled volunteers and ideally locally based tradesmen and subcontractors.

Surveyor obtains Planning Consents and processes Building Control information.

On this project the Churchwardens place all the orders and control payments and liaise with Church treasurer supported by the fabric committee.

Any certificates issued, approvals granted are incorporated in the church records/ building log. A copy of the Faculty issued is enclosed.

### Investigation Works

The original budget is based on information visible at the time. With all alterations and improvements further works may be necessary as areas are opened up. Recent removal of part of the floor to the vestry, built 1906, indicates there may be some rot/infestation.

The current budget is increased to lift carpet tiles, open up the vestry floor, carry out repairs as necessary, insert insulation, relay, flooring and tiles.



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CAMBERLEY  
SURREY GU15 3HD

OFFICE USE ONLY  
APPLICATION NO:

[Empty box for application number]

APPLICATION FOR A COMMUNITY FUND GRANT

1. YOUR ORGANISATION

1.1 Organisation Name: CAMBERLEY CRICKET CLUB

1.2 Principal Contact Name: MR KEITH HALSEY

1.3 Organisation Contact Address (for correspondence related to the application):

CAMBERLEY CC, UPPER VERRAN RD,  
CAMBERLEY, SURREY, GU15 2JL

Post Code: GU15 2JL

Daytime telephone no: 07796 47498

E-mail address: k.l.halsey@sky.com

Amount applied for: £7,000

1.4 Please confirm your organisation is 'not for profit' YES - ALL FUNDS

RAISED ARE RE-INVESTED IN CLUB

1.5 Organisation Type (please tick):

- Formally constituted Club/Association/Trust
- Other public sector body
- School/college
- Other

1.6 How many members are in your organisation?  up to 25  26-50  51-75

76-100  101+

1.7 How long has the organisation existed? since 1944

- 1.8 Are you a registered charity? ..... **NO**  
 (If yes, please state the charity number)
- 1.9 Are you VAT registered? ..... **YES** / **212300635**  
 (If yes, please state VAT number)
- 1.10 Are you affiliated to a national organisation? ..... **ECB**
- 1.11 If yes, have you applied to them for funding? ..... **NO**
- 1.12 If not, please state your reasons for not doing so... **NOT APPLICABLE PROJECT**
- 1.13 Please state where your funding comes from... **HIRING OF OUR FACILITIES TO LOCAL COMMUNITY**

**2. PROJECT DETAILS**

2.1 Please describe the project in as much detail as possible. The information provided should accord with your Business Plan.

**WE WISH TO DEMOLISE OUR OLD GROUNDSMAN'S STORAGE SHED REMOVE WASTE (INCLUDING POTENTIAL ASBESTOS ROOFING) AND BUILD NEW SECURE + SAFER GARAGE FOR ALL OUR MOWING, CUTTING + GROUND MAINTENANCE EQUIPMENT.**

**THE EXISTING SHED IS BADLY WORN + DETERIORATING RAPIDLY. THE DOORS DO NOT SHUT PROPERLY LEAVING US VULNERABLE TO THEFT + VANDALISM. THE ROOF HAS MISSING PARTS, LEAVING CONTENTS OPEN TO THE ELEMENTS**

2.2 What is the timescale of the project? Start Date: **JANUARY 2015**  
 Completion Date: **MARCH 2015**

2.3 Who will benefit from the project, the wider community or a small section? .....  
**USERS OF OUR FACILITY WHETHER PLAYING, WATCHING OR SIMPLY VISITING**

2.4 Please describe your current facilities. ....  
**A DELAPIDATED SHED DANGEROUS TO YOUNGSTERS + VERT DIFFICULT TO SECURE.**

- .....
- 2.5 What other activities/services are offered at this site? *IN ADDITION TO PROVIDING CRICKET FOR ALL AGES, OUR FACILITY IS USED BY LOCAL CLUBS/SOCIETIES & IS REGULARLY HIRED OUT TO LOCAL COMMUNITY FOR PARTIES etc.*
- 2.6 Can any additional activities/services be offered on completion of the project which will benefit the local community?  
*NO*
- .....
- 2.7 How many people use the current facilities? *CRICKET ONLY APPROX 800 p.a.*
- 2.8 How many people will use the facilities on completion of the project? *NO CHANGE*
- 2.9 Over what period will the community benefit from the completion of the project?  
 up to 12 months    1 to 2 years    2 to 3 years    over 3 years
- 2.10 Is it necessary to be a member of your organisation to participate in its activities?  
*NO*
- 2.11 Does your organisation charge a membership fee and if so, how much is the charge?  
*PLAYING MEMBERSHIP £130 / SOCIAL MEMBERSHIP £55*
- 2.12 When was the membership fee last increased? *2012*
- 2.13 Which parts of the local area do your members tend to come from?  
*SURREY HEATH, HANBOROUGH, ALDERSHOT*
- 2.14 Does your organisation have open days to encourage new members?  
*YES - USUALLY IN APRIL*
- 2.15 How many people regularly use your facility? *DEPENDS ON SEASON - IN SUMMER COULD BE AS MANY AS 200*
- 2.16 Are numbers increasing at your facility? If not, please set out why you think this might be the case.  
*YES - PARTICULARLY IN JUNIOR AGE GROUPS*
- 2.17 Please state how your application recognises the diverse needs of your existing and possible future members  
*TO PROVIDE A SAFER & MORE EFFICIENT AREA TO STORE EQUIPMENT FOR MAINTAINING THE CLUB'S GROUNDS/FACILITY*

**3. PROJECT SITE**

3.1 What is the location of the project? ..... CAMBERLEY CC .....

3.2 What is the tenure of the property? (If leased, please give details. If monies are to be repaid, please give details.)

..... FREEHOLD .....

3.3 What is the current condition of the property and are any other works being carried out?

..... DILAPIDATED SHED - LOTKING ROOF WITH BROKEN DOOR & WORN WOODEN PANELLING. ....

3.4 Permission may be required under building regulations and relevant planning acts. Please give details of the authorisation obtained.

..... NOT APPLICABLE .....

Note: Where permission is required and has not been obtained, the application will not progress.

Approval of the grant does not signify approval under any other council requirements such as planning permission.

3.5 Have you obtained, and enclosed with your application, two quotes for the work to be carried out?

..... YES .....

3.6 If required, have you obtained architect's plans or sketches and details of planning or building regulation consent? Have you enclosed these with your application?

..... NOT APPLICABLE .....

**4. PROJECT COSTS**

4.1 How much grant are you applying for? £ 7000

4.2 What do you anticipate the total project cost to be? £ 14400

	<u>COST</u>	<u>ITEM</u>
4.3 Please give a breakdown of costs (purchase of land/buildings, professional fees, VAT etc).	£ 2950	DEMOLITION OF SHED
	£ 1900	RESCREEDING BASE

£ 9,600

NON  
S40

£

£

4.4 Is your organisation contributing any of its own finances to the project? (If not, please explain why.)

YES

4.5 Have you applied for funding from any other source? Please supply evidence of the application, whether successful or not, and, if successful please advise how much you received

No

4.6 What additional fund-raising have you undertaken? SOCIAL EVENTS AT CLUBS TO FINANCE OUR CONTRIBUTION

4.7 Do your present funds contain any provision for future commitments?

NO

4.8 Please provide details of any other regular revenue or capital payments to your organisation?

NO CAPITAL PAYMENTS / REGULAR INCOME OF £1400/MTH PER MONTH FROM ROTARY, BRIDGE, USA + YOGA MEETINGS

4.9 How much additional income will be generated on completion of the project?

- THIS CONCERNS MAY INCREASE JUNIOR MEMBERSHIP POST NEW INSTALLATION

£ NIL / £500

4.10 Does your organisation have money set aside for the future sustainability of the project or maintenance of any equipment? Please explain how these areas will be catered for.

ONLY FOR ONGOING MAINTENANCE OF OUR PAVILION/MAIN BUILDING

5. RISK

5.1 If your application is unsuccessful how will your organisation fund the project?

UNSURE

5.2 What is the risk to your organisation if the project doesn't happen?  
 - REPLACEMENT OF EXPENSIVE GRASS  
 MAINTENANCE EQUIPMENT

5.3 How will you mitigate/reduce the risk?  
 - THEFT

5.4 The Council will fund up to 75% of the cost of applications up to £2,000 and up to 50% between £2,001-£25,000. If your project is not awarded the amount requested how will your organisation fund the rest of its cost?  
 .....

**6. OTHER RELEVANT INFORMATION**

6.1 What age groups will you cater for?  >5  10  11-16  17-25  
 26-40  41-60  60+

6.2 Provision for use by which gender?  Female  Male  Both

6.3 Does your organisation serve specific groups (Please tick)  Ethnic minority groups  
 Religious groups  
 Disabled groups  
 Unemployed groups  
 Single parent family groups  
 Other (please specify)

CCC IS AN ALL-INCLUSIVE CLUB.

WE RECRUIT FROM ALL SECTIONS OF THE SABC CATCHMENT

6.4 How will the community benefit from the completion of the project?  
 SAFER / SECURE ENVIRONMENT

6.5 How will you measure the success of the project? - A NEW BUILDING, SECURE + SAFE THAT FITS IN WITH CLUB'S IMAGE + SURROUNDINGS.

