

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: Deepcut Village Association.....

1.2 Principal Contact Name: Campbell Mitchell.....

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

89, Grasmere Road, Lightwater, Surrey

Post Code: GU18 5TL

Daytime telephone no: 07768 606570.....

E-mail address: campbellmitchell@cleevemoor.co.uk.....

Amount applied for.....£20,000.....

1.4 Please confirm your organisation is 'not for profit'... It is a Registered Charity and 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 January 2004.....

1.8 Are you a registered charity? Yes charity number 1104727
(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?

1.12 If not, please state your reasons for not doing so.....
.....

1.13 Please state where your funding comes from:

We rent space to individuals and organisations in the community for meetings and activities which benefit the community. This includes hirers and users from across the borough. The activities run by our hirers go from toddler groups giving mothers the opportunity to get out of their homes and interact with other mothers and adults, to U3A which encourages the elderly out to interact with others. This improves the quality of their lives and helps them remain in their own homes for as long as they physically are able to.

PROJECT DETAILS

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

The current centre consists of a large hall which is fully utilised in the hireable times. See Appendix 2 in business plan. There are also 2 small meeting rooms which bring in a small income, and these will remain.

The demand is for space in the hall, but this is now at capacity.

We wish to covert unusable changing room space at the rear into a second hall to enable us to provide the space needed to benefit the local community.

The additional income generated will enable us to be sustainable, self-sufficient financially and to generate sufficient funds to pay the rent required by our lease.

There is a large area in the rear of the building which was built as 4 changing rooms and numerous showers. These have never been used as the planned playing fields were not built. We have architects drawings and a specification to demolish these and create a second hall approx. 2/3 the size of our current hall.

We have 3 quotations to do the work to convert the changing areas into the hall to the architect's specification.

2.2 What is the timescale of the project? Start Date: We hope to start the works in November 2016

Completion Date: If works start in October we hope for completion by 28 February 2017

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

The project will benefit not only the community in Deepcut but a wider area of the Borough of Surrey Heath. The facility attracts users not only from Deepcut, Frimley Green & Mytchett but from across a wide area of the Borough of Surrey Heath. EG Camberley Scouts, guides and Rainbows, Kumon, Kushido, Dance Classes & Zumba.

2.4 Please describe your current facilities.

The current centre consists of a large hall which is fully utilised in the hireable times. There are also 2 small meeting rooms which bring in a small income, and these will remain.

The demand is for space in the hall, but this is now at capacity. We wish to convert unusable changing room space at the rear into a second hall to enable us to provide the space needed to benefit the local and borough wide community.

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

.. We rent space to a wide range of the community. The activities go from toddler groups to U3A activities and include, Kumon, Kushido, dance classes & Zumba.. We cannot meet the current demand for hall space.

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

There is demand for space which we are unable to accommodate as our current facility is at capacity. The additional space will allow us to accommodate more users and offer more activity sessions. Eg. We have a request from Camberley Scouts, Guides and Rainbows as well as a toddler group and further activity classes to hire the hall when completed.

2.7 How many people use the current facilities? 7-800 per week

2.8 How many people will use the facilities on completion of the project?
1000-1200 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?

Although based in Deepcut the facility does not only attract renters and users from Deepcut, Frimley Green & Mytchett. We have clients from across the whole area of Surrey Heath eg Camberley, Lightwater, Bagshot & Pirbright

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

We have do not have or plan to have members, but we have open days to publicise the available facilities and the activities available.

- 2.15 How many people regularly use your facility? ... 7-800 per week

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

There is increasing demand but we cannot at present increase the numbers using the facility as we have no space available. All letting hours are full see appendix 2 in Business Plan.

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

We provide facilities for a wide range of groups. The activities run by our hirers go from toddler groups giving mothers the opportunity to get out of their homes and interact with other mothers and adults, to U3A which encourages the elderly out to interact with others. This improves the quality of their lives and helps them remain in their own homes for as long as they physically can. We also have after school groups and classes run in the facility, dance classes, Kushido, Kumon and Zumba.

3. PROJECT SITE

- 3.1 What is the location of the project?

Deepcut Village Centre, 89 Swordsmans Road Deepcut GU16 6BW

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

A lease is currently being granted by SHBC for 25 years

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

The building is generally in good condition and users comment on the high standard of the facility.

