

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: Step by Step

1.2 Principal Contact Name: Jenny Jackson

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

36 Crimea Road, Aldershot, Hampshire

.....

Post Code: GU11 1UD

Daytime telephone no: [Redacted]

E-mail address: [Redacted]

Amount applied for...£1200.....

1.4 Please confirm your organisation is 'not for profit' Yes - 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? Since 1989, first accommodation opened in 1992

- 1.8 Are you a registered charity? Yes 900308
(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? Yes – Foyer Federation
- 1.11 If yes, have you applied to them for funding? Yes – we have been awarded funding from them for some aspects of our work
- 1.12 If not, please state your reasons for not doing so...N/A.....
.....
- 1.13 Please state where your funding comes from...Statutory Funding, Community Fundraising, Corporate Supporters and Trust/Grant income.....

2. PROJECT DETAILS

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

Supported Lodgings provides accommodation for young people within a family home. Some of our clients prefer to live in this environment rather than in the larger foyer facilities we have in Aldershot, Basingstoke, Havant, Gosport and Fareham. Our supported lodgings hosts are fully trained to ensure that the young people are each given the care and attention they need to turn their lives around. Step by Step staff work with them continually to encourage the young people to reach their goals and achieve their aims.

As our clients are within the community and we meet them in various places, often with no internet access. We have to do more 1-1 work with clients assisting them with job searches, AQA awards, move on housing options, CV writing etc, it would support our work if we had an Ipad air 2. We need to be able to use the internet at times that we meet a young person in a park for instance, so a device that has a sim or modem to enable us to use it would be a huge help in our clients journey from NEET to EET. 4 additional Ipads would enable our support workers to have an Ipad each to take out on trips to meet with clients and the capacity to lend an Ipad to a young person if they need it for a particular piece of college work or to practice tests such as theory driving tests.

- 2.2 What is the timescale of the project? Start Date: On-going.....

Completion Date: N/A the project is on-going

with regards to Supported Lodgings – the Ipads would be purchased as soon as we got the funding though

- 2.3 Who will benefit from the project, the wider community or a small section? The young people and their host families will benefit from the project in the short term. We will use the Ipads to help the young people go from NEET to EET. In the long-term this means that the

wider community will benefit as the young people become fully integrated members of the community. This in turn will reduce anti-social behaviour and decrease unemployment in the area, improving the economic stability of the area.

2.4 Please describe your current facilities. We operate 6 supported lodgings within Surrey Heath directly and a further 8 within 2 miles of Surrey Heath. This is growing every week as we are currently recruiting to this service. Our hosts are fully trained and supported by Step by Step staff. As well as the Supported Lodgings service, we offer Foyer accommodation, training, counselling, drugs and alcohol support, family mediation and peer education. All of these services are offered to enable the various areas of support a young person might need to be addressed through their contact with Step by Step. If we are unable to help them directly with any issues they might have, we will put them in contact with other services that can help them. We work closely with various professionals and agencies to ensure that the young people get the best and most relevant help available for them. We operate facilities across Surrey, Hampshire and Berkshire.

2.5 What other activities/services are offered at this site? As the Supported Lodgings are within family homes, the service is purely accommodation on the site. However, Step by Step staff visit the young people to underpin the placement, doing progression report, outcome starts and monthly reviews, they not only support the client but also the host families. Staff offer clients help with finding education and employment as well working with the young people around any issues they might have. All of the young people can also access our full range of services at our Aldershot facility.

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

No additional services will be offered, however, as a result of the young people finding education/employment the community will benefit as a whole.

2.7 How many people use the current facilities? Up to 6 at any time in Surrey Heath, the length of time that the young people stays varies depending on their need so an exact figure is hard to determine. In the year 2013/14, 38 young people were supported across all of our supported lodgings sites within Surrey, Hampshire and Berkshire, with 92% stabilising/progressing as a result of their time with Step by Step. We now have many more host families and therefore the capacity to help more young people is increasing all of the time.

2.8 How many people will use the facilities on completion of the project? N/A the project is on-going, up to 6 young people at any one time though this figure is growing each 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, you can access our services as long as you are aged between 11 and 25

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? Surrey, Hampshire and Berkshire

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

We promote our services through the various professionals we work with to ensure that we are reaching as many young people as possible. We also have a presence in local schools. With regard to new supporters, we work with local corporates and the community to raise our profile and attract new donors. We have also had an open day and plan more in the future.

