

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: All Saints' Church Lightwater

1.2 Principal Contact Name: Mrs Pam Newman

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

53 Macdonald Road

Lightwater

Post Code: GU18 5XY

Daytime telephone no: 01276 475037

E-mail address: pam.newman3@btinternet.com

Amount applied for

1.4 Please confirm your organisation is 'not for profit' Not for profit.....

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 1903

- 1.8 Are you a registered charity? Reg Charity No 1128176.....
(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? A member of the 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
They only offer funding for revenue items
- 1.13 Please state where your funding comes from From our own resources, and from applications to Surrey Community Buildings Grant Scheme and donations from other funding bodies to whom we will be applying. Donations to date received from Lightwater Village Fête Committee (£1500) and Windlesham Pram Race (£200).
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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 1956 a fund was started to provide for the eventual rebuilding of the Church Hall. After years of hard work, much of which was voluntary labour, the Hall was dedicated in 1966. The Hall is run by a Management Committee, responsible to the Parochial Church Council. The aim is to provide excellent facilities for community and church use, and to maintain the building to high standards.

The building was renovated extensively in 1996, but has undergone no extensive refurbishment since then, and as a result the kitchen is in urgent need of updating to current health & safety standards, and the toilets also require refurbishment for the same reason. We plan to install a completely new kitchen with commercial appliances and improved cooking facilities, plus a commercial dishwasher which will improve hygiene.

As part of our stewardship, we have identified the sum of £110,000 of our own funds which we are able to use as part of an overall vision project. This vision project covers both the Hall and the Church, where we are planning proper disabled access. As well as the kitchen and toilets, the Hall part of the project for which we are using our own funds involves refurbishing two small back rooms for use as a youth resource and for general use, replacing fire doors and inner doors, refurbishing the stage, installing new storage, new curtains, considering installing automatic main doors for easier access for all, tarmacking around the hall, and installing a stairlift to the upstairs meeting room (for which we are applying for a separate grant).

The Hall is used seven days a week by numerous local adults, children and young people, and an improved facility would be a huge benefit to everyone.

- 2.2 What is the timescale of the project? Start Date: July 2017
Completion Date: August 2017

2.3 Who will benefit from the project, the wider community or a small section?
The whole community.....

2.4 Please describe your current facilities.

We have a large hall with stage, an upstairs meeting room with kitchen facilities, two small back rooms (currently used for storage and children's work), a basic kitchen which is showing its age and needs bringing up to current Health & Safety standards. Toilet facilities are adequate, but again showing their age and are difficult to clean.
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2.5 What other activities/services are offered at this site? The hall is used by all sectors of the community for a large variety of activities. It is used by seven Guide units, church youth groups, groups for the elderly, exercise classes, SureStart, baby & toddler club, baby clinic, a singing group, Alcoholics Anonymous meeting, etc. plus private children's and adult parties and community events and functions. Large scale catering is often undertaken but with increased difficulty.
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2.6 Can any additional activities/services be offered on completion of the project which will benefit the local community?

Increased catering facilities will offer benefits to many regular users, as well as private hirers, and perhaps in future the ability to offer a lunch club. Improved toilet facilities will benefit everyone.....

2.7 How many people use the current facilities? Approx. 2400 per month.....

2.8 How many people will use the facilities on completion of the project? The hall is in use 70% of available time at present (approx. 2400 people per month) but as many more as many as we can accommodate within hiring periods.

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?

Absolutely not!

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?

Mostly from the village of Lightwater and the Borough of Surrey Heath

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

Not necessary – the hall is well known in the area

- 2.15 How many people regularly use your facility? Approx 2400 per month
- 2.16 Are numbers increasing at your facility? If not, please set out why you think this might be the case.

Numbers are increasing only insofar as the hall is available to be booked. It is at present used approximately 70% of the time

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

The Hall is available to all, and we are improving this by the installation of a stairlift to the upstairs meeting room, and plan to install automatic doors for better access.
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3. PROJECT SITE

- 3.1 What is the location of the project?
All Saints' Church Hall, Broadway Road, Lightwater GU18 5SJ
- 3.2 What is the tenure of the property? (If leased, please give details. If monies are to be repaid, please give details.)

Freehold

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

Current condition generally good, but dated. In addition to the toilets and kitchen, we are refurbishing the stage, replacing fire doors, inner doors, curtains, refurbishing the small rooms at the back of the church, replacing tarmac at the rear of the property, new storage and new signage, all being undertaken from our own funds in 2016.
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- 3.4 Permission may be required under building regulations and relevant planning acts. Please give details of the authorisation obtained.

No building regulation needed for updating the toilets or the kitchen replacement.
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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

4. PROJECT COSTS

4.1 How much grant are you applying for?

£24,690

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

£74,071

COST

ITEM

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

£62,802

Kitchen/toilets ex VAT

£11,269

VAT on kitchen/toilets

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

This is one phase of an overall project of refurbishing the Church Hall. We have identified £110,000 of our own funds which we are proposing to use for the Church Hall and also for adding permanent disabled access to the Church building.

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 in the process of applying to Surrey Community Buildings Grant Scheme and will apply to Windlesham Parish Council and other funding bodies over the course of the next few months. We have applied to the Community Foundation for Surrey for a grant for the stairlift for £4,270 (not decision yet). We have received £1,500 from Lightwater Village Fête Committee, and £200 from Windlesham Pram Race Committee.

4.6 What additional fund-raising have you undertaken? None at present

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

Yes – our hiring fees allow for regular maintenance but not for major refurbishment. We are also planning for disabled access to the church, which will be a costly exercise and when we will need to use some the funds already identified and will be undertaking fundraising and applying for other grants.

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

We receive hiring fees for the Church Hall, but all other income received by the church comes from regular donations from its members. We receive Gift Aid on Church members' donations where applicable.

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

This is uncertain. We plan to let the hall to more groups, but this obviously depends on availability. Current usage is approx. 70%

£

- 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.

Hiring fees usually cover regular maintenance. However, 3 months expenditure is reserved for contingencies.....

5. RISK

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

We would have to reconsider our options and apply to other funders for grants.

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

Disappointment by our Hall users who are looking forward to the new facilities, and damage to our reputation.

- 5.3 How will you mitigate/reduce the risk? N/A

- 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?

We will reconsider our options and apply to other funding sources for grants.

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)

There may be ethnic minorities, unemployed And single parent families among the existing groups who use the hall, but not specific groups.

- 6.4 How will the community benefit from the completion of the project? Hugely improved facilities for use by everyone.
- 6.5 How will you measure the success of the project? We will monitor the project through discussion with Hall users, and new hirers.
- 6.6 How did you become aware of this fund? Attending a course on applying for grants and by word of mouth.

DOCUMENTS ENCLOSED WITH THE APPLICATION

Please send copies of these documents with your application (please tick).

- ☐ A copy of your organisation's constitution *We have been assured by the Diocese that we do not have a 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

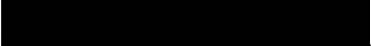
Also, if applicable:

- ☒ 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

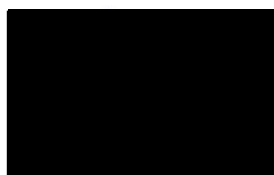
I certify that the information provided on this form is correct to the best of my knowledge. I agree that if the Council award a Community Fund grant to my organisation, I will comply with the grant conditions attached to the payment.

Signed: 

Position: *Grants & Funding Co-ordinator*

Print Name: *A.P. NEWMAN*

Date: *30/06/16*



CHURCHWARDEN AND
TRUSTEE