



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:

[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. 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? £ 8000

4.2 What do you anticipate the total project cost to be? £16,000

COST ITEM

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

£ VAT for some work in Budget Plan.

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 ^{*examined*} ~~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: *[Signature]* CHURCHWARDEN

Print Name *[Name]* 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.