

**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:**

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**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

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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

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- 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