

# 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: Bagshot Playing Fields Association .....

1.2 Principal Contact Name: Dr David Norminton .....

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



Amount applied for.....£16,000.....

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

1.5 Organisation Type (please tick):

- ☐ Formally Constituted Club/  
Association
- ☐ Charitable Trust
- ☐ Other Non-profit making organisation
- ☐ Other

1.6 How many members are in your organisation? ☐ up to 25 ☐ 26-50 ☐ 51-75  
Not Applicable ☐ 76-100 ☐ 101+

We serve the village of Bagshot and Surrey Heath more generally and have over 1000 users

1.7 How long has the organisation existed? 37 years .....

1.8 Are you a registered charity? Yes. Charity Number 274653 .....  
(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...  
...Rental from the hire of the Pavilion, individual donations and an annual open  
spaces grant from Windlesham Parish Council.....  
.....

## 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 planning to replace our dilapidated children's playground and to move it to a new and better location closer to the pavilion. Our previous playground was 30 years old and we had to remove it and the surrounding fencing as it had become unsafe. We are left with two bucket swings which will shortly have to go as well. Enclosed with the application are the two quotes from Wicksteed and Playdale. We have spent a lot of effort in comparing the two quotes and the aligned and comparative quotes are also included.

We plan to have a three tower climbing frame aimed at children aged 3 to 10. This will have a little climbing wall, a little scramble net and a tunnel. We shall have two City cradle swings within the playground and a bench. The whole area will be surrounded by a galvanised 1 metre high galvanised steel fence with a single safe sprung gate. The fenced area will be 13.849 metres by 10.471 metres. The whole floor area will be bonded Rubber Mulch. Please see the quotation details.

The Bagshot Playing Fields is keen to promote exercise and activity to children and the young. The Tennis Club is actively promoting the junior section and is involved with a number of the local junior schools including those for handicapped children. We have started discussion with local junior football clubs to get them to play on our pitch. A new playground fits in with these plans.

We would have the facilities inspected for health and safety annually as we did previously with the old playground and we would fund this from our contingency fund.

2.2 What is the timescale of the project? Start Date: hopefully October 2017 .....

Completion Date: January 2018 .....

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

.....the wider community and users of the pavilion and local people attracted to a new facility.....  
.....

2.4 Please describe your current facilities.

As mentioned above we now only have two young children swings .....

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

An active Tennis Club with a large junior section. ....  
An adult size football pitch which can also be used for providing up to 3 nine a side junior pitches  
Exercise classes, Dance Classes, Ballet Classes, Tiny Tots, .....  
Bagshot Guides are located here  
The Hall is available to hire for parties and other activities. For example the Gurkhas have an annual event here .....

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

.....  
A play area for young children which is missing in this part of Bagshot and this will also attract more people to use our facility. I mentioned that the tennis club have an active junior section and we are planning to develop junior football  
.....

2.7 How many people use the current facilities?

Not many as two swings in a corner of the field is not much! .....

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

The young children of over a 1000 people and more as we develop the available activities for young people .....

2.9 Over what period will the community benefit from the completion of the project?

☐ 20 years and more

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?

..... Mainly Bagshot but from all of Surrey Heath, especially as we are developing the junior sections  
.....

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

..... No, not at present. We held the village fete here in 2015 but the village traders want it in the high street. We support this and the church fete and advertise ourselves in both venues .....

2.15 How many people regularly use your facility? .....

...about 200 use the Hall. This does not include the tennis club.....

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

.....Stable at present. We need and plan to upgrade a number of facilities.

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

.....The playground will be closer to the Pavilion and hence safer and easier to supervise by those using the Hall There is a door and windows adjoining the new playground. We will draw more children and their parents to use the Association

### 3. PROJECT SITE

- 3.1 What is the location of the project?

Bagshot Playing Fields on College Ride, Bagshot GU19 5ES. This is past St Anne's Church .....

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

Leased from Surrey Heath Borough Council. We have 22 years left of our lease  
The rent last year was £410 although this increases annually .....

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

The pavilion is in reasonable condition although we need to upgrade the plumbing facility and this will be looked into in the coming year

The Hall and corridor were redecorated this year. An other room was redecorated the year before

We have recently paid to have an inspection of the quality of the football pitch by Surrey FA. We have been recommended treatment to the pitch costing nearly £5000 and we hope to do act on this as soon as the playground is secured .....

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

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. Playdale and Wicksteed

- 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?

£33000

Or as close to this as we can get

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

£33000

COST

ITEM

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

See attached quotes. They are largely comparable and we prefer the Playdale unit as more activities are present.

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

Yes, we shall shoulder any shortfall in 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

We have just started applying with guidance from Surrey Heath Borough Council and Suzie Tobin from North Surrey Volunteer Bureau  
Please see attached letter for more information

- 4.6 What additional fund-raising have you undertaken?

We have a new website - [www.bagshotbpfa.co.uk](http://www.bagshotbpfa.co.uk)

We have a new Facebook page - [www.facebook.com/collegeridebagshot](http://www.facebook.com/collegeridebagshot)

We have set up a just giving site and a promotional leaflet

We shall be present at the village fetes

We are developing a "friends of Bagshot" group

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

Yes. See our attached letter

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

.....We receive an annual "open spaces grant" from Windlesham Parish Council.....

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

None

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. We have an adequate reserve fund. Please see above  
.....  
.....

## 5. RISK

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

.....We are making applications to other bodies although this application is the most important. Please see our attached letter  
.....

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

We are keen to develop Bagshot Playing Fields over the next few years. No new playground would be a blow to our ambitions and our enthusiasm .....

- 5.3 How will you mitigate/reduce the risk? Should this happen we might not install the swing for older children immediately. We do have a reserve fund which we might have to use. We are making other applications although none are likely to bring in large grants .....

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?

5. We are applying to other bodies, fund raising and some reserve capital in our funds as explained in 4.6 above  
.....

## 6. OTHER RELEVANT INFORMATION

- 6.1 What age groups will you cater for? ☐ Under 10

- 6.2 Provision for use by which gender? Both.

- 6.3 Does your organisation serve specific groups (Please tick)
- NO
- ☐ Ethnic minority groups
- ☐ 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? .....

This will be only the second playground in Bagshot for children and the only one this side of the A30. This will draw more people to use the Bagshot Playing Fields. There is a child play area off school lane .....

6.5 How will you measure the success of the project? .....

By the increased usage. Our previous playground was well used until it became a sorry sight and subsequently had to be removed .....

6.6 How did you become aware of this fund? .....

Through Surrey Heath Borough Council.....

## 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 *in letter*

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 following conditions will be attached to the payment.

Signature

Position: CHAIRMAN

Print

Date: 16 June 2017



# 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: Camberley Lawn Tennis Club

1.3 Organisation's contact details (if different from correspondence related to the application):



om

Amount applied for: £5,000

1.4 Please confirm your organisation is 'not for profit'..... Yes. Meets the HMRC Community Amateur Sports Club (CASC) requirements

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? 62 years

1.8 Are you a registered charity? No  
(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 – British Tennis (also known as the Lawn Tennis Association or LTA)
- 1.11 If yes, have you applied to them for funding? Yes. Received some funding for court upgrade and floodlighting
- 1.12 If not, please state your reasons for not doing so.....
- 1.13 Please state where your funding comes from: Membership subscriptions; LTA loans

## 2. PROJECT DETAILS

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

The project is to excavate and construct a crate-based attenuation soakaway system of approximately 41.6 cubic metres (more details are given in the attached sample quotation)

No  
responsibility

This work is necessary to prevent and mitigate the effect of flooding on the tennis courts as well as Southcote Park recreation area, the Southcote Park car park, and the pedestrian access to Prior Heath School.

