

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: Sebastian's Action Trust

1.2 Principal Contact Name: Caroline Holton

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

Unit 8, Tanners Yard, Bagshot Surrey

Post Code: GU19 5HD

Daytime telephone no:

E-mail address:

Amount applied for £9500

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? Since 2004

- 1.8 Are you a registered charity? 1151146
(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.....
.....
- 1.13 Please state where your funding comes from.....
.....

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 are seeking funding to develop our current office space into a 'Mini-hub' so that it can provide similar services to families in need to those offered from our main family Hub in Slough. When completed, the Hub will provide a space for families with seriously-ill and life-limited children in Surrey Heath to visit and to receive information, advice and support. In addition the space will provide a community meeting space where families can meet with others in similar circumstances in an environment which meets the needs of both the adults and children. In the evening the space can be offered to community groups so that they can use it for meetings which benefit the local community.

2.2 What is the timescale of the project? Start Date: We have currently started the work

Completion Date: October 2015

2.3 Who will benefit from the project, the wider community or a small section? The project is targeted towards families with life-limited or seriously-ill children. This includes those within the family group who are affected by the child's illness such as grandparents, siblings as well as the child themselves and their immediate carers. In addition however the wider community will benefit from the space as they could utilise it in the evenings for community meetings.

2.4 Please describe your current facilities.
The space is currently being redeveloped but there is more to do. We have capitalised on community good will but now need to complete the work so that the tired office space can be redeveloped into a space which is inviting and accessible to vulnerable families living in our community. Originally we were going to move our services away from the area so that we did not have to pay rent on the building but such is the need that we are now transforming the old space into a new facility which will be offered to the public.

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

Information, advice and support from trained workers funded by grant making trusts and foundations is available to families in need. In addition we plan to offer wellbeing therapy (massage and beauty treatments) to parents and carers in desperate need of a break. This will be delivered from this site. For parents with disabled children wellbeing therapy is vital as it often the only time that they concentrate on themselves. Our therapists are trained to talk to the parents and carers whilst they are having the treatment, if during the course of this issues are disclosed then a referral can be made so that they can then receive support from a trained outreach workers who can walk alongside them as they journey through their child's illness.

.....

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

On completion of the project the venue will be offered to local community groups for evening meetings when it is not being used by the Trust.

2.7 How many people use the current facilities? Currently the office space serves as our charity's head office and is not used by service users. When opened it is expected that 20-30 families a week will use the 'Mini-Hub' of these the majority will have seriously-ill and life-limited children and will live in Surrey Heath.

2.8 How many people will use the facilities on completion of the project? 20-30 families 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

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?

From across the whole of Surrey Heath

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

Yes and we anticipate holding these in the Mini Hub when opened. We will also hold Volunteers' Celebration events at the Hub during Volunteers' Week.

2.15 How many people regularly use your facility?

Currently non as this is a head office. Over 350 families' holiday each year in our purpose built family respite holiday home in Hampshire and over 400 use our Family Services Hub in Slough.

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

In our existing facilities the numbers increase steadily year on year. We opened the Family Services Hub in Slough to accommodate the need for our outreach and advocacy service and the need to open the Mini-Hub has come about because families in Surrey Heath have told us that it is impractical to travel to Slough to access the Hub there.

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

When completed the mini-hub will contain a range of resources which will include information which is delivered in community languages and also information which recognises the diverse way in which families from different cultures celebrate and remember children who have passed on. We are currently seeking funding to employ a specialist BAME community worker who will work with families from different community groups who have a seriously-ill or life-limited child to understand their needs and to support them through their journey. This worker will liaise with local schools, hospitals and health care providers as well as community groups to ensure that their cultural and spiritual needs are considered with their care package.

3. PROJECT SITE

- 3.1 What is the location of the project?

Unit 8, Tanners Yard, Bagshot, Surrey GU19 5HD

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

The property is leased and we are on an 18 month notice period with a break clause.

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

The condition of the property is good and no other works are being carried out.

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

We have checked and for what we want to do no planning is required.

- 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?

No- these will be forwarded

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="£9.000"/>	Rent.....
	<input type="text" value="£1.870"/>	Furnishings .
	<input type="text" value="£3.344"/>	Partition &
Decoration	<input type="text" value="£1,952"/>	Comp/Equip.
	<input type="text" value="£900"/>	Library

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

Yes the remaining 50% will be funded from our Community Fundraising initiatives we will also engage with local corporate organisations including Meryl Lynch who will come and paint the room as part of their CSR

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

We have received funding from Cllr Mike Goodman's Councillor's Allocation Funding which will be used towards the costs of this project. Cllr Goodman is in full support of the Mini Hub and is supportive of our work as he can see the benefit to the community.

4.6 What additional fund-raising have you undertaken?

Community based fundraising and in addition all the specialist workers who will deliver support to families from the Mini Hub have been funded through grant making Trusts including the Big Lottery, BBC Children in Need, Comic Relief and Henry Smith.

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

Yes we always look at how we will sustain the work into the future and in our weekly Finance Meetings we ensure that money is ring-fenced towards sustaining work which is grant funded.

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

Big Lottery £235,000 over three years, commenced April 2014
BBC Children in Need £99,000 over three years commencing in June 2015
Comic Relief £120,000 over three year commenced December 2014
Henry Smith 97,000 over three years commenced October 2014

4.9 How much additional income will be generated on completion 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.

Yes

5. RISK

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

If we are unsuccessful then we will seek to fund the project through community fundraising and will 'scale back' some of the work in which we want to deliver.

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

If we cannot offer this project then families in Surrey Heath will have to travel further to access our services and we will have a reduced presence in the community.

5.3 How will you mitigate/reduce the risk?

We will seek to develop community fundraising to help increase the level of funding available to this project. We are also seeking funding for a mini bus so in the event that we can't develop the Mini Hub in Bagshot we can potentially transport families to Slough.

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?

Through community based funding and potentially through small grant funding

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? Ethnic minority groups

No

(Please tick)

- 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? Access to the facilities available at the Mini Hub and a resource which is widely available to groups in the evening.

6.5 How will you measure the success of the project?

We will ask those who attend for feedback through our monitoring forms which are age appropriate so appropriate for young people too. We will also provide a Suggestion Box so that families can offer suggestions in confidence. Finally families who participate will be invited to join our Steering Group where

6.6 How did you become aware of this fund?
Through the borough council 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
- 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 - *To follow*
- 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 the conditions attached to the payment.

Signed: [Redacted] Position: *Chief Development*

Print Name: *Chloé Holtan* Date: *29/06/2015*