

RECORD OF EXECUTIVE DECISION TAKEN BY AN EXECUTIVE MEMBER

This form **MUST** be used to record any decision taken by the Elected Mayor or an individual Executive Member (Portfolio Holder).

The form must be completed and passed to the Service Manager (Committee & Administrative Services) no later than NOON on the second working day after the day on which the decision is taken. No action may be taken to implement the decision(s) recorded on this form until 7 days have passed and the Head of Members' Services has confirmed the decision has not been called in.

1. Description of decision

1. To award a grant of **£1,000** to Schoolreaders towards the cost of the Bedford Borough project to mobilise and retain a total of 60 volunteers to support 600 children every week with 1-1 literacy support.
2. To award a grant of **£1,000** to Beds Garden Carers towards the cost of two industrial mowers for use in their work experience gardening/horticultural programme for people with a learning disability.
3. To award a grant of **£970** to BRASS towards the cost of pitch marking and hire of two bouncy castles for a Family Fun Day at Russell Park as part of Refugee Week.
4. To award a grant of **£1,000** to Bedford Guild House towards core costs.

2. Date of decision

24 June 2016.

3. Reasons for decision

In each case the application from the organisation meets the criteria for an award from the Community Chest and;

1. Will assist with a project to mobilise and retain a total of 60 volunteers to support 600 children every week with 1-1 literacy support with the aim of improving children's reading skills;
2. Will assist with the cost of two industrial mowers for use in a work experience gardening/horticultural programme for people with a learning disability enabling more opportunities for residents with learning disabilities to develop work skills.;
3. Will assist with the cost of a Family Fun Day at Russell Park as part of activities for Refugee Week;
4. Will assist with the costs of providing a community space and wide range of activities for older persons.

4. Alternatives considered and rejected

The alternatives of not awarding a grant or awarding a different amount were considered and rejected in each case.

5. How decision is to be funded

The grant will be funded from the agreed budget for Community Chest awards for 2016/2017.

6. Conflicts of interest

Name of all Executive members who were consulted AND declared a conflict of interest.	Nature of interest	Did Standards Committee give a dispensation for that conflict of interest? (If yes, give details and date of dispensation)	Did the Chief Executive give a dispensation for that conflict of interest? (If yes, give details and the date of the dispensation).

The Mayor has been consulted on this decision

n/a

Signed

Date:

24

June 2016

Name of Decision Taker

CHARLES ROYDEN

This is a public document. A copy of it must be given to the Service Manager (Committee & Administrative Services) as soon as it is completed.

Date decision published:

28th June 2016

Date decision can be implemented if not called in:

6th July

2016

(Decision to be made exempt from call in.....NO)

Bedford Borough Council – Report to the Mayor

June 2016

Report by the Assistant Chief Finance Officer

Subject: COMMUNITY CHEST 2016/2017

1. Executive Summary

This report advises the Mayor of four requests for funding from the Community Chest and request a decision regarding the funding, if any, to be awarded from the Community Chest.

2. Recommendation(s)

The Mayor is requested to consider four applications for financial assistance which are summarised at Appendices B to E respectively and, if satisfied, to determine the sum, if any, to be awarded up to the maximum of £1,000 per application in accordance with the agreed Community Chest criteria.

3. Reasons for Recommendations

To enable consideration to be given to supporting applications for financial assistance from voluntary, community or charitable organisations working locally which provide services that benefit Bedford Borough residents.

4. Key Issues

4.1 Legal Issues

The Council must have the power to provide grant funding to the organisation concerned. A source of power for payments to “voluntary organisations” (which are defined to be “a body which is not a public body but whose activities are carried on otherwise than for profit”) and to charitable bodies (in furtherance of their work in the United Kingdom) is s.137 of the Local Government Act 1972. A further source of power is of the Localism Act 2011.

Criteria for the award of grants from the Community Chest fund have been established by the Grants Committee over a number of years and are reproduced at **Appendix A**.

4.2 Policy Issues

The criteria for the award of grants to voluntary, community and charitable organisations from the Community Chest (shown at **Appendix A** to this report) were approved by Members at the meeting of the Grants Committee on 3 March 2011.

4.3 Resource Implications

The Council's agreed revenue budget for 2016/2017 includes a sum of for Community Chest grants. There are four applications for funding for consideration set out in this report for a total sum of **£3,970** and there are sufficient funds remaining to meet this amount should it be awarded.

4.4 Risk Implications

There is a risk to the Council's reputation if the process for allocation of grants is not seen to be conducted in a fair and transparent manner. There is also a small risk that a legal challenge could be made against the Council under, for example, equalities legislation. This risk is mitigated through previous consultation undertaken with the third sector which was considered by the Grants Committee at its meeting of 14 March 2012 and the established criteria and application process for the Community Chest which was approved by the Grants Committee at the meeting of 3 March 2011.

4.5 Environmental Implications

No adverse environmental implications have been identified as arising from the project for which funding is sought.

4.6 Equality Analysis

In preparing this report, due consideration has been given to the Borough Council's statutory Equality Duty as set out in Section 149(1) of the Equality Act 2010, to have due regard to the need to;

- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
- (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

A detailed equality analysis regarding the Council's arrangements for consideration of grant applications was considered by the Executive on 7 December 2011. This analysis shows that the organisations supported through third sector grants and community chest awards provide services to persons with protected characteristics and, therefore, there is the potential for changes to the level of support provided to organisation to adversely affect persons in protected groups.

A relevance test for equality has been completed in respect of the recommendations made in this report. The equality test determined that since there are no proposals to change the processes or guidelines for the award of grants that the activity has no relevance to Bedford Borough Council's statutory equality duty to eliminate unlawful discrimination, advance equality of opportunity and foster good relation. An equality analysis is not needed.

5. **Details**

The Mayor is requested to consider the applications shown at **Appendices B to E** having regard to the approved criteria, which are shown at **Appendix A**.

6. **Summary of Consultations and Outcome**

The following Council Units or Officers and/or other organisations have been consulted in preparing this report:

None.

7. **Ward Councillor Views**

Not applicable for this report.

Report Contact Officer(s): Lee Phanco, Assistant Chief Finance Officer (01234) 718351
E-mail lee.phanco@bedford.gov.uk

Previous Relevant Minutes: Minute 12; Grants Committee 11 February 2015
Minute 3; Grants Committee 14 March 2012
Minute 3; Grants Committee 3 March 2011

Background Papers: Application form received from the organisations.

Appendices

- A – Criteria for the award of Community Chest Grants*
- B – Application Details from Schoolreaders*
- C – Application Details for Beds Garden Carers*
- D – Application from BRASS*
- E – Application from Bedford Guild House*

BEDFORD BOROUGH COUNCIL
COMMUNITY CHEST FUND
APPLICATION FOR FINANCIAL ASSISTANCE 2014/15
(VOLUNTARY, COMMUNITY OR CHARITABLE ORGANISATIONS)

Community Chest Grants help to improve the quality of life for residents of the Borough by funding organisations which can assist the council in the goals outlined in the Corporate Plan and the Sustainable Community Strategy key themes of:

- **Economic Development, Regeneration & Enterprise**
- **Environment & Climate Change**
- **Adult Health & Wellbeing**
- **Children & Young People**
- **Safer Communities**
- **Sustainable Communities (incl. Housing & Transport)**

Further details are available at: http://www.bedford.gov.uk/council_and_democracy/key_plans_and_strategies.aspx

The Mayor has authority to award grants from the Community Chest fund for activities in accordance with the pre-determined criteria outlined below. Grants can be awarded for CORE (running costs) and PROJECT costs **up to £1,000**.

The applicant must be able to demonstrate that the organisation is also seeking funding from elsewhere. Any sum awarded will be regarded as a 'one-off' and no commitment will be given to ongoing funding.

The organisation making an application must ordinarily:

- Be a voluntary, charitable organisation or community group providing services and activities for Bedford Borough residents. Applications cannot be accepted from individuals or party political groups;
- Be known to the council through partnership working or be able to demonstrate that it can develop a relationship with the council or has borough councillor representative(s) on its management committee;
- Be a not for profit organisation;
- Have a constitution, set of rules or memorandum and articles of association with clear aims and objectives which support the council in the goals outlined in the Corporate Plan and the Sustainable Community Strategy;

- Have formal financial arrangements with accounts which are not more than 12 months old and (audited with certificate or verified by a suitable competent person independent of the organisation). Organisations which have been in existence for less than one year can provide a forecast of income and expenditure signed by the chairperson and the treasurer;
- Have a bank or building society account in the name of the organisation with at least two unrelated signatories;
- Have an equal opportunities policy;
- Have a child protection policy/vulnerable adult policy if the organisation works with or for young people/vulnerable adults;
- Provide a report and simple statistics on service provision/progress of the project to the deadlines set by the Council;
- Show how the value of their work can help support the Council deliver its public sector duties to promote equality and tackling discrimination and the new public sector equality duties from April 2011:
 - *Eliminate discrimination*
 - *Advance equality of opportunity*
 - *Foster good relations*
- Assist the council in providing value for money for the residents of the Borough;
- Not be more suitably funded from another source (either within the council or from another external statutory body);
- In relation to funding for specific projects or events:
 - Organisations should show that the project or event meets one or more of the key themes of the Council's Sustainable Community Strategy, that there is a demonstrated need and that the project would not ordinarily be funded from other council grant schemes or other statutory bodies.
 - In most cases, reimbursement will only be made once an event/project has been undertaken and proof of payment(s) made will be required. In certain circumstances other payment arrangements may, however, be considered. The project or event must be undertaken in the current financial year. Failure to achieve this will mean that the funding automatically lapses.

**COMMUNITY CHEST APPLICATIONS: GRANT REQUEST EVALUATION
CORE FUNDING 2016/2017**

	Name of Applicant:	Schoolreaders	
	Operating address of the organisation in Bedford Borough:	The Old Vicarage 14 The Village Old Warden Biggleswade Bedfordshire SG18 9HQ	
	Date of Application:	03/06/2016	
2e	When was the organisation established?	November 2014	
1 a-g	Type of organisation: e.g. Trust, registered charity, company limited by guarantee, etc. State registration number where applicable Social Enterprise, CIC	Registered Charity, number 1159157	
1h	Is the organisation a local group of a national organisation, if yes, state which.	No	
Q16	Geographical area of operation, (town, village or ward(s))	Bedford Borough.	
Q8	Number of paid employees:	0 FT	2 PT
Q8	Number of volunteers:	0>10Hrs	223 (32 in Bedford) <10Hrs
7a	Organisation operates to an appropriate quality system, if yes, state which. State if fully accredited or 'working towards'.	No- not currently working towards a quality assurance system.	
Pg 1	Organisation works with Bedford Borough officers to deliver this service or activity? If yes, details here.	<p>Yes. Head teacher at Camestone Lower School is a member of our management committee.</p> <p>We work with school leaders in 17 Bedford Borough partner schools.</p> <p>Henry Vann, Bedford Borough councillor and Education Portfolio Holder provided a</p>	

		quote showing support for the scheme.
Q3	Aims and objectives and activities of the organisation	<p><i>Schoolreaders is a charity set up to improve literacy by creating a network of community volunteers who listen to children read in primary schools on a 1to1 basis. We mobilise communities, raising awareness of low educational attainment and the potential lifelong outcomes, and match volunteers with schools that require reading support.</i></p> <p><i>Our volunteers listen to the children, support and encourage them in order to build their confidence, fluency and enjoyment in reading.</i></p> <p><i>By targeting reading support early in a child's development, Schoolreaders aims to address the barriers to achievement and the wider social and economic inequalities to which low levels of literacy contribute.</i></p>
Q15b	Expected outcomes of the organisation's current and planned activity(ies) and how they will be monitored	<p>Outcomes</p> <ul style="list-style-type: none"> -Children improve reading fluency and comprehension. -Children increase in their confidence towards reading and learning. -Children increase self-esteem and feel more confident in themselves. -Volunteers improve psychological and physical wellbeing that will help maintain independence. -Increased community awareness of issues surrounding poor literacy and the potential lifelong outcomes. -Greater support to schools from the local community. <p>Target Groups</p> <p><i>Children- This project will benefit up to 600 children, principally in primary schools, who require additional 1to1 reading support in Bedford Borough.</i></p> <p><i>Schools- This project will benefit 18 schools who lack the volunteer resources to provide consistent 1-1 support for children who require help with their reading.</i></p> <p><i>Volunteers- This project will benefit up to 60 volunteers. It will provide an intergenerational activity for older people to use their knowledge and skills to help children in their local area. It will also provide an opportunity to become involved in the community and helps to support mental wellbeing and independence.</i></p>

SUMMARY OF ORGANISATION'S ELIGIBILITY

Principles for the award of grants from the Community Chest

15f	1	<p>Supports the Council's Sustainable Community Strategy 2009/12</p> <p>How will the funding requested assist the Council in the delivery of the Sustainable Community Strategy?</p>	<p><i>Children and Young People</i></p> <p><i>1 in 6 children left primary school last year in Bedford Borough unable to read to the required standard. They enter secondary school unable to access the curriculum and this has a lifelong impact.</i></p>
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			<i>By targeting reading support early in a child's development, Schoolreaders aims to address the barriers to achievement and the wider social and economic inequalities to which low levels of literacy contribute.</i>
15g	2	<p>Value for money</p> <p>How does the funding requested represent value for money for council tax payers?</p>	<p><i>According to a 2015 report from the World Literacy Foundation, 6 million adults in the UK are functionally illiterate at a cost to the UK economy of £81 billion every year.</i></p> <p><i>If we do not change the current trend in schools, a further one million children will be left behind by 2025.</i></p> <p><i>According to a report by Oxford University Press, just 10 minutes reading a day boosts school achievement and make a difference to a child's life.</i></p> <p><i>For £17 per child, Schoolreaders will seek to mobilise enough volunteers to support 600 children every week with volunteers who will commit up to 37000 ten minute reading sessions in one academic year.</i></p>
15h	3	<p>Equal Opportunities</p> <p>How does the work of this organisation help to support the Council to promote equality and tackle discrimination and the new public sector duties? Does it:</p> <ul style="list-style-type: none"> • Eliminate discrimination • Advance equality of opportunity • Foster good relations 	<p><i>Advance equality of opportunity.</i></p> <p><i>1 in 6 children left primary school last year in Bedford Borough unable to read to the required standard. They enter secondary school unable to access the curriculum and this has a lifelong impact.</i></p> <p><i>Poor literacy creates disadvantage in school and life with close links to low pay, low skills, poverty, unemployment, isolation, even criminality.</i></p> <p><i>By targeting reading support early in a child's development, Schoolreaders aims to address the barriers to achievement and the wider social and economic inequalities to which low levels of literacy contribute.</i></p>
	4	<p>Meeting the criteria for the award of grants established by Members</p> <p>Has the organisation met the criteria established by Members?</p>	No.
15d	5	<p>Duplication of services</p> <p>How has this organisation demonstrated that it provides a unique service to the residents of the borough?</p>	No.
15d	6	<p>Performance Indicators</p> <p>Does this organisation have specific performance indicators, particularly national indicators? Can it meet agreed performance targets?</p>	<p><i>Yes- We have key performance indicators to evaluate our performance and measure project outcomes.</i></p> <p><i>In Bedford Borough, these indicators will include but are not limited to:</i></p> <p><i>-The number of children supported- We aim to support 600 children every week in Bedford Borough.</i></p> <p><i>-The level of volunteer engagement from the community- We aim to mobilise and retain 60 volunteers to support Bedford Borough schools. We estimate our volunteers will commit the equivalent of 37000 ten minute reading sessions in one academic year.</i></p> <p><i>-The skills and confidence acquired by the children- We will target a 95% positive impact on reading confidence, 90% on reading fluency, 85% on reading comprehension and 90% on general confidence.</i></p>

			<i>-The positive change in volunteers' feelings of psychological and physical wellbeing (i.e. feel happier, more confident, increased sense of purpose). We will target a 95% positive response to improvement in volunteer wellbeing.</i>
15c	7	Provides or supports a statutory service Does this organisation feel that it provides a statutory/complementary service i.e. in that it assists the council in the delivery of a statutory service [This means that if the organisation did not deliver this service the council would need to seek an alternative provider or make direct provision].	No.
	8	Works specifically with or for ethnic or minority groups Does this organisation work specifically with or for ethnic or minority groups?	No.