These links provide short video clips to show the effect of recent flooding

[https://drive.google.com/open?id=0B7nYr\\_I m9qCtekRZRmF6LUhvUHM](https://drive.google.com/open?id=0B7nYr_I m9qCtekRZRmF6LUhvUHM)  
[https://drive.google.com/open?id=0B7nYr\\_I m9qCtc2dPWmJsWDNOQWs](https://drive.google.com/open?id=0B7nYr_I m9qCtc2dPWmJsWDNOQWs)

- 2.2 What is the timescale of the project? Start Date: asap – plan is September 2017

Completion Date: October 2017

- 2.3 Who will benefit from the project, the wider community or a small section?  
The tennis club members, the large number of children who receive tennis lessons or participate in summer camps at the club, the users of Southcote park, the parents and children and staff of Prior Heath School

Not  
relevant

- 2.4 Please describe your current facilities.  
5 hard tennis courts, floodlighting and clubhouse. Please see attached Business Plan for more details
- 2.5 What other activities/services are offered at this site? Tennis, mini-Tennis, Touch Tennis

- 2.6 Can any additional activities/services be offered on completion of the project which will benefit the local community?
- No. This work preserves the existing activity
- 2.7 How many people use the current facilities? More than 300 members and over 150 children who are non-members
- 2.8 How many people will use the facilities on completion of the project? About the same
- 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?
- Not for all activities.
- 2.11 Does your organisation charge a membership fee and if so, how much is the charge?
- Adult membership is £140, Junior membership is £50, and Child (under 11) is £35 per year
- 2.12 When was the membership fee last increased? March 2017
- 2.13 Which parts of the local area do your members tend to come from?
- Mostly Camberley and Frimley
- 2.14 Does your organisation have open days to encourage new members?
- Yes. We also participate in the LTA's Tennis for Kids programme to attract very young people into Tennis
- 2.15 How many people regularly use your facility? About 300 members and over 150 children who are not members
- 2.16 Are numbers increasing at your facility? If not, please set out why you think this might be the case.
- Adult membership is static. Junior participation has increased significantly over the last 5 years.
- 2.17 Please state how your application recognises the diverse needs of your existing and possible future members
- This work protects the drainage of the court surfaces which is crucial to the usability and safety of the facilities. It should also benefit Southcote Park. X

### 3. PROJECT SITE

- 3.1 What is the location of the project? Camberley Lawn Tennis Club, Southcote Park, Portsmouth Road, Camberley GU15 1JD, and Camberley Heath Golf Club

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

CLTC land is leased from Surrey Heath BC. The lease is due for renewal in January 2019.

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

The property is in good condition. See the Business Plan for details of recent improvements and those planned.

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

Camberley Heath Golf Club has given its consent to the portion of the works which encroaches on their land.

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. Two independent quotes for the work are attached. We would propose going with lower of the 2

- 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 Applicable

#### 4. PROJECT COSTS

- 4.1 How much grant are you applying for?

£5,000

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

£10,468

COST

ITEM

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

£10,468

Excavation of 40 cubic metre hole and installation of crate based soakaway; re-seeding of grass on completion

£

£

£

£

- 4.4 Is your organisation contributing any of its own finances to the project? (If not, please explain why.) Yes
- 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 asked Camberley Heath GC to contribute to the project. They have declined, but have offered their informal support and agreed to provide access to their land
- 4.6 What additional fund-raising have you undertaken? All club funds are committed to court re-surfacing and maintenance of the facility.
- 4.7 Do your present funds contain any provision for future commitments? Please see Business plan for details of planned capital expenditure
- 4.8 Please provide details of any other regular revenue or capital payments to your organisation?  
Membership income and possible LTA loans. See Business Plan for details
- 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.

The Club plans to run an operating surplus which builds a sinking fund to cover the cost of renewal of all capital facilities over the lifetime of those facilities (usually about 10 years). See the Business Plan and Annual Accounts for the numbers involved.

## 5. RISK

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

We are unlikely to proceed with the project and will have to accept the risk of damage to the facilities by flooding

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

There is risk of injury to players through slipping, and costs of repairing or replacing damaged court surfaces

- 5.3 How will you mitigate/reduce the risk? We will try to extend our insurance cover

- 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 will not proceed with the project at this time unless we can get around £5,000 towards the total cost of £10,500. The club will fund the balance from its own sinking fund.

## 6. OTHER RELEVANT INFORMATION

- 6.1 What age groups will you cater for? ☒ >5 ☒ 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)

6.4 How will the community benefit from the completion of the project? The project will significantly reduce the risk of flooding to the tennis courts and to Southcote Park. The community will benefit from improved availability of the facilities and a lower risk of injury to participants.

6.5 How will you measure the success of the project?  
 Reduced frequency and intensity of flooding

6.6 How did you become aware of this fund?  
 Contact with Surrey Heath officers and members

## DOCUMENTS ENCLOSED WITH THE APPLICATION

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

☒ A copy of your organisation's constitution

[https://drive.google.com/open?id=0B7nYr\\_lm9qCtOFp5aHg2N3lIZzg](https://drive.google.com/open?id=0B7nYr_lm9qCtOFp5aHg2N3lIZzg)

☒ Copies of your organisations audited accounts for the last two years  
[https://drive.google.com/open?id=0B7nYr\\_lm9qCtSnpndnAxSjFxUGc](https://drive.google.com/open?id=0B7nYr_lm9qCtSnpndnAxSjFxUGc)  
[https://drive.google.com/open?id=0B7nYr\\_lm9qCtNFVjWUc1YURHRmc](https://drive.google.com/open?id=0B7nYr_lm9qCtNFVjWUc1YURHRmc)

☒ Copies of statements of current or investment account balances  
(as at date of application)  
[https://drive.google.com/open?id=0B7nYr\\_I m9qCtYjFRLXJxNTNSU1U](https://drive.google.com/open?id=0B7nYr_I m9qCtYjFRLXJxNTNSU1U)

☒ Copies of two written estimates for the purchase or hire of any equipment or work to  
be undertaken  
[https://drive.google.com/open?id=0B7nYr\\_I m9qCtdVdpbHNwRDIHQV k](https://drive.google.com/open?id=0B7nYr_I m9qCtdVdpbHNwRDIHQV k)  
[https://drive.google.com/open?id=0B7nYr\\_I m9qCteGpMdVhTRXRoaVE](https://drive.google.com/open?id=0B7nYr_I m9qCteGpMdVhTRXRoaVE)

☒ Evidence you have applied to other sources of funding  
Correspondence with Camberley Heath Golf Club

Also, if applicable:

☒ Proof of tenure of the property  
[https://drive.google.com/open?id=0B7nYr\\_I m9qCtT2dubi1LanBoUnc](https://drive.google.com/open?id=0B7nYr_I m9qCtT2dubi1LanBoUnc)  
[https://drive.google.com/open?id=0B7nYr\\_I m9qCtbzVkwEXhbkFZOFE](https://drive.google.com/open?id=0B7nYr_I m9qCtbzVkwEXhbkFZOFE)

☐ Copies of building regulations or planning permission

☐ Any architects plans or sketches

Copy of CLTC Business & Development Plan 2016-2019

**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.



Position: Treasurer .....