6.6 How did you become aware of this fund? VIA SARAH CROOM + BEN SWORD AT AN ACTIVE SURVEY MEETING.

.....

**DOCUMENTS ENCLOSED WITH THE APPLICATION**

Please send copies of these documents with your application (please tick).

- A copy of your organisation's constitution
- Copies of your organisations audited accounts for the last two years (ACCTS NOT REQUIRING AUDIT)
- Copies of statements of current or investment account balances (as at date of application)
- Copies of two written estimates for the purchase or hire of any equipment or work to be undertaken
- Evidence you have applied to other sources of funding

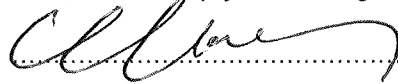
Also, if applicable:

- Proof of tenure of the property
- Copies of building regulations or planning permission
- Any architects plans or sketches

**N.B. Failure to provide this information will immediately disqualify the application.**

**7. DECLARATION**

I certify that the information provided on this form is correct to the best of my knowledge. I agree that if the Council award a Community Fund grant to my organisation, I will comply with the grant conditions attached to the payment.

Signed:  Position: CHAIRMAN  
Print Name: KEITH NALSON Date: DECEMBER 3<sup>RD</sup> 2014

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RECEIVED AT S.H.B.C.  
24 DEC 2014  
POST ROOM

SURREY HEATH BOROUGH COUNCIL COMMUNITY GRANT APPLICATION FORM

COMPLETED APPLICATIONS MUST BE RETURNED TO:  
COMMUNITY PARTNERSHIPS OFFICER  
SURREY HEATH BOROUGH COUNCIL  
SURREY HEATH HOUSE  
KNOLL ROAD  
CAMBERLEY  
SURREY GU15 3HD

OFFICE USE ONLY  
APPLICATION NO:

---

APPLICATION FOR A COMMUNITY FUND GRANT

1. YOUR ORGANISATION

1.1 Organisation Name: DeafPLUS

1.2 Principal Contact Name: Anna Driver, Appeal Manager

1.3 Organisation Contact Address (for correspondence related to the application):

c/o The Appeal Office, 35 Carisbrooke Avenue, High Wycombe, Buckinghamshire

Post Code: HP12 4NL

Daytime telephone no: 07766 304 159

E-mail address: annatdriver@gmail.com

Amount applied for: £25,000

1.4 Please confirm your organisation is 'not for profit' - We are a registered charity

1.5 Organisation Type (please tick):

Formally constituted  
Club/Association/Trust

Other public sector body

School/college

Other

1.6 How many members are in your organisation?  up to 25  26-50  51-75

76-100  101+

1.7 How long has the organisation existed?

We have been working with deaf and hard of hearing people since 1971 and were registered as a charity 'DeafPLUS' in Jan 1999

1.8 Are you a registered charity? Yes Charity No: 1073468

1.9 Are you VAT registered? Yes  
(If yes, please state VAT number)

1.10 Are you affiliated to a national organisation?

Deafplus is a registered charity with centres in London, Bath, Hampshire and Birmingham but the project we are applying for is for funding towards our Outreach Vehicle that visits and supports Surrey Heath residents.

1.11 If yes, have you applied to them for funding?  
N/A

1.12 If not, please state your reasons for not doing so:  
N/A

1.13 Please state where your funding comes from:

We currently receive funding from donations by Trusts and Foundations along with personal donations from the public. In addition to this we also receive statutory and grant funding. Please refer to the attached accounts for further detail.

## 2. PROJECT DETAILS

2.1 Please describe the project in as much detail as possible. The information provided should accord with your Business Plan.

Our Mobile Advisory Service (MAS) covers locations in Somerset, Surrey and Hampshire and currently helps and sees over 3,500 people a year.

We are applying to you for funding to replace the current vehicle and purchase a new one to provide services to the deaf and hard of hearing community within Surrey Heath.

The Mobile Advisory Bus is a unique and essential service that can provide information and support for anyone with a hearing difficulty and their families. By providing a mobile service we can reach many more people who need support but may not be able to attend a clinic, doctor's surgery or hospital.

The bus provides a number of services allowing people with hearing problems to:

- Try out and test equipment and aids for the deaf, such as telephones, alarms, door bells and TV listeners
- Hearing aids: Advice on the different types available, styles and fitting and the care and maintenance of them
- Where to get help, referrals to social services and benefits advice

It also provides a vital meeting point for people to come and meet others and find out about other support and social groups.

Our current bus is over 15 years old, rusty and increasingly less reliable. We urgently need to replace it to be able to keep the appointments and schedules we have each week.

As the demand for our services increases we have also had to review what additional services we need to provide and the current bus will not allow for these changes. We would like to replace the bus with a specially designed vehicle that will allow us to provide more services such as hearing tests and checks.

Further information is attached in the supporting documents enclosed.

2.2 What is the timescale of the project?

Start Date: The service is current and live but we have launched this fundraising project to generate and raise funds to purchase the new updated minibus vehicle to allow us to provide an enhanced service to those who need it within Surrey Heath. As soon as the required funds are raised we will be able to start the order process for the new vehicle.

Completion Date: See above.

2.3 Who will benefit from the project, the wider community or a small section?

Our aim with the MAS Outreach Vehicle is to reach as many people as possible within the Surrey Heath community who have a hearing problem and to provide them with all the advice, help, guidance and support they need to live a full life. Our services are not just limited to those with hearing difficulties as we are also able to provide support, help and guidance to their families and carers.

2.4 Please describe your current facilities.

The facility we operate our services from in Surrey Heath is our mobile bus. This bus is now over 15 years old and it is becoming less reliable which creates the risk of missing scheduled appointments and not being able to go out and about to drop in centres (e.g. shopping centres, leisure centres) and meet people who need our help.

The bus is also an important place for deaf and hearing impaired people to come and meet other people and ask questions. It needs to be a warm, safe and welcoming environment but sadly due to the age of the vehicles this is not always the case. Internally, many of the cupboards are broken. Each bus has a generator and telephone exchange to allow for the real use/trial of the equipment but the electrics no longer consistently work.

They are no longer fit for purpose and the demand for our range of services that we provide has greatly increased and changed since we first bought them.

2.5 What other activities/services are offered at this site?

The vehicle also provides a venue for them to try and test important equipment e.g. adapted smoke alarms, adapted doorbells all of which will allow them to live an independent life as possible.

It provides a venue for them to meet other people with similar hearing conditions and challenges in life. This is very important as sometimes being deaf or losing your hearing can lead to depression and isolation, as many of the things you did previously and took for granted become more challenging and harder.

- 2.6 Can any additional activities/services be offered on completion of the project which will benefit the local community?

By purchasing a new model for our outreach vehicle it will enable us to offer additional services on top of the ones currently available. These additional services will include:

- A special area for conducting hearing and sight tests
- A seated area for private consultations'/chats as well provide a comfortable area for testing equipment
- Space and a surface for equipment that can repair and maintain hearing aids
- Storage for the equipment/aids available for trial

- 2.7 How many people use the current facilities?

In the last year across the three areas of Surrey, Hampshire and Somerset we saw over 3,500 with 855 people in Surrey either coming to us via a referral or as a drop in visitor to one of our vehicles. Out of that 855 people 51 were from within Surrey Heath. They were across both genders, with the majority of people being in the over 65 age category.

- 2.8 How many people will use the facilities on completion of the project?

We hope to reach as many people as we can and expect the number of people we see to increase. This will occur when we can provide the additional services of hearing and sight tests, private consultations and maintaining hearing aids. The addition of these services will mean we can reach a wider range of needs and therefore a larger number of people who have either been referred to us via hearing clinics and hospitals or those who simply drop into one of our venues when we are present.

- 2.9 Over what period will the community benefit from the completion of the project?

up to 12 months  1 to 2 years  2 to 3 years  over 3 years

- 2.10 Is it necessary to be a member of your organisation to participate in its activities?

No

- 2.11 Does your organisation charge a membership fee and if so, how much is the charge?

No

- 2.12 When was the membership fee last increased? N/A

- 2.13 Which parts of the local area do your members tend to come from?

All over Surrey Heath

- 2.14 Does your organisation have open days to encourage new members?

No, our vehicle visits different venues each week and via this approach we are able to see a variety of cases either via referrals or clients who drop in. We will be looking to increase the number of areas visited and also the type of venue (e.g. shopping centres, leisure centres) so we can increase the number of new clients able to find us and come in for help and advice.

- 2.15 How many people regularly use your facility?

In the last year across the three areas of Surrey, Hampshire and Somerset we saw over 3,500 with 855 people in Surrey either coming to us via a referral or as a drop in visitor to one of our vehicles. Out of that 855 people 51 were from within Surrey Heath. They were across both genders, with the majority of people being in the over 65 age category.

- 2.16 Are numbers increasing at your facility? If not, please set out why you think this might be the case.

Year on year the number of people referred to us that we see increases. Generally our biggest growth is from the ageing population. This is because people are living longer which means more elderly people who lose their hearing as they age. By living longer it also creates a need for help and support over a longer period of time and this therefore confirms the need for our service to continue.