DETAILS OF REQUESTED FUNDING

<u>Amount of Grant Requested</u>		£1,000
15a	<p style="text-align: center;">Purpose for which funding is requested:</p> <p><i>Funding would go towards the costs of our Bedford Borough project to mobilise and retain a total of 60 volunteers to support 600 children every week with 1-1 literacy support.</i></p> <p><i>This project will be led by Jane Whitbread, founder of Schoolreaders. She will be supported by the committee who will oversee various aspects of the project and participate directly in community engagement, volunteer mobilisation and fundraising for the project.</i></p> <p><i>The committee will be supported by our management team who handle day-to-day project activities.</i></p> <p>Activities</p> <p><i>-Expand the scheme in Bedford Borough to mobilise and retain 60 volunteers to support 600 children every week.</i></p> <p><i>-Engage the community. Working with organisations and community magazines, we raise awareness of low educational attainment and the potential lifelong outcomes.</i></p> <p><i>We promote the value of intergenerational volunteering and foster links with local communities through speakers, exhibitions, literature, advertising and ongoing communications.</i></p> <p><i>-Organise matches and provide ongoing support to community reading volunteers and partner schools.</i></p> <p><i>Through our website and administration centre, volunteers apply to the scheme. We process applications, interview applicants and match suitable volunteers with schools.</i></p> <p><i>We provide guidance to facilitate the early days of the relationship and offer ongoing support throughout the academic year to ensure the best possible impact of the volunteer.</i></p>	

	<p><i>The schools arrange the DBS check, induction and training prior to a volunteer start.</i></p> <p><i>-Support children. Our volunteers provide weekly, one-to-one reading time to children the school believes will benefit from additional literacy support.</i></p> <p><i>They listen to the children and support and encourage them in order to build their confidence and fluency in reading.</i></p> <p><i>Sessions generally take place outside the classroom and are led by the child who chooses their own book to read.</i></p> <p><i>-Complete evaluations with new schools and volunteers 4 weeks after their start date. We complete general evaluations with schools and volunteers at the end of the school year.</i></p> <p><i>-Prepare and send out newsletters to schools, volunteers and all related organisations twice a year.</i></p>			
19	<p>What will happen to the service or project if this funding is not awarded? Does the organisation have a contingency plan?</p> <p>No answer given.</p>			
19D	<p>Would a grant from this Council help the organisation to secure match/lever funding? If yes, how much would it help to secure and from which organisation?</p>	<p>No.</p>		
18	<p>Is this organisation actively seeking funding from other local authorities, trusts or organisations in respect of this work or project? If not, why not?</p>	<p>Yes.</p>		
	Date Applied	Organisation applied to	Amount applied for	Outcome (if known)
	09 May 2016	The Harpur Trust	£5,000.00	Stage 2 application. Interview complete. Awaiting outcome.
	15 May 2016	The Ibbett Trust	£4,000.00	Awaiting Outcome
19E	<p>How has the organisation effectively demonstrated that there is a need for this service or project? [Have they have provided details of research, surveys, consultation or evidence of current demand?]</p>		<p><i>Children with poor reading skills need regular one-to-one literacy support in order to improve reading attainment, increase confidence towards reading and learning and overcome the educational, social and economic inequalities to which low levels of literacy contribute.</i></p> <p><i>The evidence:</i></p> <ul style="list-style-type: none"> <i>- 1 in 6 children left Bedford Borough primary schools unable to read to the required standard in the 2015 Key Stage 2 reading assessments. The national average is 1 in 9 children. Bedford came bottom of 150 local authorities for reading attainment. Poor</i> 	

		<p><i>literacy creates disadvantage in school and life with close links to low pay, low skills, poverty, unemployment, isolation, even criminality.</i></p> <ul style="list-style-type: none"> - <i>Current requests from our partner schools within the Borough demonstrates the huge need for community volunteers with requests for up to 10 volunteers from individual schools within the scheme.</i> - <i>Feedback from one partner school in 2016 highlights the difficulty faced by many of our partner schools Reading time at home is insufficient and schools lack the volunteer resources to provide consistent one-to-one support to children struggling with their reading.</i> - <i>In a survey by Quick Reads, 19% of parents with children under eight admitted that they read with them just once a week or less.</i> - <i>A 2014 report by the National Literacy Trust highlighted that where poor literacy is intergenerational, some parents lack the confidence and skills to help children with their reading.</i> - <i>The project clearly complements the current Government's priority to tackle illiteracy. Schoolreaders met with Nick Gibb, MP, Minister for Schools at the Department of Education in March 2016, in which he underlined the importance of reading practice for children that don't read fluently and the positive impact of one-to-one support from reading volunteers.</i>
Q16	When and where are the services or the project available or will be available to the users?	<p><i>The children will be supported by our volunteers in term time, during school hours in Bedford Borough primary/lower schools.</i></p> <p><i>Schoolreaders engages communities, mobilises and supports volunteers throughout the year and our support team are available via telephone, email and our website, 5 days a week 9am 5pm.</i></p>
10a	How many individuals will benefit from this service or project?	<i>2544 Children/Volunteers/Schools (367 in Bedford Borough).</i>

Financial Comment

The organisation is a registered charitable incorporated organisation.

Financial Statements are provided for the year to 31 August 2015 and are subject to an independent examination by NJF Rodenburgh (Accountant), who does not report any causes for concern regarding the preparation of accounts. The information provided in the financial statement is summarised below:

	Unrestricted	Restricted	Total
Income	£21,600	£5,500	£27,100
Expenditure	£19,491	£5,500	£24,991
Surplus/deficit	£2,109	£0	£2,109

Income is from day grants and donations. Expenditure is predominantly on charitable activities. The balance sheet shows net current assets of £2,109 in unrestricted funds.

The organisation has a policy is to build adequate reserves to budgeted costs.

This organisation was previously awarded £500 from the Community Chest on 30 March 2015 towards running costs.

This organisation has indicated that the following ticked categories best describe (a) the work of their organisation and (b) the client group(s) they serve.			
(a) Service(s) provided	X	(b) Client Group(s)	X
Accommodation		Children and/or Young People	X
Accommodation with support		Disabled People	
Adult Education		Ethnic Minority Communities	
Adult Health and Wellbeing		Workless People	
Advice, Counselling and Information		Families	
Arts Development		Lesbian, Gay, Bisexual, Transgender	
Carers		Homeless People	
Children and Young People	X	No one specific group	
Community and Tenants' Associations		Older People	X
Community Activities/Development		Other voluntary and community groups	
Safer Communities		People on low incomes	
Education, Skills and Training	X	People living in deprived areas	
Environment & Climate Change		People living in rural areas	
Health (including mental health)		Women and girls	
Sports, Recreation and Leisure		Other (<i>please specify</i>)	
Social Inclusion, Community Cohesion & Culture			
Sustainable Communities			

Other (<i>please specify</i>) – Employment, work experience			
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**COMMUNITY CHEST APPLICATIONS: GRANT REQUEST EVALUATION
CORE FUNDING 2016/2017**

	Name of Applicant:	Beds Garden Carers	
	Operating address of the organisation in Bedford Borough:	1 Brereton Road Bedford MK40 1HU	
	Date of Application:	25/02/2016	
2e	When was the organisation established?	April 1997	
1 a-g	Type of organisation: e.g. Trust, registered charity, company limited by guarantee, etc. State registration number where applicable Social Enterprise, CIC	Registered Charity, number 1091271.	
1h	Is the organisation a local group of a national organisation, if yes, state which.	No	
Q16	Geographical area of operation, (town, village or ward(s))	Bedford Borough	
Q8	Number of paid employees:	12 FT	9 PT
Q8	Number of volunteers:	0>10Hrs	3 <10Hrs
7a	Organisation operates to an appropriate quality system, if yes, state which. State if fully accredited or 'working towards'.	Yes, PQASSO Level 1.	
Pg 1	Organisation works with Bedford Borough officers to deliver this service or activity? If yes, details here.	Yes, We are a recommended day opportunities provider for BBC. We work with the Adults with learning Disabilities team, social services / CQC team and the NHS Trust.	
Q3	Aims and objectives and activities of the organisation	<p><i>Our objectives for people with a learning disability are to provide relief, to provide or assist in the provision of facilities for education and work experience, to promote independent living and provide social opportunities.</i></p> <p><i>Our aim is to identify and provide support for each individual with a learning disability that uses our services, appropriate to the needs of that person. Some members are also blind, have mental and/or physical disabilities and many have very challenging behaviour.</i></p>	

		<p><i>We run a wide range of education and independent living skills programs which people can choose from each day. We operate a furniture store and wood workshop, a Cafe and gardening program in support of work experience and community interaction, and also provide holidays and social activities. We also provide a range of therapies and counselling for members and their families.</i></p> <p><i>We have 135 members accessing our services each week aged from 14 to 69. We are currently in the process of raising money to build a purpose built centre in Bedfordshire. This will allow us to improve the delivery of our current services and add many much needed new services for adults, teenagers and their parents / carers and siblings. Much of this work will be in partnership with other organisations.</i></p>
Q15b	Expected outcomes of the organisation's current and planned activity(ies) and how they will be monitored	<p><i>Between 12 and 15 people with a learning disability, male and female with people from minority ethnic groups, go out gardening each day. The members work as closely as possible to a full working day. Project members are encouraged to keep regular hours and good timekeeping. They are expected to come suitably dressed for work – wet weather clothing, boots and gloves are provided.</i></p> <p><i>BGC offers the project members the opportunity to attain a wide range of skills, including mowing with both pedestrian and ride on mowers, planting, pruning, hedge-cutting and all aspects of garden maintenance.</i></p> <p><i>When involved with garden design, construction skills such as fencing, turf laying and patio construction are also developed. We also have an allotment, where our project members grow fruit, herbs and vegetables.</i></p> <p><i>The project gives members a taste of working life which would otherwise not be available to them. It provides work experience together with a worthwhile, fulfilling role within the community. The project provides a secure work-based environment for as long as this is required. It gives project members a sense of purpose and achievement. It also builds self-esteem whilst giving them the chance to discover and develop their own individual abilities.</i></p>

SUMMARY OF ORGANISATION'S ELIGIBILITY

Principles for the award of grants from the Community Chest

15f	1	<p>Supports the Council's Sustainable Community Strategy 2009/12</p> <p>How will the funding requested assist the Council in the delivery of the Sustainable Community Strategy?</p>	<p><i>The gardening project and mowers will assist the council's sustainable community strategy in a number of areas.</i></p> <p><i>A thriving borough. It will provide employment opportunities for staff to run the program. It improves the skills base within Bedford of people with disabilities with the hopeful outcome of paid or voluntary employment in the community.</i></p> <p><i>A Greener Borough. The gardeners work all over the Borough of Bedford keeping gardens, public spaces and business premises tidy and clean. One of their jobs is litter picking in Shortstown. Their services help the quality of the natural environment which promotes</i></p>
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			<p>wellbeing in the users of these areas and a better impression to visitors.</p> <p>Children and young people. The gardening program offers taster days to teenagers in the transitional period allowing them a taste of working life and helps them develop their plans for the future, opportunities to develop their self-esteem, maximise their life chances and realise their full potential.</p> <p>A Healthy Borough. People with learning disabilities die younger. The gardening program can be physically demanding on our members and they are kept active all day. This helps keep our learning disabled members healthier and increase life expectancy and increase levels of wellbeing.</p> <p>Social Inclusion and community cohesion. The gardening program supports people with a learning disability who suffer from social exclusion. The program offers opportunities for public interaction and supports people from Minority ethnic backgrounds. One of our current projects is to gain more people into the project from the multi ethnic community and support them and their families, many of whom come from the poorer wards within Bedford.</p>
15g	2	<p>Value for money</p> <p>How does the funding requested represent value for money for council tax payers?</p>	<p>A donation towards the mowers will help us deliver work experience, a healthier lifestyle and community cohesion opportunities through the gardening project. We need the equipment to operate the gardening program successfully and for us to be able to provide a wide range of services needed for people with a learning disability.</p>
15h	3	<p>Equal Opportunities</p> <p>How does the work of this organisation help to support the Council to promote equality and tackle discrimination and the new public sector duties? Does it:</p> <ul style="list-style-type: none"> • Eliminate discrimination • Advance equality of opportunity • Foster good relations 	<p>At BGC we have multi ethnic members of staff and multi ethnic members with a learning disability helping promote good relations and understanding internally and into the community. We have an equal opportunities policy for recruitment and have started a program of intervention into the multi ethnic areas of Bedford. This has included contact with the Muslim community leaders and meetings at the Mosques helping understanding. Our gardening program, furniture store and the café all help community integration for our members as they meet and learn how to behave and interact with their community, this helps reduce social exclusion and discrimination.</p>
	4	<p>Meeting the criteria for the award of grants established by Members</p> <p>Has the organisation met the criteria established by Members?</p>	Yes
15d	5	<p>Duplication of services</p> <p>How has this organisation demonstrated that it provides a unique service to the residents of the borough?</p>	No
15b	6	<p>Performance Indicators</p> <p>Does this organisation have specific performance indicators, particularly national indicators? Can it meet agreed performance targets?</p>	Yes- ASDAN training requires specific measurement of educational achievement.
15c	7	<p>Provides or supports a statutory service</p> <p>Does this organisation feel that it provides a statutory/complementary service</p>	No

		i.e. in that it assists the council in the delivery of a statutory service [This means that if the organisation did not deliver this service the council would need to seek an alternative provider or make direct provision].	
	8	Works specifically with or for ethnic or minority groups Does this organisation work specifically with or for ethnic or minority groups?	No

DETAILS OF REQUESTED FUNDING

<u>Amount of Grant Requested</u>		£1,000
15a	Purpose for which funding is requested: <i>We wish to apply for funding towards two mowers used in our work experience gardening / horticultural program. The total value of items we currently require for the program is £1,396.80 for two industrial mowers and £948 for two strimmers. I have only included the two mowers as the maximum grant is £1,000.</i>	
19	What will happen to the service or project if this funding is not awarded? Does the organisation have a contingency plan? <i>Any shortfall in amount awarded will mean a delay in the purchase as we will need to try and raise the money. We could still run the service but we will be using old machines that are less reliable and not as safe.</i>	
19b	Would a grant from this Council help the organisation to secure match/lever funding? If yes, how much would it help to secure and from which organisation?	<i>Yes, If you grant the £1,000 it will make it easier when applying for the remaining funds to say that we already have a donation towards the amount required.</i>
18	Is this organisation actively seeking funding from other local authorities, trusts or organisations in respect of this work or project? If not, why not?	No.
Date Applied		Organisation applied to
Amount applied for		Outcome (if known)
15e	How has the organisation effectively demonstrated that there is a need for this service or project? [Have they have provided details of research, surveys, consultation or evidence of current demand?]	
<i>We are seeing growing demand for our services from people with a learning disability who want to engage in meaningful activities during the day. This is due to the lack of opportunities available for them within Bedfordshire.</i> <i>We have conducted a number of surveys during the consultation phase of the new capital appeal. These surveys and meetings were conducted with parents / carers / members, social services and other council departments, and other organisations in and around Bedford. This</i>		

		<i>research shows a dire need for more work experience opportunities. The gardening program is how BGC started 17 years ago, it has proved to be very successful and is one of the ways we can offer opportunities to learn work and transferable skills.</i>
Q16	When and where are the services or the project available or will be available to the users?	<i>People who will be working in the gardening programme come from Bedford and its Surrounds. Some live within the wards classed at the top 10% and 20% most deprived. The gardening program operates from Monday to Friday 9.30 a.m. to 3.30 p.m. Each day the 2 vehicles go out to different worksites after loading up with the equipment required (mowers, strimmer's hand tools etc). These work sites could be at schools, business addresses, churches or private addresses located within Bedford or its surrounds. BGC is open from 8 a.m. to 5 p.m. and there is a Saturday club on a Saturday which most often meets at BGC then the club members go out to a different location. BGC has a manned telephone during opening hours with support for parents with information either over the phone or face to face.</i>
10a	How many individuals will benefit from this service or project?	135

Financial Comment

Financial Statements are provided for the year to 31st December 2014 and are subject to an independent examination by absoluteaccounts, who do not report any causes for concern regarding the preparation of accounts.