Date: 22 June 2017 .....

This page is intentionally left blank



## 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:

---

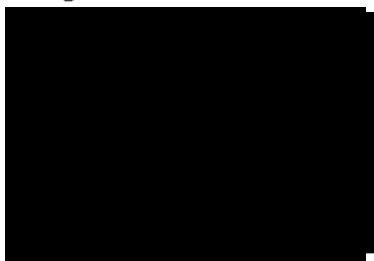
### APPLICATION FOR A COMMUNITY FUND GRANT

#### 1. YOUR ORGANISATION

1.1 Organisation Name: Oakleaf Enterprise

1.2 Principal Contact Name: Moyra Matravers

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



Daytime telephone no:

E-mail address:

Amount applied for £15,000

1.4 Please confirm your organisation is 'not for profit' Yes, registered charity no. 1064524

- 1.5 Organisation Type (please tick):
- |                                     |   |
|-------------------------------------|---|
| <input type="checkbox"/>            | Formally constituted Club/Association/Trust |
| <input type="checkbox"/>            | Other public sector body                    |
| <input type="checkbox"/>            | School/college                              |
| <input checked="" type="checkbox"/> | Other – Registered charity                  |

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 1995, registered since 1997 (20 years)

- 1.8 Are you a registered charity? Yes, 1064524  
(If yes, please state the charity number)
- 1.9 Are you VAT registered? Yes  
(If yes, please state VAT number) 108879183
- 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: Our funding strategy is to secure funding from as wide a range of sources as possible so that we do not become over reliant on any one source. Current funding sources are:
- i. Income derived from our social enterprise trading activities, particularly gardening services and upholstery.
  - ii. Charitable trusts and foundation
  - iii. Big Lottery Fund – Reaching Communities grant
  - iv. Community groups (such as churches, Lions groups, schools, golf clubs etc)
  - v. Statutory sources – Surrey County Council, Guildford & Waverley Borough Councils
  - vi. Individuals
  - vii. Events
  - viii. Corporate supporters

## **2. PROJECT DETAILS**

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

Oakleaf has traditionally provided vocational training to adults experiencing mental ill-health. Over the last three years, we have also gradually been introducing wellbeing and engagement activities, complementing our well-established vocational training, aiming to reduce the crippling isolation which many clients experience, boosting confidence and self-esteem. Demand for these activities has surpassed expectations; we see them as a key aspect of our future work, improving clients' self-confidence through social engagement, assisting them to participate in their local community and return to employment. We have already delivered this programme in the boroughs of Guildford and Waverley and will commence a similar programme in several venues across Surrey Heath, from November 2017. We have secured funding from the Big Lottery Fund to cover 50% of the cost of this project.

We will deliver a comprehensive, structured programme of wellbeing and engagement activities for local, vulnerable adults suffering mental ill-health. The programme will encompass the "Five steps to mental wellbeing" devised by the NHS <http://www.nhs.uk/Conditions/stress-anxiety-depression/Pages/improve-mental-wellbeing.aspx> :

1. Connect (with the people around you)
2. Be active (find a physical activity which you enjoy and make it part of your life)
3. Keep learning (developing a sense of achievement and self-confidence)
4. Give to others (from small acts to larger ones such as volunteering, all can improve mental wellbeing and help build new social networks)
5. Take notice – "Mindfulness can positively change the way people feel about life"

Working closely with partners, we will offer activities not only to existing clients but also develop a programme engaging new clients, particularly hardest-to-reach adults, those at greatest risk of isolation and disadvantage.

Client feedback informs us that many seek activities closer to their homes; although our activities are mostly free of charge or of minimal cost, many find transport costs prohibitive. Thus we have increased outreach activities, delivering sessions within the most disadvantaged wards of Guildford and Waverley and now Surrey Heath.

Central to our programme is client progression. With activities carefully tailored for individuals, we will help them move on to 'mainstream' venues and to reintegrate into their communities following the devastating isolation which so many experience during their ill-health.

Activities will include:

1. **Connect:** Evening and weekend social activities, including film nights, discussion groups, 'out of hours' activities; Confidence course; choir / singing group, dog walking
2. **Be active:** yoga, tai-chi, fitness, dance and football, employing expert tutors in each discipline.
3. **Keep learning:** literacy and numeracy sessions (in partnership with volunteers from the University of Surrey, local businesses and retired teachers). Other learning options might include music (for example guitar), languages, Healthy eating groups, and a City and Guilds course in Life Skills (for clients attending Oakleaf in excess of two years). Returning to Work activities will include a Job Club and a mentoring programme.
4. **Give to others:** we will facilitate volunteering opportunities as clients move towards improved health, instigate an Oakleaf buddy system, introduce an allotment scheme and a 'Linking Up' project linking older and younger people in the community.
5. **Take notice** – we will offer 'Mindfulness' courses delivered by experts in this field, expand our existing professional counselling services enabling clients to undertake supervised weekly counselling sessions, implement mindfulness walks and offer art and photography sessions.

On joining Oakleaf, clients will be invited to take part in one of these steps to ease them into the programme. At their three month review, clients will be actively encouraged to participate in a range of activities, addressing each of the five areas.

We will manage these activities ourselves but will work closely with local mental health professionals, housing associations and GPs to secure additional referrals, particularly the hardest-to-reach adults. Working with other organisations we will secure specialised tutors to deliver activities where necessary.

2.2 What is the timescale of the project? Start Date: 1.11.17

Completion Date: 30.10.18

2.3 Who will benefit from the project, the wider community or a small section? Adults resident in Surrey Heath, who suffer any mental illness, with particular focus on the most deprived areas such as St. Michael's ward and the Old Dean as well as outlying areas such as Lightwater.

2.4 Please describe your current facilities. Oakleaf's premises are in central Guildford. This is where we have offices, an upholstery workshop, horticultural storage and so on. We rent these premises from a private landlord. All our wellbeing 'outreach' activities currently take place across the boroughs of Waverley and Guildford in our premises or in other premises which we hire, for example community centres, church halls and so on.

2.5 What other activities/services are offered at this site? At this site we offer some of our vocational training (upholstery and IT skills) and deliver some of our social activities programme.

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

We are confident that our social activities programme in Surrey Heath will be well-populated. Ideally, and funding-permitted, we very much like to continue to deliver this programme and at least some elements of it, beyond the initial year of the project. At the end of the first year in Surrey Heath we plan to continue to deliver those activities which have been most popular or successful, depending on what we have learnt over the first year.

2.7 How many people use the current facilities? We currently have more than 250 people using our services (across Guildford and Waverley).

2.8 How many people will use the facilities on completion of the project? We expect at least 60-80 individuals

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?

We do not charge a membership fee. However, we do ask participants in our social activities to make a minimal contribution to these activities. For example, in our art sessions we request £2 for a three hour session. Other activities we request £1 per session as there are less costs incurred.

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?

Currently our beneficiaries come predominantly from the most deprived parts of Guildford and Waverley, but this new project is designed to attract clients from across Surrey Heath.