- 2.17 Please state how your application recognises the diverse needs of your existing and possible future members

Having a hearing impairment or loss of hearing is not restricted to one particular gender, race or age group. It can affect anyone at any time, although the highest numbers of people we see are elderly. The outreach vehicles we operate are not limited to helping one particular category of person or one particular area and therefore we are able to help and support a wide range of clients and this will continue whilst our services are needed.

### 3. PROJECT SITE

- 3.1 What is the location of the project?

The MAS is a mobile outreach vehicle. It currently travels to key venues within Surrey Heath to provide the services of DeafPLUS to deaf and hard of hearing people. We plan to extend the number of venues we visit to match the increasing demand for our services.

- 3.2 What is the tenure of the property? (If leased, please give details. If monies are to be repaid, please give details.)

N/A

- 3.3 What is the current condition of the property and are any other works being carried out?

N/A

3.4 Permission may be required under building regulations and relevant planning acts. Please give details of the authorisation obtained.

N/A

Note: Where permission is required and has not been obtained, the application will not progress.

Approval of the grant does not signify approval under any other council requirements such as planning permission.

3.5 Have you obtained, and enclosed with your application, two quotes for the work to be carried out?

Yes

3.6 If required, have you obtained architect's plans or sketches and details of planning or building regulation consent? Have you enclosed these with your application?

N/A

#### 4. PROJECT COSTS

4.1 How much grant are you applying for?

£25,000

The sum we are asking for is towards the purchase of the vehicle. The other elements including running costs and staffing costs are being raised by applications to other organisations.

4.2 What do you anticipate the total project cost to be?

£82,950

4.3 Please give a breakdown of costs (purchase of land/buildings, professional fees, VAT etc).

COST

ITEM

£51,000

Vehicle

£15,950

Running Cost

£16,000

Staffing

4.4 Is your organisation contributing any of its own finances to the project? (If not, please explain why.)

No, as we are a charity all funds for the purchase of this vehicle are being generated by applications for funding and donations.

4.5 Have you applied for funding from any other source? Please supply evidence of the application, whether successful or not, and, if successful please advise how much you received

Our appeal team have been working hard submitting applications to trusts and foundations. We have already received much needed support from some including

The Clothworkers Foundation, The Albert Hunt Trust, and The Susanna Peake Charitable Trust. We have raised £61,300 towards the total project which is to replace 3 outreach vehicles and out of the total raised £24,000 is towards replacing the vehicle within Surrey.

4.6 What additional fund-raising have you undertaken?

We continue to make applications for funding and accept personal donations if made.

4.7 Do your present funds contain any provision for future commitments?

The project total that we are looking to raise does include a budget to cover the maintenance and servicing of the vehicle for the first year.

4.8 Please provide details of any other regular revenue or capital payments to your organisation?

In addition to the donations and funding we receive we also receive regular payments in regards to bank interest and notional rent. Further details can be found in the attached accounts.

4.9 How much additional income will be generated on completion of the project?

As we do not charge for our services it will not generate income.

£

4.10 Does your organisation have money set aside for the future sustainability of the project or maintenance of any equipment? Please explain how these areas will be catered for.

The overall project budget includes maintenance and servicing of the vehicle for the first year and we will then continue to apply for funds to cover this year on year.

## 5. RISK

5.1 If your application is unsuccessful how will your organisation fund the project?

We will continue to submit applications for funding to other trusts and foundations.

5.2 What is the risk to your organisation if the project doesn't happen?

If we are unable to raise enough funds to purchase a new bus then we will not be able to offer the additional services that we want to offer and have seen there is a need for. It will mean that we will have to continue the current service offered through the current vehicle which is proving more difficult as the older the bus becomes the less reliable it is on the road and the condition of it reduces.

5.3 How will you mitigate/reduce the risk?

If we were to not raise enough funds in the near future to purchase a new vehicle then we would need to try and minimise the risk attached to the current vehicle being used by ensuring we regularly check, monitor, and service and maintain them.

5.4.1 The Council will fund up to 75% of the cost of applications up to £2,000 and up to 50% between £2,001-£25,000. If your project is not awarded the amount requested how will your organisation fund the rest of its cost?

We will continue to submit applications for funding to other grant making bodies.

**6. OTHER RELEVANT INFORMATION**

6.1 What age groups will you cater for?  >5  6-10  13-16  17-25

26-40  41-60  60+

6.2 Provision for use by which gender?  Female  Male  Both

6.3 Does your organisation serve specific groups (Please tick)

- Ethnic minority groups
- Religious groups
- Disabled groups
- Unemployed groups
- Single parent family groups
- Other (please specify)

.....

6.4 How will the community benefit from the completion of the project?

Once the new vehicle has been purchased we will be able to enhance the service we currently provide to the deaf and hearing impaired community within Surrey Heath. We will be able to demonstrate new equipment on the market plus provide them with small items immediately rather than them placing an order and having to wait. It will provide a safe and inviting environment for them to meet others in a similar situation encouraging them to get out of the house and not become isolated. By providing this service we not only help those who are deaf or hearing impaired we will also help the wider community by reaching their families and the people who care from them. This can either be at the vehicle where we can offer them support or by providing short respite for them whilst the member of their family or person they care for is visiting us.

6.5 How will you measure the success of the project?

The ongoing need for our service and vehicle will in itself be a measure for success. Seeing the number of referrals increase and the number of pop in clients grow will confirm the need for our service and by carrying out follow up appointments and gaining feedback from all who have visited us or used our services we will be able to see the outcome of the project.

6.6 How did you become aware of this fund?

From previous conversations with the Community Grant Officer.



**DOCUMENTS ENCLOSED WITH THE APPLICATION**

Please send copies of these documents with your application (please tick).

- A copy of your organisation's constitution
- Copies of your organisations audited accounts for the last two years
- Copies of statements of current or investment account balances (as at date of application)
- Copies of two written estimates for the purchase or hire of any equipment or work to be undertaken
- Evidence you have applied to other sources of funding

Also, if applicable:

- Proof of tenure of the property
- Copies of building regulations or planning permission
- Any architects plans or sketches

**N.B. Failure to provide this information will immediately disqualify the application.**

**7. DECLARATION**

I certify that the information provided on this form is correct to the best of my knowledge. I agree that if the Council award a Community Fund grant to my organisation, I will comply with the grant conditions attached to the payment.

Signed:  Position: CEO

Print Name: Gary Williams

Date: 20<sup>TH</sup> December 2014

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**SURREY HEATH BOROUGH COUNCIL COMMUNITY GRANT APPLICATION FORM**

**COMPLETED APPLICATIONS MUST BE RETURNED TO:  
COMMUNITY PARTNERSHIPS OFFICER  
SURREY HEATH BOROUGH COUNCIL  
SURREY HEATH HOUSE  
KNOLL ROAD  
CAMBERLEY  
SURREY GU15 3HD**



**OFFICE USE ONLY  
APPLICATION NO:**

---

**APPLICATION FOR A COMMUNITY FUND GRANT**

**1. YOUR ORGANISATION**

1.1 Organisation Name: Trustees of the Frimley Village Hall.

1.2 Principal Contact Name: Heather Phillips

1.3 Organisation Contact Address (for correspondence related to the application):

31, Frimley Green Road, Frimley, Camberley Surrey.

Post Code: GU16 8AL

Daytime telephone no: 01276513953

E-mail address: [heatherph@hotmail.co.uk](mailto:heatherph@hotmail.co.uk)

Amount applied for: £6,600 = 50% of project

1.4 Please confirm your organisation is 'not for profit'. A non profit organisation

1.5 Organisation Type (please tick):

Formally constituted  
Club/Association/Trust

Other public sector body

School/college

Other

1.6 How many members are in your organisation? Not applicable 7 Trustees

1.7 How long has the organisation existed? 1897

1.8 Are you a registered charity? Yes charity number 227202  
(If yes, please state the charity number)

- 1.9 Are you VAT registered? NO  
(If yes, please state VAT number)
- 1.10 Are you affiliated to a national organisation? NO
- 1.11 If yes, have you applied to them for funding? N/A
- 1.12 If not, please state your reasons for not doing so. N/A
- 1.13 Please state where your funding comes from. From letting fees occasional grants and investments

## 2. PROJECT DETAILS

- 2.1 Please describe the project in as much detail as possible. The information provided should accord with your Business Plan.

In order to upgrade the facilities offered by the trustees, it has become apparent that an upgrade to the external area of the building is required, following successful negotiations with Hanover Housing Association, the Trustees are in the process of acquiring a long term lease on land bordering the village hall, this will enable the Trustees to offer upgraded facilities to the Pre school nursery group, give better access to the rear of the building, and better hard standing for users vehicles. The existing external storage unit, has long since served its purpose (pre 1940's) and is in urgent need of replacement, as well as the need to provide disabled access to the rear of the building in the event of an emergency. It is proposed that the the rear of the building will have a new permanent long term storage building for use by the current pre nursery group, as well as upgrading the external hard standing to provide a safer area for play or in the case of an emergency a fire assembly point. Planning approval/ building regulation's permission has been applied for.

- 2.2 What is the time-scale of the project? Start Date: 27/07/2015

Completion Date:04/09/2015

- 2.3 Who will benefit from the project, All user groups regular and ad hoc, particularly the thriving pre-school as it will meet the needs of its special needs children..