2.15 How many people regularly use your facility? In the year 2013/14 we supported 1,157 young people across all of our services. In the year 2015/16 we aim to support 1,500.

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

Yes

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

If our support workers have Ipads it will enable them to help our clients more as they will have a wealth of information available when they are visiting clients. It will enable us to support a greater diversity of client's hopes and aspirations as we will have access to Apps etc. to support them in the pursuit of their goals. The application recognises the diverse needs of our clients as we appreciate that we cannot produce one support package that will suit everyone. We need to be able to access the most relevant information for the individual and their needs, the Ipads will help us to do this.

3. PROJECT SITE

3.1 What is the location of the project? Various locations within Surrey Heath, our support workers also work across the wider areas of Surrey, Hampshire and Berkshire

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 the supported lodgings are independently owned/rented/mortgaged by the supported lodgings hosts and are not our properties.

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 – quotes for I pads 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?

N/A

4. PROJECT COSTS

4.1 How much grant are you applying for?

£1,200

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

£1,600

COST

ITEM

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

£600

Ipad Air 2

£1000

4 x Ipad mini 2

Have allowed a slight increase in prices from quotes to allow for gap in time between application and funding being awarded

4.4 Is your organisation contributing any of its own finances to the project? (If not, please explain why.) We will be raising funds through other sources to cover the gap between the funding applied for and cost of the items

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 are currently working with several local companies to raise funds for generic purposes for us – this funding could be used towards purchasing the I pads. For example Pega have raised monies through a Wear it Purple Day - £380.92 received to date. We also have the Big Summer Sleepout on 19th June, Black-tie event later in the year and various community fundraisers raising adhoc monies for us.

We can supply evidence of applications, however, they are in the form of emails on the whole. I have enclosed our e-shot about the upcoming Sleepout as evidence of us proactively seeking generic funding.

4.6 What additional fund-raising have you undertaken? As above, we hold events throughout the year and we are currently working on a new pack to encourage corporate supporters to select Step by Step as their charity of choice. We are taking on new initiatives this year with places in several runs and also stands at local fairs.

4.7 Do your present funds contain any provision for future commitments? The total of our reserves (£798k as at 31/3/2015) only covers 3 months committed operating costs

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

The main regular / guaranteed income is in the form of contract income we have secured via Hampshire County Council, West Berks and Surrey County Council. Other smaller contract income covers Mediation (transform), Youth AIMS, Guildford one 2 one and Waverley one 2 one. We do not tend to receive money towards capital expenditure.

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

£0

This is not an income generating scheme, it is a scheme to help young people achieve their potential through the guidance of our support workers and their own hopes, aspirations and skills.

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 fundraise for unrestricted funds each year and the maintenance of the I pads would be considered when allocating these monies

5. RISK

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

Through donations from corporate and community supporters, these monies would be spent on other services were we require funding if we are successful in our application for funding from yourselves.

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

The project will happen as the support workers need the I pads, it is just a matter of when we will have the funding available for them

5.3 How will you mitigate/reduce the risk? We will apply for funding from a variety of donors so that we are not reliant on one supporter

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?

Through community and corporate fundraising

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

Both

- 6.3 Does your organisation serve specific groups (Please tick)
- | | |
|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> | Ethnic minority groups |
| <input type="checkbox"/> | Religious groups |
| <input type="checkbox"/> | Disabled groups |
| <input checked="" type="checkbox"/> | Unemployed groups |
| <input checked="" type="checkbox"/> | Single parent family groups |
| <input checked="" type="checkbox"/> | Other (please specify) |
| | Homeless and those facing adversity |

6.4 How will the community benefit from the completion of the project? Young people changed from NEET to EET, greater economic stability and reduced crime and anti-social behaviour. The future development of the community will also be enhanced as the young people are fully integrated members of the community they live in

6.5 How will you measure the success of the project? We can monitor the number of young people that our support workers help find out information via the Ipads. We can also gain feedback from our support staff about the impact having the Ipads has on their ability to work successfully with the young people

6.6 How did you become aware of this fund? Internet search

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: Trust fund trustee
Print Name: Jenny Jackson Date: 17/4/15