The information provided in the financial statement is summarised below:

	Unrestricted	Restricted	Total
Income	£317,792	£93,560	£411,352
Expenditure	£316,371	£45,613	£361,984
Surplus/deficit	£1,421	£47,947	£49,368

Income is from day care charges, grants and donations. Expenditure is almost entirely on charitable activities. The balance sheet shows total assets of £234,781 however this is predominantly comprised of fixed assets. The net current assets were (£15,219).

The organisation has a policy to work towards holding reserves that equate to six months running costs. The organisation has recognised that current reserves are significantly below this level.

This organisation has indicated that the following ticked categories best describe (a) the work of their organisation and (b) the client group(s) they serve.

APPENDIX C

(a) Service(s) provided	X	(b) Client Group(s)	X
Accommodation		Children and/or Young People	
Accommodation with support		Disabled People	X
Adult Education	X	Ethnic Minority Communities	
Adult Health and Wellbeing	X	Workless People	
Advice, Counselling and Information	X	Families	
Arts Development		Lesbian, Gay, Bisexual, Transgender	
Carers		Homeless People	
Children and Young People		No one specific group	
Community and Tenants' Associations		Older People	
Community Activities/Development		Other voluntary and community groups	
Safer Communities		People on low incomes	
Education, Skills and Training	X	People living in deprived areas	
Environment & Climate Change		People living in rural areas	
Health (including mental health)	X	Women and girls	
Sports, Recreation and Leisure	X	Other (<i>please specify</i>)	
Social Inclusion, Community Cohesion & Culture	X		
Sustainable Communities	X		
Other (<i>please specify</i>) – Employment, work experience			

**COMMUNITY CHEST APPLICATIONS: GRANT REQUEST EVALUATION
CORE FUNDING 2016/2017**

	Name of Applicant:	Bedfordshire Refugee Asylum Seeker Support (BRASS)	
	Operating address of the organisation in Bedford Borough:	27b Tavistock Street Bedford MK40 2RB	
	Date of Application:	18/04/2016	
2e	When was the organisation established?	October 1999	
1 a-g	Type of organisation: e.g. Trust, registered charity, company limited by guarantee, etc. State registration number where applicable Social Enterprise, CIC	Registered Charity, number 1096874	
1h	Is the organisation a local group of a national organisation, if yes, state which.	No	
Q16	Geographical area of operation, (town, village or ward(s))	Bedford Borough	
Q8	Number of paid employees:	2 FT	1 PT
Q8	Number of volunteers:	1>10Hrs	30 <10Hrs
7a	Organisation operates to an appropriate quality system, if yes, state which. State if fully accredited or 'working towards'.	Yes, OISC.	
Pg 1	Organisation works with Bedford Borough officers to deliver this service or activity? If yes, details here.	Yes, Facilities Officer and Syrian Family Support Worker.	
Q3	Aims and objectives and activities of the organisation	<p><i>We look after refugees and asylum seekers by; drop in advice, English tuition, social trips and parties. We also raise public awareness of the plight of our clients and promote tolerance acceptance and integration. We do this largely through public talks and during Refugee Week.</i></p> <p><i>The BRASS coordinator is the chair of the Refugee Week steering group. Which does not have its own budget. Hence we have given you details of Brass who will obtain the funding and pay for the project through our account.</i></p>	

Q15b	<p>Expected outcomes of the organisation's current and planned activity(ies) and how they will be monitored</p>	<p><i>The purpose of Refugee week is to help highlight the plight of refugees and what good they bring, to the general public. Refugee week steering group includes. Borough Council, BRASS, Libraries, Place theatre, PBIC, Higgins museum, Yarl's Wood befrienders amongst others.</i></p> <p><i>The football five a side teams are from the local community included last year: Fire service, BPHA, Polish British integration Centre, Homeless project, Social workers. This year we have been told the Police will also provide a team. And we are expecting 3 teams from the Refugee community in Bedford.</i></p> <p><i>We hope for 60 participants.</i></p> <p><i>In a public park on a Sunday we also estimate over 250 members of the public watched or used the very popular bouncy castles. While they are engaged we give members Refugee Myth Busting leaflets which the borough are good enough to print for us.</i></p>
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SUMMARY OF ORGANISATION'S ELIGIBILITY

Principles for the award of grants from the Community Chest

15f	<p>1 Supports the Council's Sustainable Community Strategy 2009/12</p> <p>How will the funding requested assist the Council in the delivery of the Sustainable Community Strategy?</p>	<p><i>Integration is very much part of Refugee Week.</i></p> <p><i>Members of the public often have limited knowledge of the plight of refugees and Refugees themselves have need of social activities to prevent isolation and promote integration.</i></p>
15g	<p>2 Value for money</p> <p>How does the funding requested represent value for money for council tax payers?</p>	<p><i>It is an event to help a vulnerable group of the Bedford Community for a relatively small sum. It also brings together caring community groups and engages the general public in a positive way at a time when Refugees are much in the media.</i></p>
15h	<p>3 Equal Opportunities</p> <p>How does the work of this organisation help to support the Council to promote equality and tackle discrimination and the new public sector duties? Does it:</p> <ul style="list-style-type: none"> • Eliminate discrimination • Advance equality of opportunity • Foster good relations 	<p><i>Our Myth busting leaflets we distribute on the day will help inform the people of Bedford and as ignorance is often the cause of discrimination help reduce it.</i></p> <p><i>Bringing our client group into contact and friendly competition with other Bedford community and statutory groups will be good for their esteem and make good contacts, fostering good relations between the groups as well as with members of the public.</i></p>
	<p>4 Meeting the criteria for the award of grants established by Members</p> <p>Has the organisation met the criteria established by Members?</p>	<p>Yes</p>
15d	<p>5 Duplication of services</p> <p>How has this organisation demonstrated that it provides a unique service to the residents of the borough?</p>	<p>No</p>

7b	6	Performance Indicators Does this organisation have specific performance indicators, particularly national indicators? Can it meet agreed performance targets?	Yes- Empowerment of clients, Ending Isolation, Public understanding.
15c	7	Provides or supports a statutory service Does this organisation feel that it provides a statutory/complementary service i.e. in that it assists the council in the delivery of a statutory service [This means that if the organisation did not deliver this service the council would need to seek an alternative provider or make direct provision].	No
	8	Works specifically with or for ethnic or minority groups Does this organisation work specifically with or for ethnic or minority groups?	Yes

DETAILS OF REQUESTED FUNDING

<u>Amount of Grant Requested</u>		£970.00	
15a	Purpose for which funding is requested: <i>Refugee Week. We will be running a football family funday in Russell park. We did this last year with the help of a Community chest grant. The cost is approximately £400 for the marking of 2 pitches and £570 for 2 bouncy castles (for 2 different age groups.)</i>		
19	What will happen to the service or project if this funding is not awarded? Does the organisation have a contingency plan? We would have to decide if the event can still go ahead perhaps in a much reduced form, possibly not in a public park.		
19b	Would a grant from this Council help the organisation to secure match/lever funding? If yes, how much would it help to secure and from which organisation?	<i>Yes, Would be helpful in our fund raising to say a project is part funded by the Borough.</i>	
18	Is this organisation actively seeking funding from other local authorities, trusts or organisations in respect of this work or project? If not, why not?	No.	
Date Applied		Organisation applied to	Amount applied for
15e	How has the organisation effectively demonstrated that there is a need for this service or project? [Have they have provided details of research, surveys, consultation or		<i>We were very successful last year, it was the best attended event of Refugee Week and the Mayor came and presented the prizes.</i>

	evidence of current demand?]	
Q16	When and where are the services or the project available or will be available to the users?	<i>The Activity will take place in Russell Park on Sunday 26th of June. As well as more than 10 teams the general public will be encouraged to watch and have free use of the bouncy castles. We will also advertise the event using flyers printed for us by the Borough at our refugee week information stalls at the start of the week on Monday the 20th June in Harpur square outside the library.</i>
10a	How many individuals will benefit from this service or project?	450 (95% from Bedford Borough).

Financial Comment

The organisation is a registered charity.

Financial statements are provided for the year to 31 March 2015 and are subject to independent examination by AIMS Accountants for Business who do not report any cause for concern regarding the financial statements.

The information provided in the financial statements is summarised below:

	Unrestricted	Restricted	Total
Income	£17,503	£62,096	£79,599
Expenditure	£10,236	£54,425	£64,661
Surplus / (deficit)	£7,267	£7,671	£14,938

Income is derived mainly from grant and rents received. Expenditure is predominantly on charitable activities.

The balance sheet shows net assets of £33,115 of which £9,639 is unrestricted funds and £23,476 is restricted funds. Cash held at the bank amounts to £28,137.

The organisation has a policy to maintain sufficient 'free' reserves excluding fixed assets) to support the future growth of the charity and possible contingencies such as short-term cessation of project activity or redundancy.

This organisation has indicated that the following ticked categories best describe (a) the work of their organisation and (b) the client group(s) they serve.			
(a) Service(s) provided	X	(b) Client Group(s)	X
Accommodation		Children and/or Young People	
Accommodation with support		Disabled People	
Adult Education	X	Ethnic Minority Communities	X

APPENDIX D

Adult Health and Wellbeing		Workless People	X
Advice, Counselling and Information	X	Families	
Arts Development		Lesbian, Gay, Bisexual, Transgender	
Carers		Homeless People	
Children and Young People		No one specific group	X
Community and Tenants' Associations		Older People	
Community Activities/Development	X	Other voluntary and community groups	
Safer Communities		People on low incomes	X
Education, Skills and Training	X	People living in deprived areas	
Environment & Climate Change		People living in rural areas	
Health (including mental health)		Women and girls	X
Sports, Recreation and Leisure	X	Other (<i>please specify</i>)	
Social Inclusion, Community Cohesion & Culture			
Sustainable Communities	X		
Other (<i>please specify</i>) – Employment, work experience			

**COMMUNITY CHEST APPLICATIONS: GRANT REQUEST EVALUATION
CORE FUNDING 2016/17**

	Name of Applicant:	Bedford Guild House	
	Operating address of the organisation in Bedford Borough:	56 Harpur Street Bedford MK40 2QT	
	Date of Application:	01/06/2016	
2e	When was the organisation established?	April 1962	
1 a-g	Type of organisation: e.g. Trust, registered charity, company limited by guarantee, etc. State registration number where applicable Social Enterprise, CIC	Registered Charity, number 1123721	
1h	Is the organisation a local group of a national organisation, if yes, state which.	No	
Q16	Geographical area of operation, (town, village or ward(s))	Bedford Borough	
Q8	Number of paid employees:	1 FT	4 PT
Q8	Number of volunteers:	12>10Hrs	33 <10Hrs
7a	Organisation operates to an appropriate quality system, if yes, state which. State if fully accredited or 'working towards'.	Yes, PQASSO.	
Pg 1	Organisation works with Bedford Borough officers to deliver this service or activity? If yes, details here.	Yes, Cllr Jane Walker.	
Q3	Aims and objectives and activities of the organisation	<i>We aim to improve the lives of older people living in Bedford Borough by providing them with social opportunities to eliminate loneliness and depression and activities to increase or maintain both mental and physical health and wellbeing. We work to give older people a sense of being part of the community, not isolated from it.</i>	
Q15b	Expected outcomes of the organisation's current and planned	<i>The result of our activities, services and support to older people in Bedford Borough in</i>	

	activity(ies) and how they will be monitored	<p>particular older people who are living on their own, frail, disabled or with other impairments common in old age, are:</p> <ul style="list-style-type: none"> -improved health and wellbeing (all) -widened social contact (all) -more socially inclusive (all) -quantitative research/feedback from group leaders and staff
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SUMMARY OF ORGANISATION'S ELIGIBILITY

Principles for the award of grants from the Community Chest

15f	1	Supports the Council's Sustainable Community Strategy 2009/12 How will the funding requested assist the Council in the delivery of the Sustainable Community Strategy?	<i>Our work assists with two themes from the Council's Sustainable Community Strategy</i> <i>Health- helping older people to lead healthy and independent lives</i> <i>Inclusive- helping older people to continue to be part of the wider community.</i>
15g	2	Value for money How does the funding requested represent value for money for council tax payers?	<i>The population of older people is increasing nationwide, bring extra burden on the need for social care and health provision and can be a strain on other family members. Our work aims to prevent/delay the necessity for other agencies to provide support, thus saving on costs for statutory provision.</i>
15h	3	Equal Opportunities How does the work of this organisation help to support the Council to promote equality and tackle discrimination and the new public sector duties? Does it: <ul style="list-style-type: none"> • Eliminate discrimination • Advance equality of opportunity • Foster good relations 	<i>Eliminate discrimination - older people do experience discrimination.</i> <i>Equal opportunity we - work to create opportunities to continue to lead active lives.</i> <i>Foster good relations – we encourage other people in the community to get involved with our work as volunteers and supporters.</i>
	4	Meeting the criteria for the award of grants established by Members Has the organisation met the criteria established by Members?	Yes.
15d	5	Duplication of services How has this organisation demonstrated that it provides a unique service to the residents of the borough?	<i>We are the only not for profit organisation in Bedford Borough providing such a wide range of services to older people, every weekday, all year round. Service users do not have to be referred or known to social services, they self-refer as a result of publicity or outreach activity or are recommended by other people. Our work is preventative and enables them to live independently and in better health for longer, without the need for accessing social care from statutory sources.</i>
15e	6	Performance Indicators Does this organisation have specific performance indicators, particularly national indicators? Can it meet agreed performance targets?	Yes- Empowerment of clients, Ending Isolation, Public understanding.

15c	7	Provides or supports a statutory service Does this organisation feel that it provides a statutory/complementary service i.e. in that it assists the council in the delivery of a statutory service [This means that if the organisation did not deliver this service the council would need to seek an alternative provider or make direct provision].	No.
	8	Works specifically with or for ethnic or minority groups Does this organisation work specifically with or for ethnic or minority groups?	No.

DETAILS OF REQUESTED FUNDING

	<u>Amount of Grant Requested</u>	£1,000	
15a	Purpose for which funding is requested: <i>We request the award to help our core costs to enable us to deliver our charitable aims. As an example, we provide a welcoming social room for older people to use freely to engage with other people rather than staying at home on their own. This room requires heating and light, cleaning and a proportion of the overall rates. This area (The Westfield Room) is frequented by almost all of our service users on a daily basis.</i>		
19	What will happen to the service or project if this funding is not awarded? Does the organisation have a contingency plan? No answer given.		
19d	Would a grant from this Council help the organisation to secure match/lever funding? If yes, how much would it help to secure and from which organisation?	<i>Yes, we provide beneficial and much needed help and support to older people in Bedford Borough. Showing evidence that our Borough Council considers our work worthy of support would strengthen our chances of success with other funders.</i>	
18	Is this organisation actively seeking funding from other local authorities, trusts or organisations in respect of this work or project? If not, why not?	No.	
	Date Applied	Organisation applied to	Amount applied for
	19 Feb 2016	House of Industry	£20,000.00
15e	How has the organisation effectively demonstrated that there is a need for this service or project? [Have they have provided details of research, surveys, consultation or evidence of current demand?]		<i>Bedford Guild House has been active in the Borough for over 50 years and has always been well attended and appreciated by its beneficiaries within the local community. Our service users stay with us for many years. On a typical day, over 100 older people will visit our centre because they enjoy and benefit from what it has to offer them.</i>

Q16	When and where are the services or the project available or will be available to the users?	<i>Almost all our beneficiaries live in Bedford Borough. We are open Monday to Friday, all year round (104). Bedford Guild House is centrally located in Harpur Street. We operate an 'open door' policy, welcoming all older people regardless of gender, disability, social or economic status.</i>
10a	How many individuals will benefit from this service or project?	450, 99% from Bedford Borough.

Financial Comment

The organisation is a registered charity and a company limited by guarantee.