2.4 Please describe your current facilities. A large village hall, situated next to Frimley C of E school, built as the villages commemoration of Queen Victoria's diamond jubilee. Internally small kitchen, large meeting hall, male and female toilets with disabled access. The rear external area consists of an old rusting corrugated shed and rough uneven concrete standing with trip hazards

2.5 What other activities/services are offered at this site? Current users of the hall are dance group(Aspects of Dance), judo (Budukan Judo), karate (Frimley group), Frimley evening towns women's guilds, U3A (wine tasting and ceramic painting) Indian dancing, yoga, pre school nursery (Fun Time), ad hoc lets Trustees estimate that membership attendance of the hirers exceed 300 per week

- 2.6 Can any additional activities/services be offered on completion of the project which will benefit the local community? The hall will become more user friendly for groups with disabilities. This project will ensure an improved visual aspect for local residents especially Bowling Green Court
- 2.7 How many people use the current facilities? 9 groups membership varies. See 2.5.
- 2.8 How many people will use the facilities on completion of the project? 9 groups see 2.5 300 + per week
- 2.9 Over what period will the community benefit from the completion of the project?  
 up to 12 months  1 to 2 years  2 to 3 years  over 3 years
- 2.10 Is it necessary to be a member of your organisation to participate in its activities?  
 No not a membership organisation
- 2.11 Does your organisation charge a membership fee and if so, how much is the charge?  
 It is a let for Hire hall
- 2.12 When was the membership fee last increased? n/a
- 2.13 Which parts of the local area do your members tend to come from? Mainly Surrey Heath particularly Frimley, Frimley Green Mytchett and Deepcut
- 2.14 Does your organisation have open days to encourage new members? No, we respond to booking enquiries, and advertise as necessary (Frimley Focus and parish magazines)
- 2.15 How many people regularly use your facilities 9 Groups.see 2.5
- 2.16 Are numbers increasing at your facility? If not, please set out why you think this might be the case. There is a requirement for additional groups in the area subject to availability.
- 2.17 Please state how your application recognises the diverse needs of your existing and possible future members. There is no second emergency escape route for disabled users, the existing area to the rear is unsuitable as a children's play area, and the current storage offered is long past its replacement date which hinders storage for equipment for special needs children.

### 3. PROJECT SITE

- 3.1 What is the location of the project? Frimley Village Hall, Frimley Green Road, Frimley Camberley Surrey. GU16 6ND
- 3.2 What is the tenure of the property? (If leased, please give details. If monies are to be repaid, please give details.) Freehold Property, with a proposed let on a peppercorn rent from Hanover Housing on additional land.

3.3 What is the current condition of the property and are any other works being carried out?

The property is in excellent condition given its age, and having been kept renovated and updated over a number of years. Recent works include chimney re-pointed roof survey and repair. Full double glazing, loft insulation, and installation of new heaters.

3.4 Permission may be required under building regulations and relevant planning acts. Please give details of the authorisation obtained.

Planning permission has been submitted before Christmas, but due to office closure no acknowledgement has been received

Note: Where permission is required and has not been obtained, the application will not progress.

Approval of the grant does not signify approval under any other council requirements such as planning permission.

3.5 Have you obtained, and enclosed with your application, two quotes for the work to be carried out? yes

3.6 If required, have you obtained architect's plans or sketches and details of planning or building regulation consent? Have you enclosed these with your application? yes

#### 4. PROJECT COSTS

4.1 How much grant are you applying for? £6,600 = 50% of project

4.2 What do you anticipate the total project cost to be?

	<u>COST</u>	<u>ITEM</u>
4.3 Please give a breakdown of costs (purchase of land/buildings, professional fees, VAT etc).	<input type="text" value="£10,990"/>	Building Cost
	<input type="text" value="£2,198"/>	VAT

4.4 Is your organisation contributing any of its own finances to the project? (If not, please explain why.) yes match funding

4.5 Have you applied for funding from any other source? Please supply evidence of the application, whether successful or not, and, if successful please advise how much you received. no

4.6 What additional fund-raising have you undertaken? Voluntary work undertaken to clear the trees and reinstate the boundary hedge on north side of hall.

4.7 Do your present funds contain any provision for future commitments? We have an emergency maintenance fund for plumbing heating etc and business as usual costs.

4.8 Please provide details of any other regular revenue or capital payments to your organisation? Please refer to statement of accounts for lettings and investments

4.9 How much additional income will be generated on completion of the project?

£NIL

4.10 Does your organisation have money set aside for the future sustainability of the project or maintenance of any equipment? Please explain how these areas will be catered for. yes once improvements have been completed, our regular maintenance schedule will apply for all non emergency works Trustees carry out a quarterly inspection of the site.

5.Risk

5.1 If your application is unsuccessful how will your organisation fund the project. Work will be delayed until funds become available.

5.2 What is the risk to your organisation if the project doesn't happen? The loss of the Pre school let pending an Ofsted inspection is a possibility, and there is fire risk assessment concerns. There is a lack of capacity in the area for Pre School places.

5.3 How will you mitigate/reduce the risk? Look for alternative hirers who would not require the use of the rear outside space and storage.

5.4 The Council will fund up to 75% of the cost of applications up to £2,000 and up to 50% between £2,001-£25,000. If your project is not awarded the amount requested how will your organisation fund the rest of its cost? Future income from lettings as and when available.

6. OTHER RELEVANT INFORMATION

6.1 What age groups will you cater for?  >5  10  3-16  17-25  26-40  41-60  60+

6.2 Provision for use by which gender?  Female  Male  Both

6.3 Does your organisation serve specific groups (Please tick)  Ethnic minority groups  Religious groups  Disabled groups  Unemployed groups  Single parent family groups  Other (please specify)

children under 4 and Senior

citizens

6.4 How will the community benefit from the completion of the project

Upgraded facilities

6.5 How will you measure the success of the project? By increased demand for use.....

6.6 How did you become aware of this fund? Local councillor

**DOCUMENTS ENCLOSED WITH THE APPLICATION**

Please send copies of these documents with your application (please tick).

- A copy of your organisation's constitution
- Copies of your organisations audited accounts for the last two years
- Copies of statements of current or investment account balances (as at date of application)
- Copies of two written estimates for the purchase or hire of any equipment or work to be undertaken
- Evidence you have applied to other sources of funding

Also, if applicable:

- Proof of tenure of the property
- Copies of building regulations or planning permission
- Any architects plans or sketches

**N.B. Failure to provide this information will immediately disqualify the application.**

**7. DECLARATION**

I certify that the information provided on this form is correct to the best of my knowledge. I agree that if the Council award a Community Fund grant to my organisation, I will comply with the grant conditions attached to the payment.

Signed: Heather Phillips Position: Secretary and Treasurer.....

Print Name: Heather Phillips..... Date: 31/12/2014.....



**SURREY HEATH BOROUGH COUNCIL COMMUNITY GRANT APPLICATION FORM**

**COMPLETED APPLICATIONS MUST BE RETURNED TO:  
COMMUNITY PARTNERSHIPS OFFICER  
SURREY HEATH BOROUGH COUNCIL  
SURREY HEATH HOUSE  
KNOLL ROAD  
CAMBERLEY  
SURREY GU15 3HD**

**OFFICE USE ONLY  
APPLICATION NO:**

---

**APPLICATION FOR A COMMUNITY FUND GRANT**

**1. YOUR ORGANISATION**

1.1 Organisation Name: Parity for Disability.....

1.2 Principal Contact Name: Helene Abbiss.....

1.3 Organisation Contact Address (for correspondence related to the application): .....

94 Whetstone Rd, Cove, Farnborough, Hants.....

.....

Post Code: GU14 9SX.....

Daytime telephone no: 01252 375581.....

E-mail address: helene@parityfordisability.org.uk.....

Amount applied for...£10,500.....

1.4 Please confirm your organisation is 'not for profit' We are a registered charity.

1.5 Organisation Type (please tick):

- Formally constituted Club/Association/Trust
- Other public sector body
- School/college
- Other

1.6 How many members are in your organisation?  up to 25  26-50  51-75

76-100  101+

1.7 How long has the organisation existed? 61 years (established 1953) .....

- 1.8 Are you a registered charity? Yes – registered charity no. 1071571.....  
(If yes, please state the charity number)
- 1.9 Are you VAT registered? Yes – VAT no. 572887979 .....  
(If yes, please state VAT number)
- 1.10 Are you affiliated to a national organisation? Yes, to Scope.....
- 1.11 If yes, have you applied to them for funding? No .....
- 1.12 If not, please state your reasons for not doing so.....

We do not receive any funding from Scope and our charitable objectives are completely independent. We are in the process of altering Parity for Disability's constitution to dis-affiliate from Scope.

- 1.13 Please state where your funding comes from.

We receive fees from local authorities, and we operate three charity shops, hold fundraising events, and secure donations from individuals, organisations, companies, trusts and foundations.

## 2. PROJECT DETAILS

- 2.1 Please describe the project in as much detail as possible. The information provided should accord with your Business Plan.

Parity for Disability has been providing vital services and support for people with profound and multiple disabilities since 1991, and has had a presence in Camberley for 25 years. The charity's office was based in Park Street in the 1990s and its first day service for people with multiple disabilities (which opened in Yateley in 1991) moved to the Youth Centre in the Old Dean in 1999. Since 2004 this original service has run from within St Martin's Church, and in October we celebrated 10 years at the church.