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

We do not have open days because our activities are typically oversubscribed and sometimes we even have to run waiting lists. However, clients are welcome to visit us on an individual basis to meet with staff and decide whether they would like to participate. We are

using our established contacts in social housing, the Community Mental Health Recovery Service and faith communities to identify potential beneficiaries.

2.15 How many people regularly use your facility? We typically have around 250 clients participating in activities, some weekly, twice weekly or more.

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

The purpose of our outreach activity programme is to meet the high demand which we have for our services. Over the last 3-4 years we have seen a significant increase in the demand for our services.

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

Oakleaf is committed to promoting equal opportunities, challenging discrimination. Our main focus is to promote equality for adults with mental ill-health, improving access to vocational training, employment opportunities and wider services to this highly vulnerable, disadvantaged group.

Promoting accessibility – for those who can reach us, our central Guildford premises are DDA compliant, near good public transport links. However, we know many potential clients require services nearer to their homes, sometimes because of cost implications. Delivering outreach, (including 'out of hours') our project will promote accessibility.

Valuing cultural diversity – we value diversity, welcoming people from all cultural backgrounds. Our client base reflects our community's diversity.

Promoting participation – our services are heavily influenced by users, who feedback views formally and informally (through surveys and our Client Focus Group meeting regularly with our Trustees). We recruit openly but many ex-clients move on to voluntary or paid roles within Oakleaf.

Promoting equality of opportunity – delivering services to disadvantaged groups of adults (experiencing mental ill-health) Oakleaf actively works to create a level playing field for its beneficiaries.

Promoting inclusive communities – Oakleaf promotes a harmonious community, ensuring clients feel valued as individuals and achieve a sense of belonging and acceptance.

Reducing disadvantage and exclusion - Oakleaf always promotes inclusion.

### **3. PROJECT SITE**

3.1 What is the location of the project? The Surrey Heath element of our programme will take place in a variety of community venue in the borough, including the rugby club, Lightwater Leisure Centre, St. Michael's Church and St. Mary's Church and other community venues.

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

All of the Surrey Heath venues will be hired on an hourly basis.

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

Properties will only be hired if of a sound quality.

- 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?

N/a

- 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?

£15,000

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

£30,200

	<u>COST</u>	<u>ITEM</u>
4.3 Please give a breakdown of costs (purchase of land/buildings, professional fees, VAT etc).	£7,200	Venue hire
	£12,000	Sessional workers
coordinator	£10,000	Staff
	£1,000	Equipment
	£	.....

- 4.4 Is your organisation contributing any of its own finances to the project? (If not, please explain why.) Please see below. In addition Oakleaf will be contributing all 'back office' costs for this project such as payroll, IT, policies and procedures, administration and management.

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 secured funding support from the Big Lottery Fund, for 50% of this project.

4.6 What additional fund-raising have you undertaken? We continue to carry out a full fundraising programme for other aspects of Oakleaf's work. Beneficiaries will be asked to make a minimal contribution of either £1 or £2 per session (depending on the nature of the activity). We have found that this plays a useful role in beneficiaries' commitment to attending our activities. However, our policy is to keep 'fees' to a minimum as most of our beneficiaries are on a very limited budget. Anyone unable to pay will not be excluded.

4.7 Do your present funds contain any provision for future commitments? Our Trustees' reserves policy is always to maintain a minimum three month running costs.

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

We do not have any regular capital payments to Oakleaf. We have a small amount of regular revenue income from renting out some of the offices within our Guildford premises. A small amount of revenue (<£1000 pa) from investments. Other revenue is secured through our social enterprises but not on a reliable, regular basis.

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.

We do not currently have money set aside specifically for the future sustainability of this project.

## 5. RISK

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

We will attempt to secure funding from other sources.

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

We are committed to making this project happen. There is no risk to Oakleaf if it does not happen.

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 continue to seeking funding from other sources such as local companies and community groups.

## 6. OTHER RELEVANT INFORMATION

- 6.1 What age groups will you cater for? ☐ >5 ☐ 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)  
Adults suffering mental illness

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

Our project will deal with the following problems for residents of Surrey Heath Borough Council:

1. Mental illness – all our beneficiaries will be adults experiencing mental ill-health
2. Poor physical health – According to the Mental Health Foundation, poor mental health is associated with an increased risk of diseases such as cardiovascular disease, cancer and diabetes, while good mental health is a known protective factor. Poor physical health also increases the risk of people developing mental health problems.
3. Social isolation – stigma and discrimination often impact on the lives of our clients. Many become alienated from family, friends and community as a result of their illness.
4. Poverty and disadvantage – often our clients rely on welfare benefits to survive. Thus all exist on extremely tight budgets, in one of the most costly parts of the country.
5. Unemployment – most of our clients are unemployed people of working age. This is particularly challenging for people suffering mental illness because of the lack of daily structure, social isolation, poverty and undermining of confidence.
6. Wellbeing – our clients suffer loss of self-confidence and self-esteem; their mental and physical wellbeing is generally very low.

6.5 How will you measure the success of the project?

We closely monitor the well-being of all our clients. We do this using the Recovery Star assessment tool, conducting four-monthly reviews, where clients score their own recovery on a scale of one to ten in areas such as managing self-care, living skills, work, relationships, addictive behaviour, responsibilities, and self-esteem. The Client Services team help clients set and achieve life and work goals measured against the Recovery Star core outcomes. We also measure the number of people attending each activity (using registers), we monitor clients views of our services using a bespoke six monthly client questionnaire and also evaluate the longer term outcomes for clients.



6.6 How did you become aware of this fund? Surrey Heath 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
- ☒ 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: Fundraiser

Print Name: Moyra Matravers

Date: 30.6.17

This page is intentionally left blank

**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: OLD DEAN BOWLING CLUB

1.2 Principal Contact Name: NOREEN KAVANAGH

1.3 Organisation Contact Address (for correspondence related to the application):  
WIMBLEDON ROAD, CAMBERLEY, SURREY

Post Code: GU15 4BD 07889 237188

Daytime telephone no: 01276 709322

E-mail address: olddeanbowlingclub@hotmail.co.uk

Amount applied for: £25,000

1.4 Please confirm your organisation is 'not for profit' CONFIRM

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? 51 years going into 52

- 1.8 Are you a registered charity? ..... NO .....  
(If yes, please state the charity number)
- 1.9 Are you VAT registered? ..... 212332911 .....  
(If yes, please state VAT number)
- 1.10 Are you affiliated to a national organisation? ..... YES BOWLS ENGLAND .....  
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 ..... SUBSCRIPTIONS, .....  
..... FUND RAISING EVENTS, OPEN DAYS, DONATIONS. .....

## 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 wish to put in a wheelchair accessible toilet + facilities  
widen our doorways + entrances. A total overhaul on  
our wiring system. Update all our doors + windows.  
due to widening our doorways we will need new  
doors. Our windows need to be updated.

- 2.2 What is the timescale of the project? Start Date: WHENEVER WE GET CONFIRMATION  
..... OF A GRANT. .....  
Completion Date: ..... ABOUT 1-2 MTS. .....

- 2.3 Who will benefit from the project, the wider community or a small section? .....  
THE COMMUNITY AS A WHOLE .....

- 2.4 Please describe your current facilities. All doorways + entrances are  
quite thin and we wish to widen these facilities for  
wheelchair access. We currently cannot facilitate any  
wheelchair as we ~~don't~~ have a toilet wide enough  
either. Our wiring needs a complete overhaul. (explained in)  
..... our quote. PRO .....