Financial statements are provided for the year to 31 July 2015 and are subject to an independent examination by David Brownridge CPFA who does not report any causes for concern regarding the preparation of accounts.

	Unrestricted	Restricted	Total
Income	£162,974	£46,623	£209,447
Expenditure	£164,894	£37,057	£201,951
Surplus/ (deficit)	(£2,070)	£9,566	£7,496

Income is derived from voluntary income and activities for generating funds. Expenditure is predominantly on charitable activities and activities for generating funds. The balance sheet shows net assets of £19,219 at 31 July 2015 with no fixed assets. This is comprised of £6,422 in unrestricted funds and £12,797 in restricted funds. Cash deposits total £12,797.

This organisation has indicated that the following ticked categories best describe (a) the work of their organisation and (b) the client group(s) they serve.			
(a) Service(s) provided	X	(b) Client Group(s)	X
Accommodation		Children and/or Young People	
Accommodation with support		Disabled People	X
Adult Education		Ethnic Minority Communities	
Adult Health and Wellbeing	X	Workless People	X
Advice, Counselling and Information		Families	
Arts Development		Lesbian, Gay, Bisexual, Transgender	
Carers		Homeless People	

APPENDIX E

Children and Young People		No one specific group	
Community and Tenants' Associations		Older People	X
Community Activities/Development	X	Other voluntary and community groups	
Safer Communities		People on low incomes	X
Education, Skills and Training		People living in deprived areas	
Environment & Climate Change		People living in rural areas	
Health (including mental health)		Women and girls	
Sports, Recreation and Leisure		Other (<i>please specify</i>)	
Social Inclusion, Community Cohesion & Culture	X		
Sustainable Communities			
Other (<i>please specify</i>) – Employment, work experience			

**BACKGROUND PAPERS
AS SET OUT IN THE
REPORT ARE
ATTACHED**



Community Chest 2016/2017
Reference: VSS546612

Community Chest Fund

Application for Financial Assistance 2016/2017

Grant Applications for Funding (Up to £1,000) Core or project funding for established voluntary, charitable organisations and community groups

Community Chest Grants help to improve the quality of life for residents of the Borough by funding organisations which can assist the council in the goals outlined in the Corporate Plan and the Sustainable Community Strategy key themes of:

- Economic Development, Regeneration & Enterprise
- Environment & Climate Change
- Adult Health & Wellbeing
- Children & Young People
- Safer Communities
- Sustainable Communities (incl. Housing & Transport)

Further details are available at: http://www.bedford.gov.uk/council_and_democracy/key_plans_and_strategies.aspx
The Mayor has authority to award grants from the Community Chest fund for activities in accordance with the pre-determined criteria outlined below. Grants can be awarded for CORE (running costs) and PROJECT costs **up to £1,000.**

The applicant must be able to demonstrate that the organisation is also seeking funding from elsewhere. Any sum awarded will be regarded as a 'one-off' and no commitment will be given to ongoing funding.

The organisation making an application must ordinarily:

- Be a voluntary, charitable organisation or community group providing services and activities for Bedford Borough residents. Applications cannot be accepted from individuals or party political groups;
- Be known to the council through partnership working or be able to demonstrate that it can develop a relationship with the council or has borough councillor representative(s) on its management committee;
- Be a not for profit organisation;
- Have a constitution, set of rules or memorandum and articles of association with clear aims and objectives which support the council in the goals outlined in the Corporate Plan and the Sustainable Community Strategy;
- Have formal financial arrangements with accounts which are not more than 12 months old and (audited with certificate or verified by a suitable competent person independent of the organisation). Organisations which have been in existence for less than one year can provide a forecast of income and expenditure signed by the chairperson and the treasurer;
- Have a bank or building society account in the name of the organisation with at least two unrelated signatories;
- Have an equal opportunities policy;
- Have a child protection policy/vulnerable adult policy if the organisation works with or for young people/vulnerable adults;
- Provide a report and simple statistics on service provision/progress of the project to the deadlines set by the Council;
- Show how the value of their work can help support the Council deliver its public sector duties to promote equality

and tackling discrimination and the new public sector equality duties from April 2011:

- Eliminate discrimination
- Advance equality of opportunity
- Foster good relations

- Assist the council in providing value for money for the residents of the Borough;
- Not be more suitably funded from another source (either within the council or from another external statutory body);
- In relation to funding for specific projects or events:

Organisations should show that the project or event meets one or more of the key themes of the Council's Sustainable Community Strategy, that there is a demonstrated need and that the project would not ordinarily be funded from other council grant schemes or other statutory bodies.

In most cases, reimbursement will only be made once an event/project has been undertaken and proof of payment (s) made will be required. In certain circumstances other payment arrangements may, however, be considered. The project or event must be undertaken in the current financial year. Failure to achieve this will mean that the funding automatically lapses.

Reference Number:
(Office Use Only)

Your Contact Information

The full legal name of your organisation:

Name by which your organisation is commonly known:

Main contact (the person we should write to):

Position held within the organisation:

Organisation address:

Schoolreaders

Schoolreaders

Edward Scott

Support Manager / Fundraiser

Telephone:

Fax:

Email:

Mobile Phone No:

Main Contact's Details

Main contact's Email:*

Your organisation's website address:

www.schoolreaders.org

Important

Do you work with Bedford Borough officers to deliver your service or activity?

Yes

Please list their names(s) or job title(s):

Paul Stanyard, head teacher at Camestone Lower School is a member of our management committee.

We work with school leaders in 17 Bedford Borough partner schools

Henry Vann, Bedford Borough councillor and Education Portfolio Holder provided a quote showing support for the scheme.

SECTION A: QUESTIONS ABOUT YOUR ORGANISATION

Question 1

What type of group are you?



Registered charity



Company limited by guarantee



A trust established by trust deed



An unincorporated club or association



Community group/club/society



Friendly/Provident Society



Other

Please provide your registration number:

1159157

Please specify type of group:

Charitable Incorporated Organisation

Are you a local group of a national organisation?

No

Are you affiliated to a political organisation?

No

Question 2

Does your organisation have a:



Constitution



Set of Rules



Memorandum & Articles of Association



Other Governing Document

You must provide a signed copy with this application.

When was your organisation set up (please specify month) November 2014

and year)?

Question 3

Briefly describe the aims, objectives and activities of your organisation:

Schoolreaders is a charity set up to improve literacy by creating a network of community volunteers who listen to children read in primary schools on a 1-1 basis.

We mobilise communities, raising awareness of low educational attainment and the potential lifelong outcomes, and match volunteers with schools that require reading support.

Our volunteers listen to the children, support and encourage them in order to build their confidence, fluency and enjoyment in reading.

By targeting reading support early in a child's development, Schoolreaders aims to address the barriers to achievement and the wider social and economic inequalities to which low levels of literacy contribute.

Question 4

Does your organisation have an equal opportunities policy?

Yes

You must include a copy with your application.

Question 5

Does your organisation work with or for young people/vulnerable adults?

Yes

Are your volunteers/members/staff CRB checked?

Yes

You must include a copy of your child protection/vulnerable adults' policy with your application.

Question 6

Does your organisation have, or have evidence of working towards, an environmental policy?

No

Question 7(a)

Does your organisation have, or have evidence of working towards, an appropriate quality assurance system?

No

Please indicate which QA system you have or are working towards. This question is particularly relevant to organisations that provide advice services. Please see additional information in the Guidance Booklet.

Question 7(b)

Does your organisation have specific performance indicators?

Yes

Please list here:

We have key performance indicators to evaluate our performance and measure project outcomes.

In Bedford Borough, these indicators will include but are not limited to:

- The number of children supported - We aim to support 600 children every week in Bedford Borough.

- The level of volunteer engagement from the community - We aim to mobilise and retain 60 volunteers to support Bedford Borough schools. We estimate our volunteers will commit the equivalent of 37000 ten minute reading sessions in one academic year.

- The skills and confidence acquired by the children. We will target a 95% positive impact on reading confidence, 90% on reading fluency, 85% on reading comprehension and 90% on general confidence.

- The positive change in volunteers' feelings of psychological and physical well being (ie feel happier,

more confident, increased sense of purpose). We will target a 95% positive response to improvement in volunteer wellbeing.

Question 8

How many people are involved in running the organisation at this time (Please insert number of people in the boxes provided)?

Full time employees:

Part time employees:

Volunteers working on average more than 10hrs per week:

Volunteers working on average less than 10hrs per week:

Members of Management Committee or Board:

2

223 (32 in Bedford Borough)

7

Question 9

How many people running or managing your organisation are: (Please put the number of people in the boxes provided. Some people may be counted more than once)

White:

Black or Ethnic Minorities:

Male:

Female:

People with disabilities:

9

3

6

Question 10

User Involvement

How many individuals use your service?

If your organisation operates on a county-wide basis, what percentage of people who use your service live in the Bedford Borough Council area?

Are the people who use your service involved in the day to day running of the organisation or development of activities/projects?

How many?

2544 Children/Volunteers/Schools (367 in Bedford Borough)

Yes

2544 Children/Volunteers/Schools (367 in Bedford Borough)

Please explain how the people who use your service are involved:

Qualitative and quantitative feedback forms are sent to all our partners 4 weeks after a volunteer start date in school. This helps us ensure our partners are engaged and identify any issues at the school or in our processes that need addressing/development.

Every summer detailed qualitative and quantitative feedback forms are sent to all our partners to support our end of year evaluation, demonstrate impact and guide the direction of the scheme for the coming year and future projects.

Our committee includes one head teacher from a Bedford Borough school, one schoolreaders volunteer and 2 former Bedfordshire school governors.

Question 11

Please list any Councillors or Officers who attend meetings on your Management Committee/Board or decision-making body:

Paul Stanyard, Head Teacher at Camestone Lower School, Kempston

Question 12

Have any of the people listed in Question 11 benefited directly or indirectly from their involvement with your organisation?

Yes

Please indicate in what way:

Camestone Lower School have been a partner to the scheme since inception and currently have 2 Schoolreaders volunteers.

Question 13

Financial Information

Please indicate which financial year your figures relate to:

1/11/14 - 31/8/15 (10 month period)

Total gross income:

£27100.00

Total expenditure:

£24991.00

Equals Surplus/Deficit for the year:

£2109.00

Savings, Unrestricted Reserves, Cash, Investments:

£2109.00

IMPORTANT - ACCOUNTS

The accounts you supply must be not more than 12 months old and must either have:

- been audited with certificate OR
- been independently verified by a suitable competent person independent of your organisation and have been signed and dated by them, your Treasurer and Chair (Organisations which have been in existence for less than one year should provide a forecast of income and expenditure signed and dated by the Treasurer and Chair. You may be asked for further information during the assessment process)
- **IF YOU ARE PROVIDING NATIONAL/REGIONAL ACCOUNTS YOU SHOULD ALSO PROVIDE AN INCOME AND EXPENDITURE BREAKDOWN FOR YOUR LOCAL SERVICE OR PROJECT.**

If you hold unrestricted funds or reserves in excess of six months operating expenditure or large surpluses, (including those of the national organisation, if you have answered YES at Question 1(g)), please explain what your reserves policy is and why you are holding these funds.

SECTION B: YOUR ACTIVITY

Question 14

How much money are you applying for?

£1000.00

What is the estimated total cost of providing your total service for 2016/2017?

£10000.00

Question 15

Please give a brief overview of the main elements of the service you wish any award to pay for:

Funding would go towards the costs of our Bedford Borough project to mobilise and retain a total of 60 volunteers to support 600 children every week with 1-1 literacy support.

This project will be led by Jane Whitbread, founder of Schoolreaders. She will be supported by the committee who will oversee various aspects of the project and participate directly in community engagement, volunteer mobilisation and fundraising for the project.

The committee will be supported by our management team who handle day-to-day project activities.

Activities

- Expand the scheme in Bedford Borough to mobilise and retain 60 volunteers to support 600 children every week.

- Engage the community. Working with organisations and community magazines, we raise awareness of low educational attainment and the potential lifelong outcomes.

We promote the value of intergenerational volunteering and foster links with local communities through speakers, exhibitions, literature, advertising and ongoing communications.

- Organise matches and provide ongoing support to community reading volunteers and partner schools.

Through our website and administration centre, volunteers apply to the scheme. We process applications, interview applicants and match suitable volunteers with schools.

We provide guidance to facilitate the early days of the relationship and offer ongoing support throughout the academic year to ensure the best possible impact of the volunteer.

The schools arrange the DBS check, induction and training prior to a volunteer start.

- Support children. Our volunteers provide weekly, one-to-one reading time to children the school believes will benefit from additional literacy support.

They listen to the children and support and encourage them in order to build their confidence and fluency in reading.

Sessions generally take place outside the classroom and are led by the child who chooses their own book to read.

- Complete evaluations with new schools and volunteers 4 weeks after their start date. We complete general evaluations with schools and volunteers at the end of the school year.

- Prepare and send out newsletters to schools, volunteers and all related organisations twice a year.

Please describe the expected outcomes of your work/activity giving details of your target groups who benefit from this work. Please state approximate numbers of each type. How will you monitor these outcomes?

Outcomes

- Children improve reading fluency and comprehension.
- Children increase in their confidence towards reading and learning.
- Children increase self-esteem and feel more confident in themselves.
- Volunteers improve psychological and physical well-being that will help maintain independence.
- Increased community awareness of issues surrounding poor literacy and the potential lifelong outcomes.
- Greater support to schools from the local community.

Target Groups

Children - This project will benefit up to 600 children, principally in primary schools, who require additional 1-1 reading support in Bedford Borough.

Schools - This project will benefit 18 schools who lack the volunteer resources to provide consistent 1-1 support for children who require help with their reading.

Volunteers - This project will benefit up to 60 volunteers. It will provide an intergenerational activity for older people to use their knowledge and skills to help children in their local area. It will also provide an opportunity to become involved in the community and helps to support mental wellbeing and independence.

Do you provide a statutory service?

No

Are you aware of other organisations that provide the same or similar services to yours for the residents of the Borough? You should note that where possible, awards granted will not be duplicated to organisations providing the same or similar service.

No

What are the unique elements of your service?

This is a free service to schools and volunteers.

Schoolreaders uses the strength of the community to engage the public, mobilise volunteers and match them with schools who require one-to-one literacy support for children struggling with their reading.

As part of this 'Mobilise and Match' model, it is the school's responsibility to train the volunteer. This unique trait allows Schoolreaders to mobilise volunteers en masse to support the greatest number of children possible.

This also means we are low cost and a value proposition to our funders. This service costs just £17 per child per year. We want every child to read well and make a lasting difference to their lives.

How do you know that there is a need for your work/activity? Tell us how you have identified there is a need for your service or activity, giving details of any research, surveys or consultation you have undertaken or evidence of current demand.

Children with poor reading skills need regular one-to-one literacy support in order to improve reading attainment, increase confidence towards reading and learning and overcome the educational, social and economic inequalities to which low levels of literacy contribute. The evidence:

- 1 in 6 children left Bedford Borough primary schools unable to read to the required standard in the 2015 Key Stage 2 reading assessments. The national average is 1 in 9 children. Bedford came bottom of 150 local authorities for reading attainment. Poor literacy creates disadvantage in school and life with close links to low pay, low skills, poverty, unemployment, isolation, even criminality.

- Current requests from our partner schools within the Borough demonstrates the huge need for community volunteers with requests for up to 10 volunteers from individual schools within the scheme.

- Feedback from one partner school in 2016 highlights the difficulty faced by many of our partner schools - Reading time at home is insufficient and schools lack the volunteer resources to provide consistent one-to-one support to children struggling with their reading.

- In a survey by Quick Reads, 19% of parents with children under eight admitted that they read with them just once a week or less.

- A 2014 report by the National Literacy Trust highlighted that where poor literacy is intergenerational, some parents lack the confidence and skills to help children with their reading.

- The project clearly complements the current Government's priority to tackle illiteracy. Schoolreaders met with Nick Gibb, MP, Minister for Schools at the Department of Education in March 2016, in which he underlined the importance of reading practice for children that don't read fluently and the positive impact of one-to-one support from reading volunteers.