The people aged 18+ who use Parity for Disability's two day services (we call them students) access all kinds of academic, social, living and recreational activities. Parity's trained staff are employed within the services on a one-to-one basis. We also offer a number of therapies, including speech and physiotherapy, to students as part of their individually tailored programme of care. The numerous trips out made by the students would not be possible without our fleet of four minibuses, enabling students to further experience the world and choose the activities that interest them.

Over 20 people with multiple disabilities are now on Parity for Disability's waiting list for day service places. In January 2014 we began the search for a suitable site for a third day service and found an existing building in Mytchett, Surrey. We are preparing to open very shortly (December 2014), starting with a small intake of students and building to capacity over approximately 18 months.

A costed list of all equipment and furnishings needed is attached and we are in the process of raising £21,000 towards items that will be needed beyond March 2015 as we move towards capacity. We have projected to spend up to £35,000 between now and March 2015, and items to be bought either at start-up or soon after are coloured red on the list. Items estimated to be added after March 2015 are in green.

The building is divided into two units, and there will be a kitchen area in both. All items listed are already used at our existing day services and their need proven. The Eyegaze eye-controlled technology was rolled out at the Camberley day service earlier this year and is an amazing resource for those students with little or no movement or speech. Thanks to individual donations, one will also soon be available at the Farnborough service. The Motomed is a type of cycle used for physiotherapy now in use at the Farnborough service, and will shortly also be bought for the Camberley service.

Once it reaches capacity the new service in Mytchett will provide an additional 80 places per week to people with multiple disabilities who currently have only limited access to services and support. We will also be supporting the families and carers of the new students, sharing information and signposting them towards other services they may need.

- 2.2 What is the timescale of the project? Start Date: October 2014 .....  
Completion Date: June 2016 .....

We will be opening with a small intake of people and building to capacity over 18 months, therefore we have divided the equipment purchase into two phases: items required at start up (totalling £35,000) and items required after March 2015 (totalling £21,000) to be purchased during the financial year April 2015-March 2016.

This application asks for funds towards the second phase of items required.

- 2.3 Who will benefit from the project, the wider community or a small section? .....  
People with profound and multiple disabilities in Surrey Heath and surrounding areas.

- 2.4 Please describe your current facilities.

We run two day services in Cove, Farnborough and the Old Dean, Camberley providing learning opportunities, activities and trips out for people with profound and multiple disabilities, as well as access to speech, physio and music therapies. (A Teenagers' Activity Scheme also operates from Fleet in the summer and Easter holidays.)

- 2.5 What other activities/services are offered at this site? .....  
Presently only Parity's day services will be offered from the site.

- 2.6 Can any additional activities/services be offered on completion of the project which will benefit the local community?  
We will be exploring the potential of hiring out space, such as sensory or meeting space, on evenings and weekends.  
.....

- 2.7 How many people use the current facilities?

35 people use Parity's Farnborough and Camberley day services.

- 2.8 How many people will use the facilities on completion of the project?  
Approx 50-55. The new facility will provide 16 spaces per day and people can choose to attend for anything between a half day per week or five days per week. The day services are open Monday to Friday.

2.9 Over what period will the community benefit from the completion of the project?  
 up to 12 months  1 to 2 years  2 to 3 years  over 3 years

2.10 Is it necessary to be a member of your organisation to participate in its activities?  
Each person using the charity's services agrees an individual contract.

2.11 Does your organisation charge a membership fee and if so, how much is the charge?  
We receive fees for the services from each relevant local authority.

2.12 When was the membership fee last increased?  
Fees increased to £109 per day for Parity's day services in April 2014.

2.13 Which parts of the local area do your members tend to come from?  
Surrey Heath, Rushmoor, and Hart.

2.14 Does your organisation have open days to encourage new members?  
Yes.....

2.15 How many people regularly use your facility? ...35 people use the existing day services.

2.16 Are numbers increasing at your facility? If not, please set out why you think this might be the case.  
All the existing spaces at the Farnborough and Camberley day services have been filled for over a year, but the numbers will be increasing with the addition of the new day service.

2.17 Please state how your application recognises the diverse needs of your existing and possible future members  
Each person's individual needs, preferences, interests are discussed with them and their family/carers. Each person has their own individual care plan. Activities are developed with the person that respect their preferences and ensure their learning goals are met using methods that interest and inspire them.

### 3. PROJECT SITE

3.1 What is the location of the project? 23 Salisbury Grove, Mytchett, Camberley GU16 8BP  
.....

3.2 What is the tenure of the property? (If leased, please give details. If monies are to be repaid, please give details.)  
We are agreeing a 25 year lease and will pay rent of £3,000 per month.

3.3 What is the current condition of the property and are any other works being carried out?

Works on the property have been completed to convert from office space.

- 3.4 Permission may be required under building regulations and relevant planning acts. Please give details of the authorisation obtained.

Surrey Heath Borough Council agreed planning permission on 22<sup>nd</sup> October 2014.

Note: Where permission is required and has not been obtained, the application will not progress.

Approval of the grant does not signify approval under any other council requirements such as planning permission.

- 3.5 Have you obtained, and enclosed with your application, two quotes for the work to be carried out?

Yes.....

- 3.6 If required, have you obtained architect's plans or sketches and details of planning or building regulation consent? Have you enclosed these with your application?

Not required

#### 4. PROJECT COSTS

- 4.1 How much grant are you applying for?

- 4.2 What do you anticipate the total project cost to be?

	<u>COST</u>	<u>ITEM</u>
4.3 Please give a breakdown of costs (purchase of land/buildings, professional fees, VAT etc).	<input type="text" value="£7,121.00"/>	Eye gaze .....
	<input type="text" value="£6,850.00"/>	General Items
	<input type="text" value="£5,179.00"/>	Motomed .....
	<input type="text" value="£1,220.00"/>	Hoist .....
	<input type="text" value="£630.00"/>	Slings.....

- 4.4 Is your organisation contributing any of its own finances to the project? (If not, please explain why.)

We have budgeted to meet any shortfall from our reserves. However, reserves are also required for further development plans and to address the variable nature of our charitable activities. We are therefore also fundraising from trusts, foundations and the local community to mitigate the costs of the project.....

4.5 Have you applied for funding from any other source? Please supply evidence of the application, whether successful or not, and, if successful please advise how much you received .....

To mitigate the costs of equipment needed at start-up, we received £5,000 from the Frimley Fuel Allotments charity on 20/10/14, £3,000 from the Lisa May Foundation (a local fundraising organisation) on 30/10/14, £1,100 from South East Water Community Chest Fund on 18/11/14, £1,000 from Lloyds Bank Community Fund on 13/11/14, £150 from local company SPP Pumps on 10/10/14, and £250 from Alfa Laval on 18/11/14. Members of the public have donated several everyday items on the equipment list.

Towards the purchase of items needed in the second phase (post-March 2015), we have £821 from an individual donor towards the Motomed. We applied to the Will Charitable Trust (£2,000) and the Bellinger Donnay Trust (£2,000) on 11/12/14. We are in the process of preparing applications to the Big Lottery Awards for All fund (£10,000), February Foundation (£5,000), Community Foundation for Surrey (£9,000), and the Leathersellers' Company (£1,000). We can expect responses within four months.

4.6 What additional fund-raising have you undertaken? .....

We have applied to the ACT Foundation on 2/12/14 for £25,000 towards the cost of both equipment and minibuses. We will also be applying to the Beatrice Laing Trust for £15,000 towards both equipment and minibuses. Again, we can expect responses within four months.

We have interim use of a minibus for when the service opens, but will buy two dedicated vehicles as soon as possible. A second-hand minibus will cost £22,300. We have already received £10,000 from an individual donor towards the total of £44,600 needed for two minibuses.

4.7 Do your present funds contain any provision for future commitments? .....

The attached income/expenditure forecast takes into account a shortfall in income until the service is at capacity, projected to occur at the latest by June 2016. Where fundraising does not meet this shortfall, we plan to use some of our reserves.

We do not have immediate plans to expand beyond three day services.

4.8 Please provide details of any other regular revenue or capital payments to your organisation?

We receive fees from local authorities. The income/expenditure forecast shows this income increasing over time as more people take up places at the new day service. The fees do not fully cover the costs of running the services, we must fundraise to maintain the minibus fleet, pay for therapies, replace and renew equipment, and meet some additional running costs.

4.9 How much additional income will be generated on completion of the project? In fees:

£436,000
----------

4.10 Does your organisation have money set aside for the future sustainability of the project or maintenance of any equipment? Please explain how these areas will be catered for.

Parity for Disability's sustainability has improved in recent years due to a financial strategy aimed at achieving fee payments from local authorities at the correct level, and a more focused fundraising approach.

Once the third day service is open, the minibus running costs and therapies costs will gradually increase and our day-to-day fundraising target will reach over £100,000 by December 2015. In anticipation of this, we have expanded fundraising capacity, putting in place a plan to increase income to meet these requirements. Our supporter base and profile are growing in line with the expanded services. We will be seeking multi-year grants from funders, which we have been successful in securing in the past.

## 5. RISK

5.1 If your application is unsuccessful how will your organisation fund the project?

We are applying to several funders and will also use funds from reserves if necessary.