- 2.5 What other activities/services are offered at this site? Bingo, Pool Tournaments  
Race Nights, Quiz nights, General family Events  
fund Raisers
- 2.6 Can any additional activities/services be offered on completion of the project which will benefit the local community?  
Yes we can accomodate disabled events. We  
were asked if we could hold a Bowls England Event for the  
disabled but as we haven't wheelchair accessible toilets we  
couldn't.
- 2.7 How many people use the current facilities? 90+
- 2.8 How many people will use the facilities on completion of the project? 100+ and alot  
more.
- 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 but there is a fee for non-members
- 2.11 Does your organisation charge a membership fee and if so, how much is the charge?  
Yes £35.
- 2.12 When was the membership fee last increased? last Year 2016
- 2.13 Which parts of the local area do your members tend to come from?  
Throughout Surrey + Hampshire
- 2.14 Does your organisation have open days to encourage new members?  
Yes Various open days thraughout the Season.
- 2.15 How many people regularly use your facility? 50+
- 2.16 Are numbers increasing at your facility? If not, please set out why you think this might be the case.  
Yes new members come in on a Regular basis.
- 2.17 Please state how your application recognises the diverse needs of your existing and possible future members  
The older generation may find the wider doorways  
easier to judge and facilitate the walking aids. We  
will be able to cater for everyone, as a whole no matter  
if the have a disability or not. (Age, Creed, Disability)

3. PROJECT SITE

3.1 What is the location of the project? OLD DEAN BOWLING CLUB  
WIMBLEDON ROAD, CAMBERLEY, SURREY GU15 4BD.

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

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

General Maintenance is carried out on a daily, weekly, monthly and yearly basis when required.

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

NO ALL INTERNAL WORKS.

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?

£ 25,000

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

£ 25,000

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

COST

ITEM

£

£

£

£

£

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

- 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

YES WE HAVE APPLIED TO NUMEROUS GRANTS VIA

EMAIL - VOLUNTARY SUPPORT NORTH SURREY MAILS. I HAVE

- 4.6 What additional fund-raising have you undertaken? ENCLOSED THE LETTER I HAVE SENT WITH EACH APPLICATION, BUT NOTHING BACK YET.

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

WAGES, TAX, CASH + CARRY

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

BAR PROFITS

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

£

- 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.

ALL OUR MEMBERS ARE TRADES PEOPLE AND HELP OUT EACH YEAR WITH ALL MAINTENANCE. BUT YES MONEY IS SET ASIDE.

## 5. RISK

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

KEEP APPLYING FOR FUNDING

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

CONTINUALLY LOSING OUT ON MAJOR EVENTS DUE TO NOT HAVING THE FACILITIES REQUIRED.

5.3 How will you mitigate/reduce the risk? BY CONTINUING TO,

APPLY FOR GRANTS UNTIL WE HAVE SECURED WHATS NEEDED.

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?

FUND RAISING.

## 6. OTHER RELEVANT INFORMATION

6.1 What age groups will you cater for?

☐ >5 ☐ 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)

EVERYONE IS WELCOME.

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

BE ABLE TO CATER FOR EVERYONE REGARDLESS OF BEING PART OF ANY OF THE ABOVE GROUPS.

6.5 How will you measure the success of the project? BEING ABLE TO OPEN

OUR DOORS TO EVERYONE AND THAT WE WILL HAVE THE FACILITIES FOR EVERYONE TO ENJOY + RELAX.

6.6 How did you become aware of this fund? SPEAKING WITH OUR

MANY CONTACTS / FRIENDS OF OUR CLUB ABOUT WHAT WE WISH TO ACHIEVE AND WHERE WE SEE THE FUTURE OF OUR CLUB GOING.



---

## CLOSED WITH THE APPLICATION

of these documents with your application (please tick).

or organisation's constitution

or organisations audited accounts for the last two years

ements of current or investment account balances  
(application)

written estimates for the purchase or hire of any equipment or work to

have applied to other sources of funding

able:

of the property

ing regulations or planning permission

plans or sketches

**if this information will immediately disqualify the application.**

Page 33

the information provided on this form is correct to the best of my

This page is intentionally left blank

## 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. West End Bowls Club

1.2 Principal Contact Name: Mrs Colleen Shambrook

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

Post Code: GU15 1HG

Daytime telephone no:

E-mail address:

Amount applied for £25,000

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

1.5 Organisation Type (please tick):  
 Formally constituted  
 Club. 'Not for profit'

1.6 How many members are in your organisation? 95 bowlers and 40 social members

1.7 How long has the organisation existed? Since 1996

1.8 Are you a registered charity. No  
 (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. Bowls England
- 1.11 If yes, have you applied to them for funding? They have approved £20'000 loan  
for an Indefinite period.
- 1.12 If not, please state your reasons for not doing so.....  
.....
- 1.13 Please state where your funding comes from: - Membership fees  
.....

## 2. PROJECT DETAILS

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

The Club Room is too small to accommodate the existing membership of 95 players and 45 social. It only holds 45/50 uncomfortably. Also its main use is during the summer months and by extending the room its usage can be extended from 6 months to 12 months by introducing short mat bowls which can be played throughout the year. This additional activity will suit those who are unable to do a more strenuous activity, perhaps in inclement weather or as a result of stroke or surgery and will be suitable also for the older, frailer persons who are subject to social isolation. The Committee would also like to make the premises available for other activities and have obtained endorsements for the project from the U3A, the Parish Council, local business, The Gordon School and from the local Vicar. The extension of the Club Room is in keeping with the existing building of brick, the project includes larger storage areas for equipment, the addition of a toilet for men and a unisex toilet. The bar/catering area will be more conveniently repositioned together with more suitable outside equipment stores. The project will provide better disabled access. Planning permission has been obtained for the project which includes the additional land assigned to the Club by Surrey Heath Borough Council who have also extended the Club's lease to 26 years. Anyards, as architects, have been appointed and work is in progress to prepare appropriate drawings to go out to tender.

- 1. Current club room too small to accommodate the current increased usage which is in excess of 45 persons
- 2. Increased usage of premises from 5 months to 12 months of the year by greater community and short mat usage.
- 3. Proposed extension will meet the needs of the frailer, elderly over 55+ who are unable to participate in outdoor activity.
- 4. Increased usage of the building by club members and additional community use will improve the financial viability of the club.

- 2.2 What is the timescale of the project? Start Date: Dependent on funding. Envisage building to commence 2017 with Completer 2017/18.

2.3 Who will benefit from the project, the wider community or a small section? It is envisaged that the beneficiaries from such a project would not solely be bowlers but the wider community. Initially the extension of use during the winter months with the addition of short mat bowls alongside additional activities and social events will provide a community hub for a variety of uses. The project will be available also to those elderly, frailer people who will be able to participate in sport by the provision of a short mat facility, which is very popular and attracts older people to a sport they can enjoy throughout the year, irrespective of the weather.

2.4 Please describe your current facilities. West End was built in 1996 to accommodate a membership of 50. The Club Room holds 45\50 persons uncomfortably. Mens changing room with two urinals. Ladies change area with adjacent toilet. Kitchen and bar; small indoor store; disabled toilet. Outdoor store area for equipment. Seven rink bowling green. Small patio area.