Please show here how your work/activity will assist in supporting the Council's Sustainable Community Plan priorities:

Children and Young People

1 in 6 children left primary school last year in Bedford Borough unable to read to the required standard. They enter secondary school unable to access the curriculum and this has a lifelong impact.

By targeting reading support early in a child's development, Schoolreaders aims to address the barriers to achievement and the wider social and economic inequalities to which low levels of literacy contribute.

How does your request for a grant from public funds represent value for money for council tax payers?

According to a 2015 report from the World Literacy Foundation, 6 million adults in the UK are functionally illiterate at a cost to the UK economy of £81 billion every year.

If we do not change the current trend in schools, a further one million children will be left behind by 2025.

According to a report by Oxford University Press, just 10 minutes reading a day boosts school achievement and make a difference to a child's life.

For £17 per child, Schoolreaders will seek to mobilise enough volunteers to support 600 children every week with volunteers who will commit up to 37000 ten minute reading sessions in one academic year.

How does your work help to support the council to promote equality and tackle discrimination and the new public sector duties?

- Eliminate discrimination
- Advance equality of opportunity
- Foster good relations

Advance equality of opportunity.

1 in 6 children left primary school last year in Bedford Borough unable to read to the required standard. They enter secondary school unable to access the curriculum and this has a lifelong impact.

Poor literacy creates disadvantage in school and life with close links to low pay, low skills, poverty, unemployment, isolation, even criminality.

By targeting reading support early in a child's development, Schoolreaders aims to address the barriers to achievement and the wider social and economic inequalities to which low levels of literacy contribute.

Question 16

Where do the people live who will benefit from this funding, and when is your service available to users? Tell us about where the activity will take place. Will it cover the whole of the county, the Borough, a village or specific ward(s)? When are the users able to access the services you provide? e.g. weekdays, evenings etc. Please list your full opening times, tell us about manned and unmanned help-lines etc.

The children will be supported by our volunteers in term time, during school hours in Bedford Borough primary/lower schools.

Schoolreaders engages communities, mobilises and supports volunteers throughout the year and our support team are available via telephone, email and our website, 5 days a week 9am - 5pm.

Do you have a waiting list for the services you supply?

No

SECTION C: FINANCIAL IMPLICATIONS OF YOUR ACTIVITY 2016/2017

Question 17

Please show how you would spend the funding you are applying for from us in the boxes below if it was to be granted:

Capital Costs for 2016/2017

New building/ refurbishment:

£

Office Equipment (inc. computers)

£

Vehicle purchase:

£

Mobility, communication or other independent living aids

£

Furniture or Play equipment:

£

Other:

£

If amount entered into Other, please specify details:

Total Capital Costs:

£

Revenue / Running Costs for 2016/2017

Salaries of permanent staff:

£

Please provide details of numbers and earnings of any employees (do not include names):

Insurance

£

Office Expenses (telephone, post, stationery etc):

£100.00

Premises costs (rent, room hire, utilities etc):

£

Travel expenses:

£

Staff and Volunteer training:

£

Information, education and promotional materials:

£100.00

Consultancy and advice:

£

Other:

£800.00

If amount entered in Other, please specify details:

For payment of services provided by our professional charity management team.

Total Revenue Costs:

1000.00

Total (Total Capital Costs + Total Revenue Costs):

£1000.00

Question 18

Have you applied to any other Local Authority or organisation in respect of core funding?

Yes

Please give the name of the Local Authority or organisation (including the House of Industry Estate), the level of funding applied for, the date applied for and the outcome if known

Date Applied:	Organisation applied to:	Amount applied for:	Outcome (if known):
09 May 2016	The Harpur Trust	£5000.00	Stage 2 Application. Interview Complete. Awaiting Outcome.
15 May 2016	The Ibbett Trust	£4000.00	Awaiting Outcome

Please state why:

The trustees aim to create a sustainable charity with a long term future.

To achieve this, they are committed to developing a mixed source of income for work in Bedford Borough.

Question 19

If you have not applied for core funding from another source and we are not able to fund your application fully, what would happen to your service/activity or project?

Would a grant from the Council help you secure match/lever funding?

No

SECTION D: BANK DETAILS

If your grant application is successful, you will be requested to submit your bank account details under separate cover.

SECTION E: TERMS AND CONDITIONS**Terms and Conditions**

If you accept a grant from us it will be on the understanding that you have agreed the following general terms and conditions:

1. You will acknowledge receipt of the grant cheque and confirm in writing that the money will be spent on the purpose approved by Bedford Borough Council.
2. No changes to the project will be made without the prior express agreement of Bedford Borough Council. This Council will be informed of anything exceptional relating to the grant purpose or the organisation as soon as reasonably practicable.
3. A copy of your annual report and accounts will be supplied.
4. Accurate and comprehensive financial records of the spending of the grant must be kept and made available for inspection on demand. Your agreement of this condition allows the Council's officers to enter your premises to inspect the records upon reasonable notice being given and during normal office hours. Use of the grant funding may be subject to an independent review.
5. Bedford Borough Council is likely to use your name in its publicity material; you will acknowledge the grant in your annual report or other publicity relating to the work being funded.
6. Any part of the grant that is not required for the purposes approved will be refunded to Bedford Borough Council.
7. Bedford Borough Council (see condition 2) reserves the right to withhold a grant or require repayment if it is found that any form of deliberately false or misleading information was provided.
8. Bedford Borough Council reserves the right to withhold a grant or require repayment, if your organisation becomes insolvent or goes into administration, receivership or liquidation, provided the grant has not already been spent on its intended purpose.
9. All or any part of the grant will be claimed within two years of the funding being made available.
10. Please note that the details you supply when completing this form may be computerised by Bedford Borough Council for the purposes of assessing your application. In the course of working with you on this matter, these details may be disclosed to other local authorities, primary health care trusts and other organisations or individuals with whom the Council may need to refer, to evaluate and process your application. Details of the application may be published during the Council's decision-making process unless the information is classified as exempt under the provisions of Part 1 of Schedule 12A of the Local Government Act 1972.
11. Dependant upon the level of funding, additional conditions may be added to take account of aspects of a particular grant through a Service Level Agreement/Partnership Agreement/Working Arrangement or Monitoring Agreement.

SECTION F: DECLARATION

I confirm, on behalf of:

Schoolreaders

that I am duly authorised to sign this declaration on its behalf, and that, to the best of my knowledge and belief, all replies are true and accurate. I further confirm that this application is made on the basis that if successful, the organisation will be bound to use the grant exclusively for the purposes specified in the application, and in compliance with the terms and conditions attached to the grant.

Signature of
applicant:

Date:

03 Jun 2016

Name and Designation:

Edward Scott - Support Manager/Fundraiser

PLEASE RETURN THIS FORM WITH THE REQUIRED ENCLOSURES. PLEASE KEEP A COPY FOR YOUR RECORDS.

The Community Welfare Team
Bedford Borough Council
Borough Hall
Cauldwell St
Bedford
MK42 9AP

Voluntary Sector Support 2015/16

Please insert name of your organisation here:

Schoolreaders

1. How many people are involved in running your group? Please count everyone who has a role in planning, organising or leading your group's activities – please insert numbers as appropriate.

Full Time Staff:

Part Time Staff

Volunteers:

Management Committee Members

2

7

Other:

2. Of the people you included in your total at 1 above how many of them would you describe as shown below – please put numbers in the appropriate boxes, some people may be counted more than once if they are covered by more than one description.

Disabled people:

Young People (under 19):

Young People (19-25):

Older People (60+):

Women & Girls:

People of minority ethnic origin:

3. What ages are the people who you hope to benefit through your project? (Please select all that apply)

- | | | | |
|---|---|---|---|
| <input type="checkbox"/> 0-5 | <input checked="" type="checkbox"/> 6-10 | <input type="checkbox"/> 11-16 | <input type="checkbox"/> 17-18 |
| <input checked="" type="checkbox"/> 19-25 | <input checked="" type="checkbox"/> 26-45 | <input checked="" type="checkbox"/> 46-60 | <input checked="" type="checkbox"/> 60+ |

4. How would you describe the people who will benefit from your service/project? We understand that your project may benefit several different groups but please select a maximum of three categories from the following by ticking

- | | | |
|---|--|---|
| <input type="checkbox"/> People living in rural areas | <input type="checkbox"/> Unemployed People | <input checked="" type="checkbox"/> People on low income |
| <input type="checkbox"/> Disabled people | <input type="checkbox"/> Refugees and asylum seekers | <input checked="" type="checkbox"/> People living in an area of deprivation |
| <input type="checkbox"/> Women & Girls | <input checked="" type="checkbox"/> Other | |

5. Tell us about the people who will benefit from your service/project. We understand that your service/project may benefit several different groups but please select a maximum of three categories from the following:

- | | | |
|---|--------------------------------------|---|
| <input checked="" type="checkbox"/> British | <input type="checkbox"/> Pakistani | <input type="checkbox"/> White & Black Caribbean |
| <input type="checkbox"/> Irish | <input type="checkbox"/> Bangladeshi | <input type="checkbox"/> White & Black African |
| <input type="checkbox"/> Other White | <input type="checkbox"/> Other Asian | <input checked="" type="checkbox"/> White & Asian |
| <input checked="" type="checkbox"/> Other Mixed | <input type="checkbox"/> Chinese | <input type="checkbox"/> Black African |
| <input type="checkbox"/> Black Caribbean | <input type="checkbox"/> Other Black | <input type="checkbox"/> Other Ethnic |

Which category(ies) below best describes (a) the work of your organisation and (b) the client group(s) you serve? Please select:

(a) Service(s) provided:

- | | | |
|---|---|--|
| <input type="checkbox"/> Accommodation | <input type="checkbox"/> Accommodation with support | <input type="checkbox"/> Adult Education |
| <input type="checkbox"/> Adult Health and Wellbeing | <input type="checkbox"/> Advice, Counselling and Information | <input type="checkbox"/> Arts Development |
| <input type="checkbox"/> Carers | <input checked="" type="checkbox"/> Children and Young People | <input type="checkbox"/> Community and Tenants' Associations |
| <input type="checkbox"/> Community Activities/Development | <input type="checkbox"/> Safer Communities | <input checked="" type="checkbox"/> Education, Skills and Training |
| <input type="checkbox"/> Environment & Climate Change | <input type="checkbox"/> Health (including mental health) | <input type="checkbox"/> Sports, Recreation and Leisure |
| <input type="checkbox"/> Social Inclusion, Community Cohesion & Culture | <input type="checkbox"/> Sustainable Communities | <input type="checkbox"/> Other |

(b) Client Group(s):

- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> Children and/or Young People | <input type="checkbox"/> Disabled People | <input type="checkbox"/> Ethnic Minority Communities |
| <input type="checkbox"/> Workless | <input type="checkbox"/> Families | <input type="checkbox"/> Lesbian, Gay, |

- | | | |
|---|---|--|
| <input type="checkbox"/> people | <input type="checkbox"/> s | <input type="checkbox"/> Bisexual, Transgender |
| <input type="checkbox"/> Homeless People | <input type="checkbox"/> No one | <input checked="" type="checkbox"/> Older People |
| | one | |
| | specific | |
| | group | |
| <input type="checkbox"/> Other voluntary and community groups | <input type="checkbox"/> People on low income | <input type="checkbox"/> People living in deprived areas |
| | s | |
| <input type="checkbox"/> People living in rural areas | <input type="checkbox"/> Women and girls | <input type="checkbox"/> Other |



Community Chest 2015/2016

Reference: VSS531024

Community Chest Fund

Application for Financial Assistance 2015/2016

Grant Applications for Funding (Up to £1,000) Core or project funding for established voluntary, charitable organisations and community groups

Community Chest Grants help to improve the quality of life for residents of the Borough by funding organisations which can assist the council in the goals outlined in the Corporate Plan and the Sustainable Community Strategy key themes of:

- Economic Development, Regeneration & Enterprise
- Environment & Climate Change
- Adult Health & Wellbeing
- Children & Young People
- Safer Communities
- Sustainable Communities (incl. Housing & Transport)

Further details are available at: http://www.bedford.gov.uk/council_and_democracy/key_plans_and_strategies.aspx

The Mayor has authority to award grants from the Community Chest fund for activities in accordance with the pre-determined criteria outlined below. Grants can be awarded for CORE (running costs) and PROJECT costs **up to £1,000**.

The applicant must be able to demonstrate that the organisation is also seeking funding from elsewhere. Any sum awarded will be regarded as a 'one-off' and no commitment will be given to ongoing funding.

The organisation making an application must ordinarily:

- Be a voluntary, charitable organisation or community group providing services and activities for Bedford Borough residents. Applications cannot be accepted from individuals or party political groups;
- Be known to the council through partnership working or be able to demonstrate that it can develop a relationship with the council or has borough councillor representative(s) on its management committee;
- Be a not for profit organisation;
- Have a constitution, set of rules or memorandum and articles of association with clear aims and objectives which support the council in the goals outlined in the Corporate Plan and the Sustainable Community Strategy;
- Have formal financial arrangements with accounts which are not more than 12 months old and (audited with certificate or verified by a suitable competent person independent of the organisation). Organisations which have been in existence for less than one year can provide a forecast of income and expenditure signed by the chairperson and the treasurer;
- Have a bank or building society account in the name of the organisation with at least two unrelated signatories;
- Have an equal opportunities policy;
- Have a child protection policy/vulnerable adult policy if the organisation works with or for young people/vulnerable adults;
- Provide a report and simple statistics on service provision/progress of the project to the deadlines set by the Council;
- Show how the value of their work can help support the Council deliver its public sector duties to promote equality

and tackling discrimination and the new public sector equality duties from April 2011:

- Eliminate discrimination
- Advance equality of opportunity
- Foster good relations

- Assist the council in providing value for money for the residents of the Borough;
- Not be more suitably funded from another source (either within the council or from another external statutory body);
- In relation to funding for specific projects or events:

Organisations should show that the project or event meets one or more of the key themes of the Council's Sustainable Community Strategy, that there is a demonstrated need and that the project would not ordinarily be funded from other council grant schemes or other statutory bodies.

In most cases, reimbursement will only be made once an event/project has been undertaken and proof of payment (s) made will be required. In certain circumstances other payment arrangements may, however, be considered. The project or event must be undertaken in the current financial year. Failure to achieve this will mean that the funding automatically lapses.

Reference Number:
(Office Use Only)

Your Contact Information

The full legal name of your organisation:
Name by which your organisation is commonly known:
Main contact (the person we should write to):
Position held within the organisation:
Organisation address:

Beds Garden Carers

BGC

Paul Sutherland

Appeal manager

1 Brereton Road
Bedford
MK40 1HU

Telephone:
Fax:
Email:
Mobile Phone No:

Main Contact's Details

Main contact's Email:*

Your organisation's website address:

www.bedsgardencarers.org.uk

Important

Do you work with Bedford Borough officers to deliver your service or activity?

Yes

Please list their names(s) or job title(s):

We are a recommended day opportunities provider for BBC. We work with the Adults with learning Disabilities team, social services / CQC team and the NHS Trust.

SECTION A: QUESTIONS ABOUT YOUR ORGANISATION

Question 1

What type of group are you?

- | | |
|--|--|
| <input checked="" type="checkbox"/> Registered charity | <input type="checkbox"/> Company limited by guarantee |
| <input type="checkbox"/> A trust established by trust deed | <input type="checkbox"/> An unincorporated club or association |
| <input type="checkbox"/> Community group/club/society | <input type="checkbox"/> Friendly/Provident Society |
| <input type="checkbox"/> Other | |

Please provide your registration number:

1091271

Are you a local group of a national organisation?

No

Are you affiliated to a political organisation?

No

Question 2

Does your organisation have a:

- | | |
|--|---|
| <input type="checkbox"/> Constitution | <input type="checkbox"/> Set of Rules |
| <input checked="" type="checkbox"/> Memorandum & Articles of Association | <input type="checkbox"/> Other Governing Document |

You must provide a signed copy with this application.

When was your organisation set up (please specify month and year)?

April 1997

Question 3

Briefly describe the aims, objectives and activities of your organisation:

Our objectives for people with a learning disability are to provide relief, to provide or assist in the provision of facilities for education and work experience, to promote independent living and provide social opportunities.