5.2 What is the risk to your organisation if the project doesn't happen?

With regards to the organisation, if people looking for services are regularly told that we have no space for them, people will stop asking. We risk being overlooked in the future by families, transition teams and social workers, and having to undertake further outreach and publicity in order to be considered as an option.

There is a serious risk to the people who need the service. The day services are a lifeline for the students, their families and carers who rely on them. Without the right support, the life of someone with profound and multiple disabilities becomes limited and lonely. Their families and carers are left to cope alone. If we were unable to expand to meet the continuing need, it's extremely unlikely that a suitable service would step in. We asked a local group of parents if they would be willing to start their own service in their area, with our support and guidance. They said they did not have the time or resources. Statutory provision addresses mainly physical requirements like food and drink, personal care and general safety.

5.3 How will you mitigate/reduce the risk?

We have planned the financial strategy for the project in detail. Management staff meet regularly to review strategy and implementation as the project develops.

5.4 The Council will fund up to 75% of the cost of applications up to £2,000 and up to 50% between £2,001-£25,000. If your project is not awarded the amount requested how will your organisation fund the rest of its cost?

We are applying to a range of funders and we will also use funds from reserves if need be.

## 6. OTHER RELEVANT INFORMATION

6.1 What age groups will you cater for?

>5     10     3-16     17-25  
 26-40     41-60     60+

6.2 Provision for use by which gender?

Female     Male     Both

- 6.3 Does your organisation serve specific groups (Please tick)
- Ethnic minority groups
  - Religious groups
  - Disabled groups
  - Unemployed groups
  - Single parent family groups
  - Other (please specify)

.....

6.4 How will the community benefit from the completion of the project? .....

The people using Parity's services avoid social isolation, frustration and a range of physical and mental health problems by accessing the right services and support. Their families or carers have the strain lifted of caring for their loved one round the clock. There will be greater social integration between people with disabilities and the wider community. Through being out and about, Parity's students connect with people as they are supported by staff to communicate and make choices. Members of the community get to know people with multiple disabilities and overcome barriers caused by preconceptions and a lack of knowledge.

6.5 How will you measure the success of the project? .....

By filling the available spaces within the planned timeframe and providing a new service that is of the same quality as the existing two services.

We evaluate the success of each day service by monitoring the ways in which each student's emotional, learning, physical and social needs are met. Parity staff keep records of students' activities in the form of daily record sheets, completed tasks, photographs, video and feedback from colleagues. Regular reviews are held with family, staff and relevant professionals.

6.6 How did you become aware of this fund? .....

We have been supported in the past – most recently in 2011 with £797.95 to install Economy 7 heating system at Parity's charity shop in Frimley High Street. In 2006 we received £3,000 to install a hot water radiator heating system for the Camberley day service.

### DOCUMENTS ENCLOSED WITH THE APPLICATION

Please send copies of these documents with your application (please tick).

- A copy of your organisation's constitution
- Copies of your organisations audited accounts for the last two years
- Copies of statements of current or investment account balances (as at date of application)



Copies of two written estimates for the purchase or hire of any equipment or work to be undertaken

Evidence you have applied to other sources of funding

Also, if applicable:

Proof of tenure of the property N/A

Copies of building regulations or planning permission N/A

Any architects plans or sketches N/A

**N.B. Failure to provide this information will immediately disqualify the application.**

**7. DECLARATION**

I certify that the information provided on this form is correct to the best of my knowledge. I agree that if the Council award a Community Fund grant to my organisation, I will comply with the grant conditions attached to the payment.

Signed: Helene Assiss..... Position: Community Support Director.....

Print Name: Helene Assiss..... Date: 17-12-14.....

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SURREY HEATH BOROUGH COUNCIL COMMUNITY GRANT APPLICATION FORM

COMPLETED APPLICATIONS MUST BE RETURNED TO:  
COMMUNITY PARTNERSHIPS OFFICER  
SURREY HEATH BOROUGH COUNCIL  
SURREY HEATH HOUSE  
KNOLL ROAD  
CAMBERLEY  
SURREY GU15 3HD

OFFICE USE ONLY  
APPLICATION NO:

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APPLICATION FOR A COMMUNITY FUND GRANT

1. YOUR ORGANISATION

1.1 Organisation Name: R-U-Able2

1.2 Principal Contact Name: Tony Gorham

1.3 Organisation Contact Address (for correspondence related to the application): .....

Brooksbank,  
12 Brackendale Close  
Camberley, Surrey

Post Code: GU15 1HP

Daytime telephone no: 07563 777339

E-mail address: agorham118@gmail.com

Amount applied for £7, 563.00

1.4 Please confirm your organisation is 'not for profit'  
R-U-Able2 is a not for profit Community group

1.5 Organisation Type (please tick):  
 Formally constituted Club/Association/Trust  
 Other public sector body  
 School/college  
 Other

1.6 How many members are in your organisation?  up to 25  26-50  51-75  
 76-100  101+

1.7 How long has the organisation existed? 5 years

1.8 Are you a registered charity? Yes  
(If yes, please state the charity number) 1156257

- 1.9 Are you VAT registered? No  
(If yes, please state VAT number)
- 1.10 Are you affiliated to a national organisation? No
- 1.11 If yes, have you applied to them for funding? N/A
- 1.12 If not, please state your reasons for not doing so – R-U-Able2 is a local User led organisation and not affiliated to a national organisation therefore we have not applied to them for funding
- 1.13 Please state where your funding comes from
- Public and private donations / other funding providers including charitable trusts
  - Various small fundraising events
  - Local Authority grant funding
  - Weekly attendance subscriptions

Project Income	Cost per item/hour	Number	No of sessions	Total Cost
Entrance Sustainable Attendees per session	£ 5.00	10	12	£ 650.00
In kind volunteers	£ 15.00	4	16	£ 960.00
Hartley Witney Golf Club				£ 500.00
Fund Raising (Raffles / Tombola's etc.				£ 600.00
Funding from Outer club attendees to cycling training	£ 40.00	5		£ 200.00
Rotary Club Sponsorship				£ 600.00
SCC Learning disability partnership board (Transition)	Possible provision of funding			TBA
Surrey coalition for disabled people	Possible provision of funding			TBA
Surrey Heath CCG (Transition)	Possible provision of funding			TBA
Active Surrey Sportivate Round 12 Bid to be made				£2000.00
Grant from Surrey High Sheriff Bid to be made				£2000.00
Application for Grant from Peter Harrison Foundation to cover remainder of project.				To be determined
Total Income				£7,563.00

## 2. PROJECT DETAILS

- 2.1 Please describe the project in as much detail as possible. The information provided should accord with your Business Plan.

### Background - 5 year business plan

The R-U-Able2 Community Group was formed in 2010 by two registered disabled members who volunteered to be Games Makers; their aim was to offer sport & Leisure opportunities to disabled people of all abilities within their Local Community. The group's five year business plan is to change attitudes of people of all ages, their families & carers towards a more proactive sport related lifestyle, improving their health and wellbeing and in turn delivering greater independence and less reliance on both council and local community services.

April 2012 saw the start of the "Great Expectations" pilot project which R Able 2 developed and designed the pathway providing activities and social inclusion for people of all abilities. Since that time we have undergone and successfully traversed three parts of our "Great Expectations Pilot Project". Phase one of this work has tested the feasibility, market demand, and informed our organisation structure. Phase two has resulted in a level of training individuals to become sports and activity leaders, successfully delivering pilot activities of Swimming and Boccia. These sessions are now a regular part of weekly activities delivered by R U Able 2 at Kings International College in Camberley.

### **Proof of concept requirement phase (Statistical information)**

- Statistics published by Sport England (Active People Survey) shows the percentage of the adult population for three age bands doing zero sport/physical activity in Surrey in 2012-13

Aged 45 – 54	44.20%
55 – 64	53.30%
65 and over	71.00%

- A recent national report recognises that disabled people are half as likely to be active as non-disabled people, but as shown in research by English Federation of Disability Sport, seven in ten want to be more active (taken from EFDS Report Disabled People's Lifestyle Survey, September 2013).

*Shown in the table below are the statistics provided by the NHS CCG relating to the percentage of the total population in Surrey Heath (86,144) based on the 2011 census, amended 2013.*

	<b>Long term illness or disability All with day-to-day activities limited</b>	<b>Long term illness or disability - % with day-to-day activities limited</b>
Spelthorne (Local Authority)	14264	14.92
Tandridge (Local Authority)	12312	14.83
Mole Valley (Local Authority)	12542	14.69
Reigate and Banstead (Local Authority)	19266	13.98
Waverley (Local Authority)	16877	13.88
Runnymede (Local Authority)	11155	13.86
Surrey (County)	153354	13.54
Epsom and Ewell (Local Authority)	10066	13.4
Woking (Local Authority)	12885	12.99
Guildford (Local Authority)	17316	12.62

Surrey Heath (Local Authority)	10840	12.58
Elmbridge (Local Authority)	15831	12.1

*From the information provided in the table it shows those in Surrey Heath who have impairments associated with long term health or disability amount to:- 10,840. Of these 5.2% of total population or 4,477 people have severe impairments. For this reason Surrey Heath has been chosen as the local community area for our pilot project.*

**Aims of the project:**

- This request is seeking funding for the following aspects of our start costs for the future growth and sustainability of the cycling project.
- We aim to give access to health and wellbeing activities through a sport of their choosing that this extremely disadvantaged section of society would not normally be able to participate in and that most of society takes for granted. Our expectation is for many to move on to higher achievements.
- Focus in the first instance on vulnerable children, young adults and senior citizens with Learning Difficulties, Autism, Mental impairments & those with physical disability.
- The proposed project will look to build on our previous successful model of taster sessions run for two other projects in Camberley with different partners.
- This project aims to start to address the lack of adaptive specialist equipment owned by R-U-Able2 and the need for us to borrow equipment from other partners.
- Through giving choice to our members we aim to encourage more disabled volunteers through the Camberley disability hub and train them as community leaders as part of the project.
- Continue to develop the existing partnership with Kings International as they are keen for us to develop our service to include provision that will utilise more use of the school, provide more extracurricular activities and engage more with the local community thereby enhancing community inclusion in all aspects.