2.5 What other activities/services are offered at this site? Due to the limited current facilities we can only hold social activities for less than 50% of our current membership. Which include skittles evenings; quiz nights; casino night; (Sunday afternoon teas; Christmas Fayre; bowling taster sessions – open to all); hired out for private social events. Web Care and Bisley Short mat bowling club use the premises for meetings. All our events have to be on a first come first served basis and lack of space inhibits us fulfilling the potential we can offer, both in terms of sport activity or social activities for the community.

2.6 Can any additional activities/services be offered on completion of the project which will benefit the local community? Very much so. It will definitely encourage the frailer, older person to engage in sport by providing a short mat facility available throughout the year. A better sized hall would more appropriately suit the introduction of keep fit/ yoga groups and bridge groups who need to set up a minimum of 10/12 tables. Also a hub for local business meetings or used by voluntary/charitable institutions. Spare capacity will be advertised and made available to the community. We realistically predict, as a result of promoting the improved facilities, 5/6 additional activities which can be held on a regular basis. Our outdoor green bowling area is one of the best in the area and we would like to host additional County or National competitions, but lack of indoor space precludes us catering for the numbers involved.

2.7 How many people use the current facilities? Yearly the building has in excess of 3000 visits.

2.8 How many people will use the facilities on completion of the project? In excess of 5000

2.9 Over what period will the community benefit from the completion of the project? Over 3 years and into the foreseeable future. The Club holds a 26 year lease.

2.10 Is it necessary to be a member of your organisation to participate in its activities? Membership is required to participate in bowling. However, activities taking place outside of bowling are open to the community. We hold open days for potential bowlers; events such as Sunday teas; Christmas Fayre; Macmillan events; 'bowling taster sessions'; let for private parties; meetings, etc. Again limited use because of space constraint to maximum of 45 persons

2.11 Does your organisation charge a membership fee and if so, how much is the charge? Bowls membership is £80 for the year. Social membership £15. The Club Room hire charge has been £25.00. This charge will of course be reviewed on completion of the project

2.12 When was the membership fee last increased? 2016

2.3 Who will benefit from the project, the wider community or a small section? It is envisaged that the beneficiaries from such a project would not solely be bowlers but the wider community. Initially the extension of use during the winter months with the addition of short mat bowls alongside additional activities and social events will provide a community hub for a variety of uses. The project will be available also to those elderly, frailer people who will be able to participate in sport by the provision of a short mat facility, which is very popular and attracts older people to a sport they can enjoy throughout the year, irrespective of the weather.

2.4 Please describe your current facilities. West End was built in 1996 to accommodate a membership of 50. The Club Room holds 45\50 persons uncomfortably. Mens changing room with two urinals. Ladies change area with adjacent toilet. Kitchen and bar; small indoor store; disabled toilet. Outdoor store area for equipment. Seven rink bowling green. Small patio area.

2.5 What other activities/services are offered at this site? Due to the limited current facilities we can only hold social activities for less than 50% of our current membership. Which include skittles evenings; quiz nights; casino night; (Sunday afternoon teas; Christmas Fayre; bowling taster sessions – open to all); hired out for private social events. Web Care and Bisley Short mat bowling club use the premises for meetings. All our events have to be on a first come first served basis and lack of space inhibits us fulfilling the potential we can offer, both in terms of sport activity or social activities for the community.

2.6 Can any additional activities/services be offered on completion of the project which will benefit the local community? Very much so. It will definitely encourage the frailer, older person to engage in sport by providing a short mat facility available throughout the year. A better sized hall would more appropriately suit the introduction of keep fit/ yoga groups and bridge groups who need to set up a minimum of 10/12 tables. Also a hub for local business meetings or used by voluntary/charitable institutions. Spare capacity will be advertised and made available to the community. We realistically predict, as a result of promoting the improved facilities, 5/6 additional activities which can be held on a regular basis. Our outdoor green bowling area is one of the best in the area and we would like to host additional County or National competitions, but lack of indoor space precludes us catering for the numbers involved.

2.7 How many people use the current facilities? Yearly the building has in excess of 3000 visits.

2.8 How many people will use the facilities on completion of the project? In excess of 5000

2.9 Over what period will the community benefit from the completion of the project? Over 3 years and into the foreseeable future. The Club holds a 26 year lease.

2.10 Is it necessary to be a member of your organisation to participate in its activities? Membership is required to participate in bowling. However, activities taking place outside of bowling are open to the community. We hold open days for potential bowlers; events such as Sunday teas; Christmas Fayre; Macmillan events; 'bowling taster sessions'; let for private parties; meetings, etc. Again limited use because of space constraint to maximum of 45 persons

2.11 Does your organisation charge a membership fee and if so, how much is the charge? Bowls membership is £80 for the year. Social membership £15. The Club Room hire charge has been £25.00. This charge will of course be reviewed on completion of the project

2.12 When was the membership fee last increased? 2016

2.13 Which parts of the local area do your members tend to come from? Largely from the Borough of Surrey Heath. However, there are a few members from Guildford and Wokingham

2.14 Does your organisation have open days to encourage new members? The Club runs 'Taster sessions' supervised by qualified coaching staff and weekly Roll-ups for members and potential members.

2.15 How many people regularly use your facility? The present membership (140 people) local bowling clubs participate in league and friendly matches (approx. 450 per month) and in addition the Club hosts County competitions two/three times per year. Additionally there are competitors/visitors. However, the limiting factor is the size of our Club Room which will only accommodate 45.

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

Membership increased in 2016 by 21 additional bowlers

2.17 Please state how your application recognises the diverse needs of your existing and possible future members. The Club operates membership on the basis of either playing members or social membership. The project takes into account the need to provide good facilities for the more frail and elderly by the introduction of short mat. The more able members will benefit from the additional capacity allowing them to use the facilities from 5 months to all year round. The extension will provide a facility which will encourage new bowlers. Also when our older bowlers find they cannot cope with the outdoor bowling facility they retire to social membership and become inactive. The provisions of short mat bowls throughout the year will allow them to be active well into old age and also provide them with a social content to avoid social isolation.

### 3. PROJECT SITE

3.1 What is the location of the project? The Club is situated at Rosewood Way, West End.GU24 9PF.

3.2 What is the tenure of the property? (If leased, please give details. If monies are to be repaid, please give details.) Leased from SHBC on a 26 year lease.

3.3 What is the current condition of the property and are any other works being carried out? The Club is responsible for the maintenance of the building; bowling green and environs. The Club prides itself on its good maintenance of the property which is carried out by some 50 members who do so as part of working parties. They work on a rota system performing maintenance of the green and buildings daily over the 12 months of the year.

3.4 Permission may be required under building regulations and relevant planning acts. Please give details of the authorisation obtained. The Club has obtained planning permission for the extension SHBC.

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?

An estimate for the project is attached which has been drawn up by a retired Project Manager who is a Club Member. Specification details are currently being prepared to go out to tender by the appointed architects (Anyards). These will be available early 2017.

- 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? Approved drawings are attached.

#### 4. PROJECT COSTS

- 4.1 How much grant are you applying for?