Our aim is to identify and provide support for each

individual with a learning disability that uses our services, appropriate to the needs of that person. Some members are also blind, have mental and/or physical disabilities and many have very challenging behaviour.

We run a wide range of education and independent living skills programs which people can choose from each day. We operate a furniture store and wood workshop, a Cafe and gardening program in support of work experience and community interaction, and also provide holidays and social activities. We also provide a range of therapies and counselling for members and their families.

We have 135 members accessing our services each week aged from 14 to 69.

We are currently in the process of raising money to build a purpose built centre in Bedfordshire. This will allow us to improve the delivery of our current services and add many much needed new services for adults, teenagers and their parents / carers and siblings. Much of this work will be in partnership with other organisations.

Question 4

Does your organisation have an equal opportunities policy?

Yes

You must include a copy with your application.

Question 5

Does your organisation work with or for young people/vulnerable adults?

Yes

Are your volunteers/members/staff CRB checked?

Yes

You must include a copy of your child protection/vulnerable adults' policy with your application.

Question 6

Does your organisation have, or have evidence of working towards, an environmental policy?

Yes

You must include a copy with your application

Question 7(a)

Does your organisation have, or have evidence of working towards, an appropriate quality assurance system?

Yes

Please indicate which QA system you have or are working towards. This question is particularly relevant to organisations that provide advice services. Please see additional information in the Guidance Booklet.

Please state which system:

PQASSO Level 1

Question 7(b)

Does your organisation have specific performance indicators?

Yes

Please list here:

ASDAN training requires specific measurement of educational achievement.

Question 8

How many people are involved in running the organisation at this time (Please insert number of people in the boxes provided)?

Full time employees:

12

Part time employees:

9

Volunteers working on average more than 10hrs per week:

0

Volunteers working on average less than 10hrs per week:

3

Members of Management Committee or Board:

9

Question 9

How many people running or managing your organisation are: (Please put the number of people in the boxes provided.)

Some people may be counted more than once)

White:

11

Black or Ethnic Minorities:

Male:

5

Female:

6

People with disabilities:

Question 10

User Involvement

How many individuals use your service?

135

If your organisation operates on a county-wide basis, what percentage of people who use your service live in the Bedford Borough Council area?

96

Are the people who use your service involved in the day to day running of the organisation or development of activities/projects?

Yes

How many?

10

Please explain how the people who use your service are involved:

Many of the activities we carry out have been suggested to us by our members who play an active role in suggesting topics of study or activities. This can be clearly demonstrated through the starting of our holidays as many of the members had never had a holiday or the Saturday club. Again started at members request as they found it difficult to socialise with friends.

We have a committee of 10 members that we can take suggestions to for discussion if we would like a more in detail meeting about future activities. For the capital appeal the members and their families were asked what type of services they felt we should include that were in short supply or missing from Bedfordshire.

Question 11

Please list any Councillors or Officers who attend meetings on your Management Committee/Board or decision-making body:

Peter Hollick JP, LL.B, MEd, Barrister FColIT is a Trustee of BGC and also a central Bedfordshire Councillor.

Question 12

Have any of the people listed in Question 11 benefited directly or indirectly from their involvement with your organisation?

No

Question 13

Financial Information

Please indicate which financial year your figures relate to:

2013 / 2014

Total gross income:

£4113.00

Total expenditure:

£361.00

Equals Surplus/Deficit for the year:

£3752.00

Savings, Unrestricted Reserves, Cash, Investments:

£36.00

IMPORTANT - ACCOUNTS

The accounts you supply must be not more than 12 months old and must either have:

- been audited with certificate OR
- been independently verified by a suitable competent person independent of your organisation and have been signed and dated by them, your Treasurer and Chair (Organisations which have been in existence for less than one year should provide a forecast of income and expenditure signed and dated by the Treasurer and Chair. You may be asked for further information during the assessment process)
- **IF YOU ARE PROVIDING NATIONAL/REGIONAL ACCOUNTS YOU SHOULD ALSO PROVIDE AN INCOME AND**

EXPENDITURE BREAKDOWN FOR YOUR LOCAL SERVICE OR PROJECT.

If you hold unrestricted funds or reserves in excess of six months operating expenditure or large surpluses, (including those of the national organisation, if you have answered YES at Question 1(g)), please explain what your reserves policy is and why you are holding these funds.

For some reason the table above would not allow me to put in the actual figures.

Gross Income: £411,352.00

Total Expenditure: £361,984.00

Surplus: £49,368

Unrestricted reserves: £36,005

We currently do not hold unrestricted reserves equal to six months operating expenditure. It is the policy of the charity to maintain a level of unrestricted funds equal to about six months unrestricted expenditure, to provide sufficient funds to cover on going costs and to allow for any unforeseen emergencies. No progress has been made in growing our reserves towards the target in but the trustees will continue to try to build up this realistic and sensible reserve by various fundraising efforts and by strict control over expenditures.

SECTION B: YOUR ACTIVITY

Question 14

How much money are you applying for?

£1000.00

What is the estimated total cost of providing your total service for 2015/2016?

£365000.00

Question 15

Please give a brief overview of the main elements of the service you wish any award to pay for:

We wish to apply for funding towards two mowers used in our work experience gardening / horticultural program. The total value of items we currently require for the program is £1,396.80 for two industrial mowers and £ 948 for two strimmer's. I have only included the two mowers as the maximum grant is £1,000.

Please describe the expected outcomes of your work/activity giving details of your target groups who benefit from this work. Please state approximate numbers of each type. How will you monitor these outcomes?

Between 12 and 15 people with a learning disability, male and female with people from minority ethnic groups, go out gardening each day. The members work as closely as possible to a full working day. Project members are encouraged to keep regular hours and good timekeeping. They are expected to come suitably dressed for work – wet weather clothing, boots and gloves are provided.

BGC offers the project members the opportunity to attain a wide range of skills, including mowing with both pedestrian and ride-on mowers, planting, pruning, hedge-cutting and all aspects of garden maintenance. When involved with garden design, construction skills such as fencing, turf laying and patio construction are also developed. We also have an allotment, where our project members grow fruit, herbs and vegetables.

The project gives members a taste of working life which would otherwise not be available to them. It provides work experience together with a worthwhile, fulfilling role within the community. The project provides a secure work-based environment for as long as this is required. It gives project members a sense of purpose and achievement. It also builds self-esteem whilst giving them the chance to discover and develop their own individual abilities.

Do you provide a statutory service?

No

Are you aware of other organisations that provide the same or similar services to yours for the residents of the

No

Borough? You should note that where possible, awards granted will not be duplicated to organisations providing the same or similar service.

What are the unique elements of your service?

I am aware of other organisations providing educational opportunities but there are very limited opportunities to learn independent living skills, work experience skills and the social activities we offer. Including Saturday club and the holidays we put on.

How do you know that there is a need for your work/activity? Tell us how you have identified there is a need for your service or activity, giving details of any research, surveys or consultation you have undertaken or evidence of current demand.

We are seeing growing demand for our services from people with a learning disability who want to engage in meaningful activities during the day. This is due to the lack of opportunities available for them within Bedfordshire. We have conducted a number of surveys during the consultation phase of the new capital appeal. These surveys and meetings were conducted with parents / carers / members, social services and other council departments, and other organisations in and around Bedford. This research shows a dire need for more work experience opportunities. The gardening program is how BGC started 17 years ago, it has proved to be very successful and is one of the ways we can offer opportunities to learn work and transferable skills.

Please show here how your work/activity will assist in supporting the Council's Sustainable Community Plan priorities:

The gardening project and mowers will assist the councils sustainable community strategy in a number of areas.

A thriving borough. It will provide employment opportunities for staff to run the program. It improves the skills base within Bedford of people with disabilities with the hopeful outcome of paid or voluntary employment in the community.

A Greener Borough. The gardeners work all over the Borough of Bedford keeping gardens, public spaces and business premises tidy and clean. One of their jobs is litter picking in Shortstown. Their services help the quality of the natural environment which promotes well-being in the users of these areas and a better impression to visitors.

Children and young people. The gardening program offers taster days to teenagers in the transitional period allowing them a taste of working life and helps them develop their plans for the future, opportunities to develop their self-esteem, maximise their life chances and realise their full potential.

A Healthy Borough. People with learning disabilities die younger. The gardening program can be physically demanding on our members and they are kept active all day. This helps keep our learning disabled members healthier and increase life expectancy and increase levels of well-being.

Social Inclusion and community cohesion. The gardening program supports people with a learning disability who suffer from social exclusion. The program offers opportunities for public interaction and supports people from Minority ethnic backgrounds. One of our current projects is to gain more people into the project from the multi ethnic community and support them and their families. Many of whom come from the poorer wards within Bedford.

How does your request for a grant from public funds represent value for money for council tax payers?

A donation towards the mowers will help us deliver work experience, a healthier lifestyle and community cohesion opportunities through the gardening project. We need the equipment to operate the gardening program

successfully and for us to be able to provide a wide range of services needed for people with a learning disability.

How does your work help to support the council to promote equality and tackle discrimination and the new public sector duties?

- Eliminate discrimination
- Advance equality of opportunity
- Foster good relations

At BGC we have multi ethnic members of staff and multi ethnic members with a learning disability helping promote good relations and understanding internally and into the community. We have an equal opportunities policy for recruitment and have started a program of intervention into the multi ethnic areas of Bedford. This has included contact with the Muslim community leaders and meetings at the Mosques helping understanding. Our gardening program, furniture store and the café all help community integration for our members as they meet and learn how to behave and interact with their community, this helps reduce social exclusion and discrimination.

Question 16

Where do the people live who will benefit from this funding, and when is your service available to users? Tell us about where the activity will take place. Will it cover the whole of the county, the Borough, a village or specific ward(s)? When are the users able to access the services you provide? e.g. weekdays, evenings etc. Please list your full opening times, tell us about manned and unmanned help-lines etc.

People who will be working in the gardening program come from Bedford and its Surrounds. Some live within the wards classed as the top 10% and 20% most deprived. The gardening program operates from Monday to Friday 9.30 a.m. to 3.30 p.m.

Each day the 2 vehicles go out to different worksites after loading up with the equipment required (mowers, strimmers hand tools etc). These work sites could be at schools, business addresses, churches or private addresses located within Bedford or its surrounds.

BGC is open from 8 a.m. to 5 p.m. and there is a Saturday club on a Saturday which most often meets at BGC then the club members go out to a different location.

BGC has a manned telephone during opening hours and Sharon (Chief Executive) often supports parents with information either over the phone or face to face.

Do you have a waiting list for the services you supply?

SECTION C: FINANCIAL IMPLICATIONS OF YOUR ACTIVITY 2015/2016

Question 17

Please show how you would spend the funding you are applying for from us in the boxes below if it was to be granted:

Capital Costs for 2015/2016

New building/ refurbishment:	£2000.00
Office Equipment (inc. computers)	£1600.00
Vehicle purchase:	£
Mobility, communication or other independent living aids	£
Furniture or Play equipment:	£
Other:	£3944.00
If amount entered into Other, please specify details:	2 Mowers 2 Strimmers and cafe kitchen equipment
Total Capital Costs:	£7544

Revenue / Running Costs for 2015/2016

Salaries of permanent staff:	£195548.00
Please provide details of numbers and earnings of any employees (do not include names):	7 full time staff and 12 part time staff. Manager £26,000 Team leaders x 5 at £18,000 Part time staff have a range of income from £2,000 to £14,000
Insurance	£3933.00
Office Expenses (telephone, post, stationery etc):	£23057.00
Premises costs (rent, room hire, utilities etc):	£27804.00
Travel expenses:	£

Staff and Volunteer training:	£3000.00
Information, education and promotional materials:	£
Consultancy and advice:	£1442.00
Other:	£99656.00
If amount entered in Other, please specify details:	vehicle running costs 58,659. holiday costs, Vat, counselling and expenses
Total Revenue Costs:	354440.00
Total (Total Capital Costs + Total Revenue Costs):	£361984.00

Question 18

Have you applied to any other Local Authority or organisation in respect of core funding?

No

Please give the name of the Local Authority or organisation (including the House of Industry Estate), the level of funding applied for, the date applied for and the outcome if known

Date Applied:

Organisation applied to:

Amount applied for:

Outcome (if known):

Please state why:

Question 19

If you have not applied for core funding from another source and we are not able to fund your application fully, what would happen to your service/activity or project?

Any shortfall in amount awarded will mean a delay in the purchase as we will need to try and raise the money. We could still run the service but we will be using old machines that are less reliable and not as safe.

Would a grant from the Council help you secure match/lever funding?

Yes

Please explain how:

If you grant the £1,000 it will make it easier when applying for the remaining funds to say that we already have a donation towards the amount required.

SECTION D: BANK DETAILS

If your grant application is successful, you will be requested to submit your bank account details under separate cover.

SECTION E: TERMS AND CONDITIONS

Terms and Conditions

If you accept a grant from us it will be on the understanding that you have agreed the following general terms and conditions:

1. You will acknowledge receipt of the grant cheque and confirm in writing that the money will be spent on the purpose approved by Bedford Borough Council.
2. No changes to the project will be made without the prior express agreement of Bedford Borough Council. This Council will be informed of anything exceptional relating to the grant purpose or the organisation as soon as reasonably practicable.
3. A copy of your annual report and accounts will be supplied.
4. Accurate and comprehensive financial records of the spending of the grant must be kept and made available for inspection on demand. Your agreement of this condition allows the Council's officers to enter your premises to inspect the records upon reasonable notice being given and during normal office hours. Use of the grant funding may be subject to an independent review.
5. Bedford Borough Council is likely to use your name in its publicity material; you will acknowledge the grant in your annual report or other publicity relating to the work being funded.
6. Any part of the grant that is not required for the purposes approved will be refunded to Bedford Borough Council.
7. Bedford Borough Council (see condition 2) reserves the right to withhold a grant or require repayment if it is found that any form of deliberately false or misleading information was provided.
8. Bedford Borough Council reserves the right to withhold a grant or require repayment, if your organisation becomes insolvent or goes into administration, receivership or liquidation, provided the grant has not already been spent on its intended purpose.
9. All or any part of the grant will be claimed within two years of the funding being made available.
10. Please note that the details you supply when completing this form may be computerised by Bedford Borough Council for the purposes of assessing your application. In the course of working with you on this matter, these details may be disclosed to other local authorities, primary health care trusts and other organisations or

individuals with whom the Council may need to refer, to evaluate and process your application. Details of the application may be published during the Council's decision-making process unless the information is classified as exempt under the provisions of Part 1 of Schedule 12A of the Local Government Act 1972.

11. Dependant upon the level of funding, additional conditions may be added to take account of aspects of a particular grant through a Service Level Agreement/Partnership Agreement/Working Arrangement or Monitoring Agreement.

SECTION F: DECLARATION

I confirm, on behalf of:

Beds Garden Carers

that I am duly authorised to sign this declaration on its behalf, and that, to the best of my knowledge and belief, all replies are true and accurate. I further confirm that this application is made on the basis that if successful, the organisation will be bound to use the grant exclusively for the purposes specified in the application, and in compliance with the terms and conditions attached to the grant.

Signature of applicant:

Date:

25 Feb 2016

Name and Designation:

Paul Sutherland Appeal manager

PLEASE RETURN THIS FORM WITH THE REQUIRED ENCLOSURES. PLEASE KEEP A COPY FOR YOUR RECORDS.

The Community Welfare Team
Bedford Borough Council
Borough Hall
Cauldwell St
Bedford
MK42 9AP

Voluntary Sector Support 2015/16

Please insert name of your organisation here:

Beds Garden Carers

1. How many people are involved in running your group? Please count everyone who has a role in planning, organising or leading your group's activities – please insert numbers as appropriate.

Full Time Staff:

12

Part Time Staff

9

Volunteers:

3

Management Committee Members

9

Other:

2. Of the people you included in your total at 1 above how many of them would you describe as shown below – please put numbers in the appropriate boxes, some people may be counted more than once if they are covered by more than one description.