**Desired outcome**

Implementation of this project will provide the platform to deliver further taster sessions and then, on a planned basis, increase the number of sessions, participants and resources to sustain a steady ongoing growth of cycling activity.

This project would look to remove the barriers and to build on the experiences gained by 'Surrey Wheels for All' from their weekly adult cycling sessions in both Epsom & Woking in partnership with Surrey Choices (formally Surrey County Council Adult Services).

We have secured sufficient space at Kings International College to provide regular sessions at the school and we will use this for people to gain experience and skills in all aspects of cycling and have the opportunity to enjoy cycling as a great way to enjoy keeping fitter, and feeling healthier. Many people will transition to more exciting routes as our service develops and as people become more independent and skilful.

The cycling project will have a major impact on people's health and wellbeing, its fun and taking part gives one a great sense of achievement. Many people who live with impairments rarely feel such emotion.

A permanent storage facility is being sought with this request and this will enable total freedom for any member or members to run sessions. Equipment will be kept in a safe environment and stored appropriately. As services develop with more cycling being provided this facility will be essential.

**Insight and partnership**

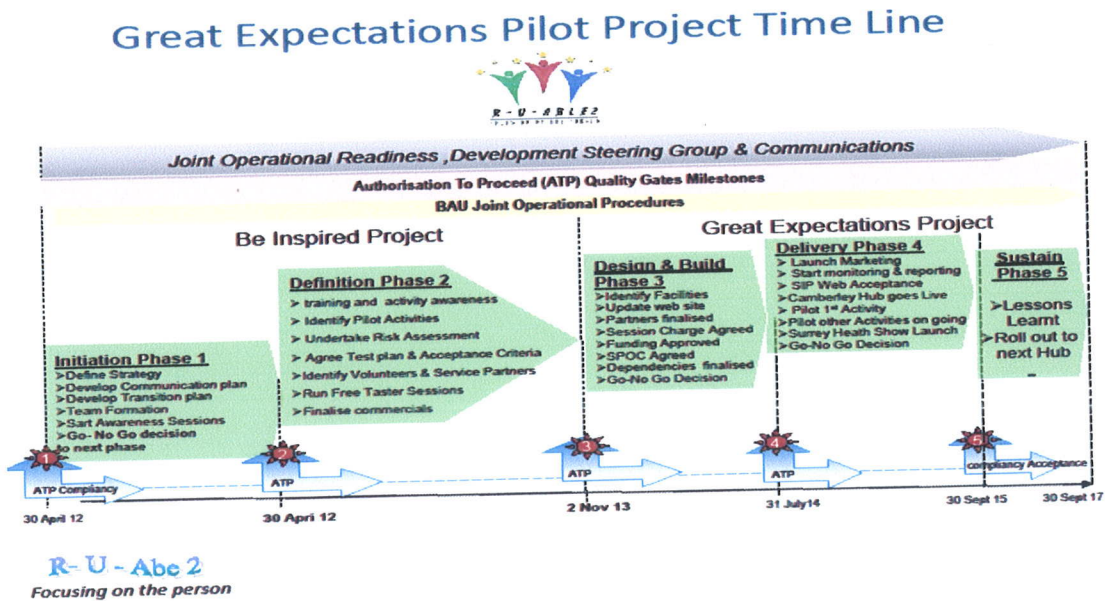
These sessions will initially be run on the flat surface of the tennis courts at Kings International. The important step is to identify key local partners and to design appropriate outreach and communication tools that will help to build a passion for recreation that will last a lifetime.

**Dependency**

However, in order to be able to deliver this and our other activity programmes storage will be a major factor and funding for this aspect is also being sought with this application. If this is to be developed and sustained with increase participation an in house storage facility is necessary.

Container storage is now recognised as a safe, semi-permanent outcome to storage problems and this proposal will provide such outcome. If, for any reason, R U Able 2 no longer require this facility it will be readily available for other community use.

**Project Plan timeline**



2.2 What is the timescale of the project? Start Date: 3<sup>rd</sup> May 2015

Completion Date: 30<sup>th</sup> September 2015

- Procurement of storage container and adaptive cycles within 30 days of contract award.
- Volunteers and community leaders trained 2 weeks prior to the launch at the Surrey Health Show
- Surveys carried out at SHS of needs of interested parties and those wishing to attend future taster sessions
- Schedule 12 week proof of concept of cycle project
- Project review 23<sup>rd</sup> August 2015
- Project closure and lessons learnt 30<sup>th</sup> September 2015 and authorisation to proceed to next phase taken.

2.3 Who will benefit from the project, the wider community or a small section?

- All people who by circumstance, youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large who live in Surrey Heath and the surrounding area. Surrey Heath and Surrey County Council will benefit from cost savings due to end user groups taking on the responsibility of facilitating services previously provided by the council
- Cycling Projects have brought cycling into many people's lives since it was registered as a charity in 1991. Since it started it has become increasingly involved in cycling related training, bringing cycling to disabled people, encouraging people with poor health to take up cycling and working with excluded communities to help them make cycling part of their lives. Cycling is a fantastic way to meet new people, make friends and to get active. As well as being a great form of gentle exercise.
- As more people reap the benefit of the service they will develop greater independence more confident and be less reliant on public local services.
- The benefits of cycling are the same for anyone regardless of their physical abilities or impairment.
- Cycling helps to improve balance, co-ordination and confidence within a group activity. The project is designed and developed, over time, to encourage steady progression in a fun environment for all levels of experience and to train volunteers to lead sessions, to be buddies, thereby enabling more people to take part at a time that suits them.  
This project offers a great opportunity to provide a friendly, safe and fun environment for developing cycling skills whatever age you are and regardless of impairment and to take a lead in opening up new paths and promoting friendly group activities that can inspire others, irrespective of their individual ability or obstacles. Having the right equipment, support and accessibility are key to achieving this. This is the focus of this project.
- The grant would enable the charity to recruit and train additional volunteers/buddies to help both deliver cycling sessions but also to help develop key local team roles such as promoting to new participants and local fundraising. The setting is always focussed on embracing and encouraging the participants to initially take part and to continue their attendance through constant positive mentoring and complimenting their efforts. The charity recognises the challenges and barriers that many of our participants face when taking part in activities, and we consider it paramount that we ensure that such engagement becomes smooth and easy, beneficial and enjoyable for all
- The project will offer regular opportunities for local volunteers which can yield as many benefits, if not more, for the volunteers themselves which could provide a pathway to employment.

2.4 Please describe your current facilities.

Facilities are currently hired from Kings International College for our weekend activities and this comprises the use of the swimming pool (Saturdays) (all age group swimming session) and the sports hall (Sundays). We provide an aerobic "health and wellbeing" warm up session followed by Boccia. The main sports hall provides the necessary wheelchair access and disability toilet facilities to provide our long term strategy to provide indoor PAN Disability Sporting Experiences for all levels of ability. Currently we have no storage on site for equipment.



- 2.5 What other activities/services are offered at this site?
- Other activities/ services offered at this site but not managed by R-U-Able2 are mainly able bodied sports & Leisure e.g. Football, Cricket, Tennis, Swimming, Judo, Gymnastics, Stage productions, Music, Art, Craft etc.
- 2.6 Can any additional activities/services be offered on completion of the project which will benefit the local community?
- Yes, with the appropriate disability awareness training to those that only currently provides able body activities
- 2.7 How many people use the current facilities?
- The facility has approx. 600 pupils at the school and hires out its facilities weekly. R-U-Able2 currently has 20 members attending our weekly sessions although cycling is not offered at present.
- 2.8 How many people will use the facilities on completion of the project?
- This has a dependency on:
- The number of adaptive cycles provided for the proof of concept phase
  - The results of the survey carried out during the proof of concept
  - And the results of the survey matching what was procured at the start of the project to meet the demands from the survey.
- 2.9 Over what period will the community benefit from the completion of the project?
- up to 12 months  1 to 2 years  2 to 3 years  over 3 years
- 2.10 Is it necessary to be a member of your organisation to participate in its activities?
- R-U-Able2 Health & Safety policy does not require a participant to become a member to attend any of our free awareness sessions. Those that want to attend our weekly club sessions on a more regular basis will need to become members and go through our basic Health assessment questionnaire to ensure that they have no medical grounds preventing them from participating in certain activities on a regular basis.
- 2.11 Does your organisation charge a membership fee and if so, how much is the charge?
- No membership fee is charged currently but dependent on the outcomes of other funding it may be necessary to introduce a membership fee
- 2.12 When was the membership fee last increased? N/A
- 2.13 Which parts of the local area do your members tend to come from?
- Camberley and surrounding areas.
- 2.14 Does your organisation have open days to encourage new members?
- Yes open days are encouraged through Community Games, Sports for All Events & the Surrey Heath Show as well as taster days which are planned for 2015

2.15 How many people regularly use your facility?

20.