£25,000

I'm

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

£210,000

#### COST

#### ITEM

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

£17,220 Prof.fee

£29,229 VAT

£123,000 build

£21,110 Inhouse

£16,519 c'gency

- 4.4 Is your organisation contributing any of its own finances to the project? (If not, please explain why. The Club will provide in the region of £30,000 by way of labour costs for internal work and administrative costs. We are raising funds through raffles; themed dinner events; member donations; applying for grants, etc.
- 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. Application currently with London Marathon Charitable Trust in the sum of £150,000; £1000 obtained through SHBC Councillors' allowance. Application in with Surrey community Grants for £36,000. Intend to apply Sports England and Biffa, as appropriate. A loan obtained from Bowls England for £20,000.
- 4.6 What additional fund-raising have you undertaken? Raffles; attendance at fetes; Christmas Fayre; membership donations; buy a brick when appropriate. Various social events.
- 4.7 Do your present funds contain any provision for future commitments? The Club has committed funds for necessary pre-project build expenses i.e., planning approval, drawings, architects costs, etc.
- 4.8 Please provide details of any other regular revenue or capital payments to your organisation?

Nil



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

£4000 p.a.

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.

4.11 Yes. The Club has assets of £15,000. Also sustained by Membership fee/letting.

## 5. RISK

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

The Club feels it's initiative in undertaking the project is worthwhile and is underwritten in as much that Surrey Heath Borough Council has endorsed the project by granting a 26 year lease and provided the additional land. A grant from SHBC would enable this project to proceed and give credence to applications for grant from other funding organisations. It is the intention of the Committee and its members to pursue this project through to its completion.

5.2 What is the risk to your organisation if the project doesn't happen? The Club will continue to pursue a progressive policy, but will be curtailed in its activities in providing much needed facilities for the older, frailer sports person who is subject to social isolation. Additionally, with the increased development in the area of West End for housing needs, additional facilities will be required for potential community requirements, for both sport and social

5.3 How will you mitigate/reduce the risk? The Club will have to restrict its future membership when in fact it's potential to expand its sporting and social activities can be beneficial to the community. The Club's sustainability on its current membership is secure, but it would like to make better use of its foot print to include activities throughout the year.

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?

The Club will have to pursue seeking grants from all suitable sources, but financial help from Surrey Heath Borough Council would be an endorsement to securing grants from other sources.

## 6. OTHER RELEVANT INFORMATION

6.1 What age groups will you cater for? All ages. The majority 55+

6.2 Provision for use by which gender? Female / Male

6.3 Does your organisation serve specific groups ☐ Ethnic minority groups  
(Please tick)

☐ Religious groups

☐ Disabled groups

- ☐ Unemployed groups
- ☐ Single parent family groups
- Other (please specify)

The club does not differentiate by specific groups.

6.4 How will the community benefit from the completion of the project? Beneficial to all members of the community for sport or social by a very much improved, multi activity area.

6.5 How will you measure the success of the project? It can be measured by its additional usage which can be quantified. Will also be measured against the business plan.

6.6 How did you become aware of this fund? Trawling suitable agencies for funding.

### 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. {Awaiting the signed lease from SHBC}
- ☒ 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 accept the grant conditions attached to the payment.

Signed: ..... Position: Fund Organiser

# 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:

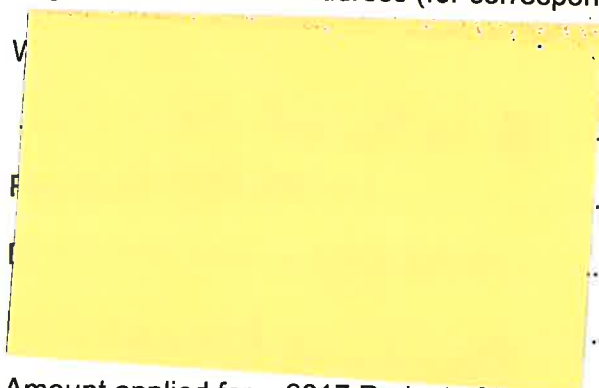
## APPLICATION FOR A COMMUNITY FUND GRANT

### 1. YOUR ORGANISATION

1.1 Organisation Name: West End Village Society.....

1.2 Principal Contact Name: Ravi Raveendran (Project Manager).....

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



Amount applied for 2017 Project of the Year ...- Spring Bulb Planting.....

1.4 Please confirm your organisation is 'not for profit'..... We are a 'not for profit' resident group.

1.5 Organisation Type (please tick):

<input checked="" type="checkbox"/>	Formally constituted Club/Association/Trust
<input type="checkbox"/>	Other public sector body
<input type="checkbox"/>	School/college
<input type="checkbox"/>	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 1973 .....

- 1.8 Are you a registered charity? No, a local resident group with published accounts.....  
(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... Generally from donations by local residents and businesses .....

## 2. PROJECT DETAILS

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

As a resident group we aim to implement community projects whenever possible. This is in accordance with the aims and objectives of our constitution (Appendix -1 ) Our website ([www.wevs@org.com](http://www.wevs@org.com)) contains the records of governance and details of all our activities including public information.

In 2016 we set about implementing one of the most ambitious projects ever – to plant spring bulbs with the help of the residents in public spaces, to improve the village cohesion and make the village look more interesting and a pleasant place to live for the benefit of the local residents and also for the enjoyment of the passers-by. Local volunteers planted over 18,000 bulbs during autumn 2016, which gave a fabulous show in spring 2017. The funds came from councils, businesses and individual donations. The project was managed by Ravi Raveendran – grant applicant.

We chose this as the 2016 Project of the Year because we wanted to improve the village cohesion, accessibility and its image. Basically the village suffers from lack of identity, sense of pride and focus. There are just over 1500 households and 4,600 residents in our village. Yet we do not have a village centre or a main street that has traditional shops. The village is disadvantaged by the A322 – a primary and minor arterial road that runs north to south, causing a spatial division between the nursery estate houses and the older part. The A322 carries over 400 vehicles per hour in each direction (Source: Surrey County Council). Then there is the A319 which is another primary road that runs east to west. Both roads are subject to 40mph which in real terms the 85 percentile speed is above 50mph which negatively affects the look and feel of the village making it difficult for people to enjoy walking.

Featureless grass verges attract antisocial littering from the passing traffic. There are hardly any local shops to make people to shop locally. Walking is therefore not required or enjoyed generally.

Flowering plants will calm the traffic speeds naturally as people will sense the village atmosphere and consequently make the place look and feel more like a village. This will encourage people to walk more thereby enhancing the wellbeing of our residents.

Additionally lower speeds will enable pedestrians and cyclists to feel less vulnerable being on the road. The residents will be able to cross from one side of the village to other more freely adding to social inclusiveness and cohesion. Currently most of the public green spaces are mainly just grass which makes the village looks sad. The flowers will create an uplifting feel and a sense of pride. More importantly this is a legacy project, which means that our future generations' enjoyment and pride will be safeguarded.

Our project meets three of the four Surrey Heath Borough Council's core objectives and five priorities, please see Appendix 2.

In 2016, we raised about £2,500 for this project but it wasn't enough to buy the sufficient bulbs to cover all the areas that we received planting consent from the highway authority. We have public support to implement planting to cover the most widely used parts of the village.

From our learnt experience, it will take two further years to complete the planting to cover the village. To this end, during 2017, we are aiming to raise £4,000 to implement the Phase 2 of the project to cover bulb purchase, insurance, safety equipment, printing and hire charges. We anticipate to buy 40,000 bulbs. Two estimates enclosed, please see Appendix 3. Enclosed plan shows proposed areas for planting in 2017 season (Appendix 4).

