

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:

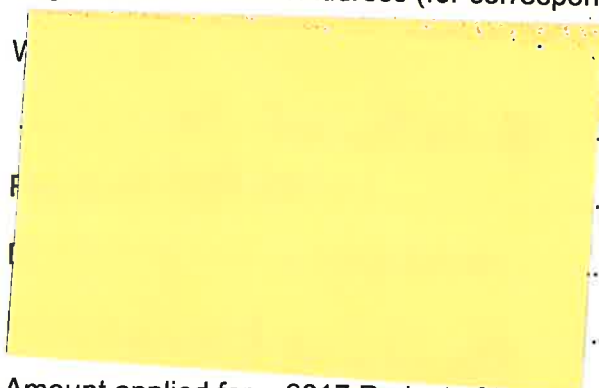
APPLICATION FOR A COMMUNITY FUND GRANT

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):

☒

Formally constituted
Club/Association/Trust

☐

Other public sector body

☐

School/college

☐

Other

1.6 How many members are in your organisation? ☐ up to 25 ☐ 26-50 ☐ 51-75

☐ 76-100 ☒ 101+

1.7 How long has the organisation existed? Since 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) 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?

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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?

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