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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