The recent electrical survey indicated that there is a need for maintenance to be carried out in the future to meet regulations. Currently there is no insulation in the area above the proposed project, this causes increased running costs. The boilers we have been told are coming to the end of their useful life. They are therefore likely to have increasing maintenance costs. The boilers are much larger than currently required and will be replaced by an appropriately sized boiler as part of this project.

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

Building regulations currently being obtained and we are in discussion with Jonathan Gregory about this.

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?
3 quotes have been obtained and copies have been given to Jonathan Gregory and Jerry Fisher at SHBC.

- 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?

These have been emailed directly to Johnathan Gregory by the architects

4. PROJECT COSTS

- 4.1 How much grant are you applying for? £20,000

- 4.2 What do you anticipate the total project cost to be? £92,400+VAT

	<u>COST</u>	<u>ITEM</u>
4.3 Please give a breakdown of costs (purchase of land/buildings, professional fees, VAT etc).	£36,500	Repairs
	£13,000	Demolition ...
	£15,000	Brickwork.....
	£10,000	Electrical.....
	£17,900	Ancillarys.....

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

We are contributing the project management costs of Circa £5000 from current resources and have paid for the Architects drawings and specification.

- 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

Applications are being completed for SCC Community Improvements Fund and Biffa Award Main Grants Programme. We will apply for other funds. A meeting has been arranged with Suzie Tobin Voluntary Support North Surrey to identify other potential sources of funds..

- 4.6 What additional fund-raising have you undertaken?

We are generating funds from our rental income. We have already paid for the architects plans and specification (£850 inc VAT). We will also cover the project management costs of circa £5,000.

4.7 Do your present funds contain any provision for future commitments?
Our current income covers the ongoing running costs and internal maintenance. We need to increase our income to ensure our ongoing sustainability and allow us to pay the rent required by the lease. This will reduce any demands on the £306K held by SHBC from 106 payments by the original builders. The increased usage and therefore income the new hall will generate will ensure our future commitments are met.

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

Our business plan shows our income which is all generated from rentals.

How much additional income will be generated on completion of the project?
This is set out in our business plan appendix 3

£10,230 pa

4.9 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 increased income will ensure the future sustainability of the Centre. SHBC hold circa £306K, which are 106 funds from the builder, for future maintenance and repairs. This project will reduce the potential costs and therefore the demands on the funds.

5. RISK

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

If unsuccessful we will have to increase our applications to other sources. This will delay the project and result in our inability to satisfy the demand for space. It will also delay our ability to pay the rent required by the lease we are currently agreeing. The project cannot be phased and there is a big demand for space to be available in the coming year.

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

We will need to review the situation with SHBC as we will be unlikely to be able to pay the rent. We will need to negotiate a delay until we are able to progress the project and increase the income of the Centre.

5.3 How will you mitigate/reduce the risk?
Applications are being submitted for other grants.

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 are applying for other grants and will need to reconsider our whole business plan. The Centre is managed by Trustees who are all volunteer. There is a limit to how much time can be spent on applying for grants.

6. OTHER RELEVANT INFORMATION

6.1 What age groups will you cater for? All ☐ >5 ☒ 10 ☐ 13-16

☐ 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)

All groups are covered

6.4 How will the community benefit from the completion of the project?

The activities run by our hirers go from toddler groups giving mothers the opportunity to get out of their homes and interact with other mothers and adults, to U3A which encourages the elderly out to interact with others. This improves the quality of their lives and helps them remain in their own homes for as long as they physically are able to manage. We also have after school groups and classes run in the facility, dance classes, Kushido, Kumon and Zumba and table tennis groups. These benefit families and parents as well as the children and older individuals.

6.5 How will you measure the success of the project?

We will monitor our ability to accept bookings and increased income as well as monitoring user satisfaction.

6.6 How did you become aware of this fund?

Discussions with Susie Tobin Voluntary Support Officer are assisting us to identify potential sources of funds.

DOCUMENTS ENCLOSED WITH THE APPLICATION

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

☐ A copy of your organisation's constitution copy

☐ 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

☐ ✓ copies of applications will be available Evidence you have applied to other sources
of funding

Also, if applicable:

- ☐ ✓ Awaiting lease from SHBC Proof of tenure of the property
- ☐ ✓ Contacting Johnathan Gregory Copies of building regulations or planning
permission
- ☐ ✓ Any architects plans or sketches - sent to Jonathan Gregory by the Architects

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 organis-
ation, I will comply with the grant conditions attached to the payment.

Signature 

Position: Chair of Trustees.....

Print Name: Angela Mitchell

Date: 29-6-2016.....