Disabled people:

0

Young People (under 19):

0

Young People (19-25):

0

Older People (60+):

3

Women & Girls:

4

People of minority ethnic origin:

0

3. What ages are the people who you hope to benefit through your project? (Please select all that apply)

☐ 0-5 ☐ 6-10 ☒ 11-16 ☒ 17-18
☒ 19-25 ☒ 26-45 ☒ 46-60 ☐ 60+

4. How would you describe the people who will benefit from your service/project? We understand that your project may benefit several different groups but please select a maximum of three categories from the following by ticking

☐ People living in rural areas ☐ Unemployed People ☐ People on low income
☒ Disabled people ☐ Refugees and asylum ☒ People living in an area of

5. Tell us about the people who will benefit from your service/project. We understand that your service/project may benefit several different groups but please select a maximum of three categories from the following:

- | | | |
|---|--------------------------------------|--|
| <input type="checkbox"/> Women & Girls | <input type="checkbox"/> seekers | <input type="checkbox"/> deprivation |
| <input type="checkbox"/> Other | | |
| <input checked="" type="checkbox"/> British | <input type="checkbox"/> Pakistani | <input type="checkbox"/> White & Black Caribbean |
| <input type="checkbox"/> Irish | <input type="checkbox"/> Bangladeshi | <input type="checkbox"/> White & Black African |
| <input checked="" type="checkbox"/> Other White | <input type="checkbox"/> Other Asian | <input type="checkbox"/> White & Asian |
| <input type="checkbox"/> Other Mixed | <input type="checkbox"/> Chinese | <input type="checkbox"/> Black African |
| <input checked="" type="checkbox"/> Black Caribbean | <input type="checkbox"/> Other Black | <input type="checkbox"/> Other Ethnic |

Which category(ies) below best describes (a) the work of your organisation and (b) the client group(s) you serve? Please select:

(a) Service(s) provided:

- | | | |
|--|---|--|
| <input type="checkbox"/> Accommodation | <input type="checkbox"/> Accommodation with support | <input checked="" type="checkbox"/> Adult Education |
| <input checked="" type="checkbox"/> Adult Health and Wellbeing | <input checked="" type="checkbox"/> Advice, Counselling and Information | <input type="checkbox"/> Arts Development |
| <input type="checkbox"/> Carers | <input type="checkbox"/> Children and Young People | <input type="checkbox"/> Community and Tenants' Associations |
| <input type="checkbox"/> Community Activities/Development | <input type="checkbox"/> Safer Communities | <input checked="" type="checkbox"/> Education, Skills and Training |
| <input type="checkbox"/> Environment & Climate Change | <input checked="" type="checkbox"/> Health (including mental health) | <input checked="" type="checkbox"/> Sports, Recreation and Leisure |
| <input checked="" type="checkbox"/> Social Inclusion, Community Cohesion & Culture | <input checked="" type="checkbox"/> Sustainable Communities | <input type="checkbox"/> Other |

(b) Client Group(s):

- | | | |
|---|---|--|
| <input type="checkbox"/> Children and/or Young People | <input checked="" type="checkbox"/> Disabled People | <input type="checkbox"/> Ethnic Minority Communities |
| <input type="checkbox"/> Workless people | <input type="checkbox"/> Families | <input type="checkbox"/> Lesbian, Gay, Bisexual, Transgender |
| <input type="checkbox"/> Homeless People | <input type="checkbox"/> No one specific group | <input type="checkbox"/> Older People |
| <input type="checkbox"/> Other voluntary and community groups | <input type="checkbox"/> People on low incomes | <input type="checkbox"/> People living in deprived areas |
| <input type="checkbox"/> People living in rural areas | <input type="checkbox"/> Women and girls | <input type="checkbox"/> Other |



Community Chest 2015/2016
Reference: VSS538903

Community Chest Fund

Application for Financial Assistance 2015/2016

Grant Applications for Funding (Up to £1,000) Core or project funding for established voluntary, charitable organisations and community groups

Community Chest Grants help to improve the quality of life for residents of the Borough by funding organisations which can assist the council in the goals outlined in the Corporate Plan and the Sustainable Community Strategy key themes of:

- Economic Development, Regeneration & Enterprise
- Environment & Climate Change
- Adult Health & Wellbeing
- Children & Young People
- Safer Communities
- Sustainable Communities (incl. Housing & Transport)

Further details are available at: http://www.bedford.gov.uk/council_and_democracy/key_plans_and_strategies.aspx
The Mayor has authority to award grants from the Community Chest fund for activities in accordance with the pre-determined criteria outlined below. Grants can be awarded for CORE (running costs) and PROJECT costs **up to £1,000.**

The applicant must be able to demonstrate that the organisation is also seeking funding from elsewhere. Any sum awarded will be regarded as a 'one-off' and no commitment will be given to ongoing funding.

The organisation making an application must ordinarily:

- Be a voluntary, charitable organisation or community group providing services and activities for Bedford Borough residents. Applications cannot be accepted from individuals or party political groups;
- Be known to the council through partnership working or be able to demonstrate that it can develop a relationship with the council or has borough councillor representative(s) on its management committee;
- Be a not for profit organisation;
- Have a constitution, set of rules or memorandum and articles of association with clear aims and objectives which support the council in the goals outlined in the Corporate Plan and the Sustainable Community Strategy;
- Have formal financial arrangements with accounts which are not more than 12 months old and (audited with certificate or verified by a suitable competent person independent of the organisation). Organisations which have been in existence for less than one year can provide a forecast of income and expenditure signed by the chairperson and the treasurer;
- Have a bank or building society account in the name of the organisation with at least two unrelated signatories;
- Have an equal opportunities policy;
- Have a child protection policy/vulnerable adult policy if the organisation works with or for young people/vulnerable adults;
- Provide a report and simple statistics on service provision/progress of the project to the deadlines set by the Council;
- Show how the value of their work can help support the Council deliver its public sector duties to promote equality

and tackling discrimination and the new public sector equality duties from April 2011:

- Eliminate discrimination
- Advance equality of opportunity
- Foster good relations

- Assist the council in providing value for money for the residents of the Borough;
- Not be more suitably funded from another source (either within the council or from another external statutory body);
- In relation to funding for specific projects or events:

Organisations should show that the project or event meets one or more of the key themes of the Council's Sustainable Community Strategy, that there is a demonstrated need and that the project would not ordinarily be funded from other council grant schemes or other statutory bodies.

In most cases, reimbursement will only be made once an event/project has been undertaken and proof of payment (s) made will be required. In certain circumstances other payment arrangements may, however, be considered. The project or event must be undertaken in the current financial year. Failure to achieve this will mean that the funding automatically lapses.

Reference Number:
(Office Use Only)

Your Contact Information

The full legal name of your organisation:
Name by which your organisation is commonly known:
Main contact (the person we should write to):
Position held within the organisation:
Organisation address:

Bedfordshire Refugee Asylum Seeker Support

BRASS

Brian Cunningham

Co-ordinator

27b Tavistock Street
Bedford
MK40 2RB

Telephone:

Fax:

Email:

Mobile Phone No:

Main Contact's Details

Main contact's Email:*

Your organisation's website address:

www.brassbedford.org.uk

Important

Do you work with Bedford Borough officers to deliver your service or activity?

Yes

Please list their names(s) or job title(s):

Heather Jones: Facilities Officer
Nadia Laribi: Syrian family support worker

SECTION A: QUESTIONS ABOUT YOUR ORGANISATION

Question 1

What type of group are you?

- | | |
|--|--|
| <input checked="" type="checkbox"/> Registered charity | <input type="checkbox"/> Company limited by guarantee |
| <input type="checkbox"/> A trust established by trust deed | <input type="checkbox"/> An unincorporated club or association |
| <input type="checkbox"/> Community group/club/society | <input type="checkbox"/> Friendly/Provident Society |
| <input type="checkbox"/> Other | |

Please provide your registration number:

1096874

Are you a local group of a national organisation?

No

Are you affiliated to a political organisation?

No

Question 2

Does your organisation have a:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Constitution | <input type="checkbox"/> Set of Rules |
| <input type="checkbox"/> Memorandum & Articles of Association | <input type="checkbox"/> Other Governing Document |

You must provide a signed copy with this application.

When was your organisation set up (please specify month and year)?

October 1999

Question 3

Briefly describe the aims, objectives and activities of your organisation:

We look after refugees and asylum seekers by; drop in advice, English tuition, social trips and parties. We also raise public awareness of the plight of our clients and promote tolerance acceptance and integration. We do this largely through public talks and during Refugee Week.

The BRASS co-ordinator is the chair of the Refugee

Week steering group. Which does not have its own budget. Hence we have given you details of Brass who will obtain the funding and pay for the project through our account.

Question 4

Does your organisation have an equal opportunities policy?

Yes

You must include a copy with your application.

Question 5

Does your organisation work with or for young people/vulnerable adults?

Yes

Are your volunteers/members/staff CRB checked?

Yes

You must include a copy of your child protection/vulnerable adults' policy with your application.

Question 6

Does your organisation have, or have evidence of working towards, an environmental policy?

Yes

You must include a copy with your application

Question 7(a)

Does your organisation have, or have evidence of working towards, an appropriate quality assurance system?

Yes

Please indicate which QA system you have or are working towards. This question is particularly relevant to organisations that provide advice services. Please see additional information in the Guidance Booklet.

Please state which system:

OISC

Question 7(b)

Does your organisation have specific performance indicators?

Yes

Please list here:

Empowerment of clients
Ending Isolation
Public understanding

Question 8

How many people are involved in running the organisation at this time (Please insert number of people in the boxes provided)?

Full time employees:

2

Part time employees:

1

Volunteers working on average more than 10hrs per week:

1

Volunteers working on average less than 10hrs per week:

30

Members of Management Committee or Board:

10

Question 9

How many people running or managing your organisation are: (Please put the number of people in the boxes provided. Some people may be counted more than once)

White:

7

Black or Ethnic Minorities:

3

Male:

5

Female:

5

People with disabilities:

2

Question 10

User Involvement

How many individuals use your service?

450 per year

If your organisation operates on a county-wide basis, what percentage of people who use your service live in the Bedford Borough Council area?

95

Are the people who use your service involved in the day to day running of the organisation or development of activities/projects?

Yes

How many?

2

Please explain how the people who use your service are involved:

trustees

Question 11

Please list any Councillors or Officers who attend meetings on your Management Committee/Board or decision-making body:

Question 12

Have any of the people listed in Question 11 benefited directly or indirectly from their involvement with your organisation?

No

Question 13

Financial Information

Please indicate which financial year your figures relate to:

2014 / 2015

Total gross income:

£79599.00

Total expenditure:

£64661.00

Equals Surplus/Deficit for the year:

£14938.00

Savings, Unrestricted Reserves, Cash, Investments:

£7434.00

IMPORTANT - ACCOUNTS

The accounts you supply must be not more than 12 months old and must either have:

- been audited with certificate OR
- been independently verified by a suitable competent person independent of your organisation and have been signed and dated by them, your Treasurer and Chair (Organisations which have been in existence for less than one year should provide a forecast of income and expenditure signed and dated by the Treasurer and Chair. You may be asked for further information during the assessment process)
- **IF YOU ARE PROVIDING NATIONAL/REGIONAL ACCOUNTS YOU SHOULD ALSO PROVIDE AN INCOME AND EXPENDITURE BREAKDOWN FOR YOUR LOCAL SERVICE OR PROJECT.**

If you hold unrestricted funds or reserves in excess of six months operating expenditure or large surpluses, (including those of the national organisation, if you have answered YES at Question 1(g)), please explain what your reserves policy is and why you are holding these funds.

we are attempting to build up our reserve to cover at least 3 months running costs

SECTION B: YOUR ACTIVITY

Question 14

How much money are you applying for?

£970.00

What is the estimated total cost of providing your total service for 2015/2016?

£970.00

Question 15

Please give a brief overview of the main elements of the service you wish any award to pay for:

Refugee Week.
We will be running a football family fun-day in Russell park.
We did this last year with the help of a Community chest grant.
The cost is approximately £400 for the marking of 2 pitches and £570 for 2 bouncy castles (for 2 different age groups.)

Please describe the expected outcomes of your work/activity giving details of your target groups who benefit from this work. Please state approximate numbers of each type. How will you monitor these outcomes?

The purpose of Refugee week is to help highlight the plight of refugees and what good they bring, to the general public. Refugee week steering group includes. Borough Council, BRASS, Libraries, Place theatre, PBIC, Higgins museum, Yarl's wood befrienders amongst others.

The football five a side teams are from the local community included last year: Fire service, BPHA, Polish British integration Centre, Homeless project, Social workers. This year we have been told the Police will also provide a team. And we are expecting 3 teams from the Refugee community in Bedford.

We hope for 60 participants.

In a public park on a Sunday we also estimate over 250 members of the public watched or used the very popular bouncy castles. While they are engaged we give members Refugee Myth Busting leaflets which the borough are good enough to print for us.

Do you provide a statutory service?

No

Are you aware of other organisations that provide the same or similar services to yours for the residents of the Borough? You should note that where possible, awards granted will not be duplicated to organisations providing the same or similar service.

No

What are the unique elements of your service?

Engage public minded groups with our clients, provide a social activity for our clients.

Highlight the plight of our clients to the public and show positive integration.

We hold the event by the Anne Frank memorial in Russell park to raise awareness for that also.

How do you know that there is a need for your work/activity? Tell us how you have identified there is a need for your service or activity, giving details of any research, surveys or consultation you have undertaken or evidence of current demand.

We were very successful last year, it was the best attended event of Refugee Week and the Mayor came and presented the prizes

Please show here how your work/activity will assist in supporting the Council's Sustainable Community Plan priorities:

Integration is very much part of Refugee Week. Members of the public often have limited knowledge of the plight of refugees and Refugees themselves have need of social activities to prevent isolation and promote integration.

How does your request for a grant from public funds represent value for money for council tax payers?

It is an event to help a vulnerable group of the Bedford Community for a relatively small sum. It also brings together caring community groups and engages the general public in a positive way at a time when Refugees are much in the media.

How does your work help to support the council to promote equality and tackle discrimination and the new public sector duties?

- Eliminate discrimination
- Advance equality of opportunity
- Foster good relations

Our Myth busting leaflets we distribute on the day will help inform the people of Bedford and as ignorance is often the cause of discrimination help reduce it. Bringing our client group into contact and friendly competition with other Bedford community and statutory groups will be good for their esteem and make good contacts, fostering good relations between the groups as well as with members of the public.

Question 16

Where do the people live who will benefit from this funding, and when is your service available to users? Tell us about where the activity will take place. Will it cover the whole of the county, the Borough, a village or specific ward(s)? When are the users able to access the services you provide? e.g. weekdays, evenings etc. Please list

your full opening times, tell us about manned and unmanned help-lines etc.

The Activity will take place in Russell Park on Sunday 26th of June. As well as more than 10 teams the general public will be encouraged to watch and have free use of the bouncy castles. We will also advertise the event using flyers printed for us by the borough at our refugee week information stalls at the start of the week on Monday the 20th June in Harpur Square outside the library.

Do you have a waiting list for the services you supply?

Yes

SECTION C: FINANCIAL IMPLICATIONS OF YOUR ACTIVITY 2015/2016

Question 17

Please show how you would spend the funding you are applying for from us in the boxes below if it was to be granted:

Capital Costs for 2015/2016

New building/ refurbishment:

£

Office Equipment (inc. computers)

£

Vehicle purchase:

£

Mobility, communication or other independent living aids

£

Furniture or Play equipment:

£940.00

Other:

£

If amount entered into Other, please specify details:

Total Capital Costs:

£940

Revenue / Running Costs for 2015/2016

Salaries of permanent staff:

£0.00

Please provide details of numbers and earnings of any employees (do not include names):

Refugee week steering group does not have staff, we are all volunteers, as BRASS co-ordinator is currently the chair, BRASS looks after the small costs that we incur along side other like minded agencies when possible.

Insurance

£

Office Expenses (telephone, post, stationery etc):

£

Premises costs (rent, room hire, utilities etc):

£

Travel expenses:

£

Staff and Volunteer training:

£

Information, education and promotional materials:

£

Consultancy and advice:

£

Other:

£

If amount entered in Other, please specify details:

Total Revenue Costs:

0.00

Total (Total Capital Costs + Total Revenue Costs):

£940.00

Question 18

Have you applied to any other Local Authority or organisation in respect of core funding?