As before, we are approaching the local businesses and authorities for financial help. Because they have already contributed to last year fund, this time round it will be much harder to raise the fund needed. Basically we need outside help to reach our goal. Last year Surrey Council's ground maintenance department contributed £200 but this year we were told to apply to the Community Fund Grant. So far we have secured £300 from the West End Parish Council and £100 from the ground maintenance contractor (please see Appendix 5). This is in addition to £29 money that WEVS collected on 3 June at the West End village fete, please see poster (Appendix 5).

On behalf of the people of West End we ask SBHC to grant funds as much as possible for this worthy legacy project.

As per SHBC's conditions of the application the following documents are also provided herewith:

- Audited accounts for 2015 and 2016. – Appendix 6 .These were formally presented to the members during the AGMs.
- Latest bank current account statement – Appendix 7
- Minutes of meeting, for how the project was born – App. 8 (see highlighted section)
- AGM notes, for how last year project was reported – App. 9 (see highlighted Section)

Please note that the contents of Appendix 7 shall be forwarded during week commencing 3 July.

- 2.2 What is the timescale of the project? Start Date: Mid Sep 2017 .....  
Completion Date: End of Oct 2017 .....
- 2.3 Who will benefit from the project, the wider community or a small section? .....  
This is a legacy project where the benefits will be felt by the local residents and passers-by including the local businesses but indirectly (refer to Sec 2.1 above and Appendix 2) .....
- 2.4 Please describe your current facilities. There are some outdoor gym equipment on the heath which are maintained by the Parish Council. There is a village hall called Tringhams which is used by local clubs. Other than that we do not have any other facilities in the village. ....  
.....  
.....
- 2.5 What other activities/services are offered at this site? No other facilities available  
None .....  
.....
- 2.6 Can any additional activities/services be offered on completion of the project which will benefit the local community?  
Yes, we have ambition to build a bandstand on the village green in the next three year's time. ....  
.....
- 2.7 How many people use the current facilities? Circa 300 (Tringhams, outdoor gym).....
- 2.8 How many people will use the facilities on completion of the project? Circa 2000 .....
- 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  
Legacy project
- 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?  
...£3.00 per annum per household and £1.50 for the retired....
- 2.12 When was the membership fee last increased? ..... In 2008.....
- 2.13 Which parts of the local area do your members tend to come from?  
Almost all live in the village .....

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

Yes, we actively recruit new members. We always have a stand at the village fetes, encouraging households to join. In July we are leafleting the whole of the village to encourage the non-members to join.

2.15 How many people regularly use your facility? ..... See 2.7 above .....

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

Upon completion of the planting it will encourage people to walk more when the flowers come out. Also there will be an indirect benefit to the local businesses (also refer to Appendix 2 ) .....

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

As detailed in Sec 2.1 above, the planting will have a road safety benefit, improve the social cohesion, enhanced sense of pride, improved wellbeing and health benefit caused by walking. The village is about to expand by 25%, it is even more important that the social pride and cohesion are harvested now. We should not let what happened to the village when the nursery end development was built.

### 3. PROJECT SITE

3.1 What is the location of the project? West End Village, several zones, please see Appendix 4.....

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

The proposed planting zones are on land owned by the highway authority and local parish council. Both are patrons of the project and have given consents. ....

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

Grass verges and open spaces.....

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

No planning permission required. Consents from the land owners obtained, please see Sec.3.2 above.

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?

Obtained two quotations for the purchase of the bulbs, see Appendix 3. The planting will be carried out by volunteer local residents. In addition to the cost of the bulbs there will be other expenses (eg insurance, safety equipment, hire charges, etc). The total cost is estimated to be just over £4,300.

- 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 applicable .....

#### 4. PROJECT COSTS

- 4.1 How much grant are you applying for?

£4,000

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

£4,517.90 \*

\* We hope to raise approximate £500 ourselves

	<u>COST</u>	<u>ITEM</u>
4.3 Please give a breakdown of costs (purchase of land/buildings, professional fees, VAT etc).	£3330	Cost of bulbs (approx.)
	£146.12	Insurance ...
	£62.60	Printing .....
	£42.00	Hall hire .....
	£123.82	Safety wear
	£745 + 13.88 + 24.76 + 29.72	VAT (Various rates)

**TOTAL £4,500 (approx.)**

- 4.4 Is your organisation contributing any of its own finances to the project? (If not, please explain why.) Yes, £200 .....

- 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 raised £400 See Appendix 3

- 4.6 What additional fund-raising have you undertaken?



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

Yes, we actively recruit new members. We always have a stand at the village fetes, encouraging households to join. In July we are leafleting the whole of the village to encourage the non-members to join.

2.15 How many people regularly use your facility? ..... See 2.7 above .....

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

Upon completion of the planting it will encourage people to walk more when the flowers come out. Also there will be an indirect benefit to the local businesses (also refer to Appendix 2 ) .....

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

As detailed in Sec 2.1 above, the planting will have a road safety benefit, improve the social cohesion, enhanced sense of pride, improved wellbeing and health benefit caused by walking. The village is about to expand by 25%, it is even more important that the social pride and cohesion are harvested now. We should not let what happened to the village when the nursery end development was built.

**3. PROJECT SITE**

3.1 What is the location of the project? West End Village, several zones, please see Appendix 4.....

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

The proposed planting zones are on land owned by the highway authority and local parish council. Both are patrons of the project and have given consents. ....

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

Grass verges and open spaces.....

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

No planning permission required. Consents from the land owners obtained, please see Sec.3.2 above.

Note: Where permission is required and has not been obtained, the application will not progress.

We carried out fund raising at the village fete on 3 June and collected £29. See Appendix 5 for the collection poster

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

If there is any money leftover we will put towards next phase of the planting. ....

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

None, apart from the yearly subscriptions.....

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.

...No maintenance requirements needed. ....

## 5. RISK

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

We will purchase the bulbs whatever we can with the funds collected and plant them.

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

None, as we have no commitment to deliver. But it will affect the civic pride.

5.3 How will you mitigate/reduce the risk?

We will secure the best prices for the bulbs using tendering process. The planting will require volunteer help. Based on the last year experience we think there will be even more people will come out to plant as everyone knows about the scheme now.

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?

Please see Sec 5.1 above .....

## OTHER RELEVANT INFORMATION

5.5 What age groups will you cater for?

☒ >5 ☒ 10 ☒ 16 ☒ 17-25

ALL AGES ☒ 26-40 ☒ 41-60 ☒ 60+

5.6 For use by which gender?

☐ Female ☐ Male ☒ Both

5.7 Does your organisation serve specific groups (please tick)

☐ Ethnic minority groups  
☐

As a resident group we serve all

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?

As detailed in Sec 2.1 and Appendix 2, the community will be proud of their neighbourhood and benefit from better connectivity and social cohesion including general wellbeing.

6.5 How will you measure the success of the project?

Firstly from the monies collected and secondly from the areas planted and emergence of flowers next year. We hope to carry out an online public satisfaction survey in spring 2018.

6.6 How did you become aware of this fund?

From Julia Woodbridge – Senior Contract Officer, Business Services

## 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

☒

Minutes of organising committee meeting

Also, if applicable:

☐

Proof of tenure of the property

☐

Copies of building regulations or planning permission

This page is intentionally left blank