

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:

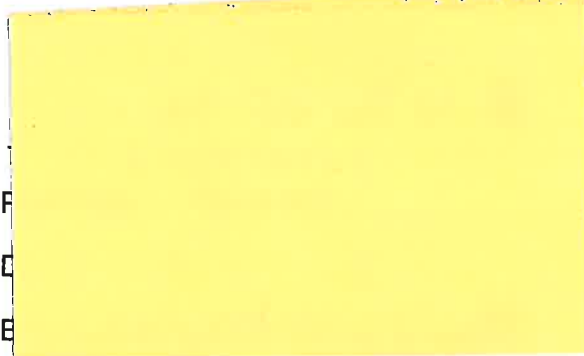
APPLICATION FOR A COMMUNITY FUND GRANT

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

We have a new Facebook page - 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

- 5.1If 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

Printed Name:  Date: 16 June 2017