

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

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.....