

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:

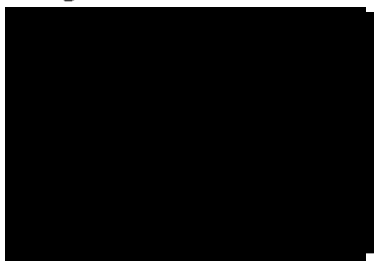
APPLICATION FOR A COMMUNITY FUND GRANT

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
	£10,000	Staff
coordinator	£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