2.16 Are numbers increasing at your facility? If not, please set out why you think this might be the case.

Numbers are fairly static at present and this is due to the stage of development we are at. We have been a registered charity for only 9 months and since constitution we are putting the organisation in place in order to provide more valued activities, meeting the needs and aspirations of those people we serve. We have completed the feasibility stage of our programme, we are now putting in place the infrastructure and funding requirements in order to take us to the next delivery stage

2.17 Please state how your application recognises the diverse needs of your existing and possible future members

Our application recognises the diverse needs of our participants by listening to what they have to say at self-advocacy group meetings, surveys and through our disability awareness sessions and to make sure that the appropriate action is taken to give them choice on the activities that they would like to become involved in on a more regular basis. Refer to statistics mentioned in section 2.1.

**3. PROJECT SITE**

3.1 What is the location of the project? .....

Our currently location is Kings International College, Camberley .....

3.2 What is the tenure of the property? (If leased, please give details. If monies are to be repaid, please give details.)

Hire of the facility is on an advance payment for a 3 month period

3.3 What is the current condition of the property and are any other works being carried out?

The current condition of the facility meets current requirement

3.4 Permission may be required under building regulations and relevant planning acts. Please give details of the authorisation obtained.

N/A

Note:Where permission is required and has not been obtained, the application will not progress.

Approval of the grant does not signify approval under any other council requirements such as planning permission.

3.5 Have you obtained, and enclosed with your application, two quotes for the work to be carried out?

Yes.....

3.6 If required, have you obtained architect's plans or sketches and details of planning or building regulation consent? Have you enclosed these with your application?

N/A.....

**4. PROJECT COSTS**

4.1 How much grant are you applying for?

4.2 What do you anticipate the total project cost to be?

	<u>COST</u>	<u>ITEM</u>
4.3 Please give a breakdown of costs (purchase of land/buildings, professional fees, VAT etc).	<input type="text" value="£3,072.00"/>	Container
	<input type="text" value="£1,782.00"/>	Concrete Base
	<input type="text" value="£6,000.00"/>	Bicycles
	<input type="text" value="£140.00"/>	Helmets
	<input type="text" value="£200.00"/>	Other accessories ..
	<input type="text" value="£400.00"/>	Maintenance Repairs
	<input type="text" value="£432.00"/>	Expenses Buddy/ volunteers ....
	<input type="text" value="£720.00"/>	Venue Hire ...
	<input type="text" value="£500.00"/>	Admin Costs.
	<input type="text" value="£280.00"/>	Marketing
	<input type="text" value="£1,600.00"/>	Training

4.4 Is your organisation contributing any of its own finances to the project? (If not, please explain why.) .....

Yes, our organisation will be contributing to the cost see table in section 1.13.....

4.5 Have you applied for funding from any other source? Please supply evidence of the application, whether successful or not, and, if successful please advise how much you received .....

Not currently but am in negotiations with our partners for contributions to achieve the outcomes and the ongoing overheads as a voluntary organisation.

4.6 What additional fund-raising have you undertaken? .....

Comic Relief Local Communities Programme submission due 9<sup>th</sup>. January 2015

4.7 Do your present funds contain any provision for future commitments?

Yes.

A full year's venue hire costs for Kings International based on present requirements. There is no funding in place for equipment replacement. Funding for additional hire of space for the cycle project is included in this application,. We have developed a partnership with Hartley Witney golf club and are their chosen charity for 2015. Expecting £3,000 not payable until early 2016 however, as a registered charity we are able to raise funds from public donations, trust fund providers, local organisations such as Rotary/Lions etc. and the local corporate world. We are presently setting plans for funding throughout 2015 and this is based on not only our requirements for revenue and capital spending but also to ensure suitable cash flow is maintained.

4.8 Please provide details of any other regular revenue or capital payments to your organisation?

Regular revenue generated by participant's attendance subscription at £5 per session. There are no other regular revenue or capital payments

4.9 How much additional income will be generated on completion of the project?

This is difficult to estimate at this stage as mentioned in the dependencies in 2.8, but we are aiming to introduce a minimum contribution to further investment of 5-10% without overpricing the participant's entrance fee that would prevent them from attending sessions, this could be the introduction of a membership fee.

£

4.10 Does your organisation have money set aside for the future sustainability of the project or maintenance of any equipment? Please explain how these areas will be catered for.

Yes. The donation we received early in 2014 from Southwood Golf Club has secured our venue hire at Kings International for 2015. Venue hire costs for the cycling project is additional to this allocation and is included in this funding request. As a registered charity we are able to raise funds from public donations, trust fund providers, local organisations such as Rotary/Lions etc. and the local corporate world. We are presently setting plans for funding throughout 2015 and this is based on not only our requirements for revenue and capital spending but also to ensure suitable cash flow is maintained.

**5. RISK**

5.1 If your application is unsuccessful how will your organisation fund the project?

Our quality assurance decision milestones highlighted in the roadmap would determine whether adequate funds were available from alternative providers or whether to continue with the project.

5.2 What is the risk to your organisation if the project doesn't happen?

The risk to the organisation is that it will not be able to sustain activities within the local area. As the organisation grows more and more personal time, energy, and funding is expended on a voluntary basis. It's future depends on attracting suitable volunteers and this will always be more difficult if the service one is providing is not seen as valuable and not supported by the community. In order for services to be provided and sustained the books have to balance. There is not a question that the project will happen the risk is more likely to be the effects of the delay incurred.

5.3 How will you mitigate/reduce the risk? .....

We will reduce the risk by seeking funding support from whatever source we can, we will get the equipment and storage in place, at some time. We are not at the stage yet where we consider reducing the service but there are other options to investigate including forming more partnerships and encouraging more people to access their personal budgets in order to participate. However, this route will always favour those able to pay. This will disadvantage those people in residential care with very limited disposable income

- 5.4 The Council will fund up to 75% of the cost of applications up to £2,000 and up to 50% between £2,001-£25,000. If your project is not awarded the amount requested how will your organisation fund the rest of its cost?

See 5.2 & 5.3 and in table 1.3

**6. OTHER RELEVANT INFORMATION**

- 6.1 What age groups will you cater for?      13-16       17-25   
      26-40       41-60
- 6.2 Provision for use by which gender?       Female       Male      Both
- 6.3 Does your organisation serve specific groups?  
 (Please tick)       Disabled / disadvantaged groups

- 6.4 How will the community benefit from the completion of the project?

More people will have the opportunity to enjoy more leisure time, more experiential activities, a change in attitudes towards health and wellbeing and greater social interaction. R U Able 2 will be more able to react to people's changing needs. A more flexible service working closer with Kings International will open up other opportunities to be even more community inclusive

- 6.5 How will you measure the success of the project? .....

The number of people taking part on a regular basis, questionnaire, seeking views and opinions. The number of interactions with partners, the number of volunteers within the organisation. Regular reviews with other service providers. We will use a series of recognized monitoring methods to capture the activity within the project, such as - OHQ (Outdoor Health Questionnaire) a recognized monitoring tool endorsed by NICE. We will also work with Surrey Wheels for All who are presently working on a questionnaire based on the Warwick Edinburgh Mental Well-Being Scale.

Databases will be used to collect data on all participants involved in sustainable travel to help demonstrate the impact of the project on choices that cut carbon, calories and cost.

We will also look to deliver a series of pen portraits and case studies highlighting the positive effect that the project has had on an individuals and on to their family and friends.

We would also "track" individuals from their first visit to the programme through to hopefully observing them as they go through on a progression plan of training, skills improvement and physical wellbeing improvement. Thereby helping to demonstrate how the project can improve access to employment, less sickness, more activity in other aspects of life including benefits derived from a more proactive social life. ....

6.6 How did you become aware of this fund? .....

Via Surrey Heath Website

### DOCUMENTS ENCLOSED WITH THE APPLICATION

Please send copies of these documents with your application (please tick).

- A copy of your organisation's constitution
- Copies of your organisations audited accounts for the last two years. The current year ends 31<sup>st</sup>. March 2015. Audited accounts will be available end April 2015
- Copies of statements of current or investment account balances (as at date of application)
- Copies of two written estimates for the purchase or hire of any equipment or work to be undertaken

Evidence you have applied to other sources of funding

Also, if applicable:

- Proof of tenure of the property
- Copies of building regulations or planning permission
- Any architects plans or sketches

**N.B. Failure to provide this information will immediately disqualify the application.**

### 7. DECLARATION

I certify that the information provided on this form is correct to the best of my knowledge. I agree that if the Council award a Community Fund grant to my organisation, I will comply with the grant conditions attached to the payment.

Position: CHAIR - Ruc-able 2  
Date: 31.12.2014