No

Please give the name of the Local Authority or organisation (including the House of Industry Estate), the level of funding applied for, the date applied for and the outcome if known

Date Applied:

Organisation applied to:

Amount applied for:

Outcome (if known):

Please state why:

Question 19

If you have not applied for core funding from another source and we are not able to fund your application fully, what would happen to your service/activity or project?

We would have to decide if the event can still go ahead perhaps in a much reduced form, possibly not in a public park

Would a grant from the Council help you secure match/lever funding?

Yes

Please explain how:

Would be helpful in our fund raising to say a project is

SECTION D: BANK DETAILS

If your grant application is successful, you will be requested to submit your bank account details under separate cover.

SECTION E: TERMS AND CONDITIONS

Terms and Conditions

If you accept a grant from us it will be on the understanding that you have agreed the following general terms and conditions:

1. You will acknowledge receipt of the grant cheque and confirm in writing that the money will be spent on the purpose approved by Bedford Borough Council.
2. No changes to the project will be made without the prior express agreement of Bedford Borough Council. This Council will be informed of anything exceptional relating to the grant purpose or the organisation as soon as reasonably practicable.
3. A copy of your annual report and accounts will be supplied.
4. Accurate and comprehensive financial records of the spending of the grant must be kept and made available for inspection on demand. Your agreement of this condition allows the Council's officers to enter your premises to inspect the records upon reasonable notice being given and during normal office hours. Use of the grant funding may be subject to an independent review.
5. Bedford Borough Council is likely to use your name in its publicity material; you will acknowledge the grant in your annual report or other publicity relating to the work being funded.
6. Any part of the grant that is not required for the purposes approved will be refunded to Bedford Borough Council.
7. Bedford Borough Council (see condition 2) reserves the right to withhold a grant or require repayment if it is found that any form of deliberately false or misleading information was provided.
8. Bedford Borough Council reserves the right to withhold a grant or require repayment, if your organisation becomes insolvent or goes into administration, receivership or liquidation, provided the grant has not already been spent on its intended purpose.
9. All or any part of the grant will be claimed within two years of the funding being made available.
10. Please note that the details you supply when completing this form may be computerised by Bedford Borough Council for the purposes of assessing your application. In the course of working with you on this matter, these details may be disclosed to other local authorities, primary health care trusts and other organisations or individuals with whom the Council may need to refer, to evaluate and process your application. Details of the application may be published during the Council's decision-making process unless the information is classified as exempt under the provisions of Part 1 of Schedule 12A of the Local Government Act 1972.
11. Dependant upon the level of funding, additional conditions may be added to take account of aspects of a particular grant through a Service Level Agreement/Partnership Agreement/Working Arrangement or Monitoring Agreement.

SECTION F: DECLARATION

I confirm, on behalf of:

Brass and refugee week steering group

that I am duly authorised to sign this declaration on its behalf, and that, to the best of my knowledge and belief, all replies are true and accurate. I further confirm that this application is made on the basis that if successful, the organisation will be bound to use the grant exclusively for the purposes specified in the application, and in compliance with the terms and conditions attached to the grant.

Signature of
applicant:

Date:

18 Apr 2016

Name and Designation:

Brian Cunningham co-ordinator Brass, Refugee week
Steering group chair

PLEASE RETURN THIS FORM WITH THE REQUIRED ENCLOSURES. PLEASE KEEP A COPY FOR YOUR RECORDS.

The Community Welfare Team
Bedford Borough Council
Borough Hall
Cauldwell St
Bedford
MK42 9AP

Voluntary Sector Support 2015/16

Please insert name of your organisation here:

Brass and refugee week steering group

1. How many people are involved in running your group? Please count everyone who has a role in planning, organising or leading your group's activities – please insert numbers as appropriate.

Full Time Staff:

2

Part Time Staff

1

Volunteers:

35

Management Committee Members

10

Other:

2. Of the people you included in your total at 1 above how many of them would you describe as shown below – please put numbers in the appropriate boxes, some people may be counted more than once if they are covered by more than one description.

Disabled people:

2

Young People (under 19):

Young People (19-25):

1

Older People (60+):

5

Women & Girls:

22

People of minority ethnic origin:

5

3. What ages are the people who you hope to benefit through your project? (Please select all that apply)

☐ 0-5 ☐ 6-10 ☒ 11-16 ☒ 17-18
☒ 19-25 ☒ 26-45 ☒ 46-60 ☒ 60+

4. How would you describe the people who will benefit from your service/project? We understand that your project may benefit several different groups but please select a maximum of three categories from the following by ticking

☐ People living in rural areas ☐ Unemployed People ☐ People on low income
☐ Disabled people ☒ Refugees and asylum seekers ☐ People living in an area of deprivation
☐ Women & Girls ☐ Other

5. Tell us about the people who will benefit from your service/project. We understand that your service/project may benefit several different groups but please select a maximum of three categories from the following:

☐ British ☐ Pakistani ☐ White & Black Caribbean
☐ Irish ☐ Bangladeshi ☐ White & Black African
☐ Other White ☒ Other Asian ☐ White & Asian
☒ Other Mixed ☐ Chinese ☒ Black African
☐ Black Caribbean ☐ Other Black ☐ Other Ethnic

Which category(ies) below best describes (a) the work of your organisation and (b) the client group(s) you serve? Please select:

(a) Service(s) provided:

☐ Accommodation ☐ Accommodation with support ☒ Adult Education
☐ Adult Health and Wellbeing ☒ Advice, Counselling and Information ☐ Arts Development
☐ Carers ☐ Children and Young People ☐ Community and Tenants' Associations
☒ Community Activities/Development ☐ Safer Communities ☒ Education, Skills and Training
☐ Environment ☐ Health ☒ Sports,

(b) Client Group(s):

- | | | |
|--|---|---|
| <input type="checkbox"/> t & Climate Change | <input type="checkbox"/> (including mental health) | <input type="checkbox"/> Recreation and Leisure |
| <input checked="" type="checkbox"/> Social Inclusion, Community Cohesion & Culture | <input checked="" type="checkbox"/> Sustainable Communities | <input type="checkbox"/> Other |
| <input type="checkbox"/> Children and/or Young People | <input type="checkbox"/> Disabled People | <input checked="" type="checkbox"/> Ethnic Minority Communities |
| <input checked="" type="checkbox"/> Workless people | <input type="checkbox"/> Families | <input type="checkbox"/> Lesbian, Gay, Bisexual, Transgender |
| <input type="checkbox"/> Homeless People | <input checked="" type="checkbox"/> No one specific group | <input type="checkbox"/> Older People |
| <input type="checkbox"/> Other voluntary and community groups | <input checked="" type="checkbox"/> People on low incomes | <input type="checkbox"/> People living in deprived areas |
| <input type="checkbox"/> People living in rural areas | <input checked="" type="checkbox"/> Women and girls | <input type="checkbox"/> Other |



Community Chest 2016/2017
Reference: VSS546508

Community Chest Fund

Application for Financial Assistance 2016/2017

Grant Applications for Funding (Up to £1,000) Core or project funding for established voluntary, charitable organisations and community groups

Community Chest Grants help to improve the quality of life for residents of the Borough by funding organisations which can assist the council in the goals outlined in the Corporate Plan and the Sustainable Community Strategy key themes of:

- Economic Development, Regeneration & Enterprise
- Environment & Climate Change
- Adult Health & Wellbeing
- Children & Young People
- Safer Communities
- Sustainable Communities (incl. Housing & Transport)

Further details are available at: http://www.bedford.gov.uk/council_and_democracy/key_plans_and_strategies.aspx
The Mayor has authority to award grants from the Community Chest fund for activities in accordance with the pre-determined criteria outlined below. Grants can be awarded for CORE (running costs) and PROJECT costs **up to £1,000.**

The applicant must be able to demonstrate that the organisation is also seeking funding from elsewhere. Any sum awarded will be regarded as a 'one-off' and no commitment will be given to ongoing funding.

The organisation making an application must ordinarily:

- Be a voluntary, charitable organisation or community group providing services and activities for Bedford Borough residents. Applications cannot be accepted from individuals or party political groups;
- Be known to the council through partnership working or be able to demonstrate that it can develop a relationship with the council or has borough councillor representative(s) on its management committee;
- Be a not for profit organisation;
- Have a constitution, set of rules or memorandum and articles of association with clear aims and objectives which support the council in the goals outlined in the Corporate Plan and the Sustainable Community Strategy;
- Have formal financial arrangements with accounts which are not more than 12 months old and (audited with certificate or verified by a suitable competent person independent of the organisation). Organisations which have been in existence for less than one year can provide a forecast of income and expenditure signed by the chairperson and the treasurer;
- Have a bank or building society account in the name of the organisation with at least two unrelated signatories;
- Have an equal opportunities policy;
- Have a child protection policy/vulnerable adult policy if the organisation works with or for young people/vulnerable adults;
- Provide a report and simple statistics on service provision/progress of the project to the deadlines set by the Council;
- Show how the value of their work can help support the Council deliver its public sector duties to promote equality

and tackling discrimination and the new public sector equality duties from April 2011:

- Eliminate discrimination
- Advance equality of opportunity
- Foster good relations

- Assist the council in providing value for money for the residents of the Borough;
- Not be more suitably funded from another source (either within the council or from another external statutory body);
- In relation to funding for specific projects or events:

Organisations should show that the project or event meets one or more of the key themes of the Council's Sustainable Community Strategy, that there is a demonstrated need and that the project would not ordinarily be funded from other council grant schemes or other statutory bodies.

In most cases, reimbursement will only be made once an event/project has been undertaken and proof of payment (s) made will be required. In certain circumstances other payment arrangements may, however, be considered. The project or event must be undertaken in the current financial year. Failure to achieve this will mean that the funding automatically lapses.

Reference Number:
(Office Use Only)

Your Contact Information

The full legal name of your organisation:
Name by which your organisation is commonly known:
Main contact (the person we should write to):
Position held within the organisation:
Organisation address:

Bedford Guild House
Bedford Guild House
Maggie Fletcher
Development Officer
56 Harpur Street
Bedford
MK40 2QT

Telephone:
Fax:
Email:
Mobile Phone No:

Main Contact's Details

Main contact's Email:*

--	--

Your organisation's website address:

bedfordguildhouse.org.uk

Important

Do you work with Bedford Borough officers to deliver your service or activity?

Yes

Please list their names(s) or job title(s):

Cllr Jane Walker

SECTION A: QUESTIONS ABOUT YOUR ORGANISATION

Question 1

What type of group are you?

- | | |
|--|--|
| <input checked="" type="checkbox"/> Registered charity | <input checked="" type="checkbox"/> Company limited by guarantee |
| <input type="checkbox"/> A trust established by trust deed | <input type="checkbox"/> An unincorporated club or association |
| <input type="checkbox"/> Community group/club/society | <input type="checkbox"/> Friendly/Provident Society |
| <input type="checkbox"/> Other | |

Please provide your registration number:

1123721

Are you a local group of a national organisation?

No

Are you affiliated to a political organisation?

No

Question 2

Does your organisation have a:

- | | |
|--|---|
| <input type="checkbox"/> Constitution | <input type="checkbox"/> Set of Rules |
| <input checked="" type="checkbox"/> Memorandum & Articles of Association | <input type="checkbox"/> Other Governing Document |

You must provide a signed copy with this application.

When was your organisation set up (please specify month and year)?

April 1962

Question 3

Briefly describe the aims, objectives and activities of your organisation:

We aim to improve the lives of older people living in Bedford Borough by providing them with social opportunities to eliminate loneliness and depression and activities to increase or maintain both mental and physical health and wellbeing. We work to give older people a sense of being part of the community, not isolated from it.

Question 4

Does your organisation have an equal opportunities policy?

Yes

You must include a copy with your application.

Question 5

Does your organisation work with or for young people/vulnerable adults?

No

Question 6

Does your organisation have, or have evidence of working towards, an environmental policy?

Yes

You must include a copy with your application

Question 7(a)

Does your organisation have, or have evidence of working towards, an appropriate quality assurance system?

Yes

Please indicate which QA system you have or are working towards. This question is particularly relevant to organisations that provide advice services. Please see additional information in the Guidance Booklet.

Please state which system:

PQASSO

Question 7(b)

Does your organisation have specific performance indicators?

No

Question 8

How many people are involved in running the organisation at this time (Please insert number of people in the boxes provided)?

Full time employees:

1

Part time employees:

4

Volunteers working on average more than 10hrs per week:

12

Volunteers working on average less than 10hrs per week:

33

Members of Management Committee or Board:

10

Question 9

How many people running or managing your organisation are: (Please put the number of people in the boxes provided. Some people may be counted more than once)

White:

14

Black or Ethnic Minorities:

1

Male:

4

Female:

11

People with disabilities:

2

Question 10

User Involvement

How many individuals use your service?

450

If your organisation operates on a county-wide basis, what percentage of people who use your service live in the Bedford Borough Council area?

99%

Are the people who use your service involved in the day to day running of the organisation or development of activities/projects?

Yes

How many?

28

Please explain how the people who use your service are involved:

Leading activities. Preparing drinks and snacks. Represented on Board of Directors. Kitchen assistance. Selling donated goods. Participating in special fundraising events.

Question 11

Please list any Councillors or Officers who attend meetings on your Management Committee/Board or decision-making body:

Cllr. Jane Walker

Question 12

Have any of the people listed in Question 11 benefited directly or indirectly from their involvement with your organisation?

No

Question 13

Financial Information

Please indicate which financial year your figures relate to:

2014 / 2015

Total gross income:

£209447.00

Total expenditure:

£201951.00

Equals Surplus/Deficit for the year:

£7496.00

Savings, Unrestricted Reserves, Cash, Investments:

£6422.00

IMPORTANT - ACCOUNTS

The accounts you supply must be not more than 12 months old and must either have:

- been audited with certificate OR
- been independently verified by a suitable competent person independent of your organisation and have been signed and dated by them, your Treasurer and Chair (Organisations which have been in existence for less than one year should provide a forecast of income and expenditure signed and dated by the Treasurer and Chair. You may be asked for further information during the assessment process)
- **IF YOU ARE PROVIDING NATIONAL/REGIONAL ACCOUNTS YOU SHOULD ALSO PROVIDE AN INCOME AND EXPENDITURE BREAKDOWN FOR YOUR LOCAL SERVICE OR PROJECT.**

If you hold unrestricted funds or reserves in excess of six months operating expenditure or large surpluses, (including those of the national organisation, if you have answered YES at Question 1(g)), please explain what your reserves policy is and why you are holding these funds.

SECTION B: YOUR ACTIVITY

Question 14

How much money are you applying for?

£1000.00

What is the estimated total cost of providing your total service for 2016/2017?

£202000.00

Question 15

Please give a brief overview of the main elements of the service you wish any award to pay for:

We request the award to help our core costs to enable us to deliver our charitable aims. As an example, we provide a welcoming social room for older people to use freely to engage with other people rather than staying at home on their own. This room requires heating and light, cleaning and a proportion of the overall rates. This area (The Westfield Room) is frequented by almost all of our service users on a daily basis.

Please describe the expected outcomes of your work/activity giving details of your target groups who benefit from this work. Please state approximate numbers of each type. How will you monitor these outcomes?

The result of our activities, services and support to older people in Bedford Borough - in particular older people who are living on their own, frail, disabled or with other impairments common in old age, are -

improved health and wellbeing (all)
widened social contact (all)
more socially inclusive (all)

quantitative research/feedback from group leaders and staff

Do you provide a statutory service?

No

Are you aware of other organisations that provide the same or similar services to yours for the residents of the Borough? You should note that where possible, awards granted will not be duplicated to organisations providing the same or similar service.

No

What are the unique elements of your service?

We are the only not for profit organisation in Bedford Borough providing such a wide range of services to older people, every weekday, all year round. Service users do not have to be referred or known to social services, they self-refer as a result of publicity or outreach activity or are recommended by other people. Our work is preventative and enables them to live independently and in better health for longer, without the need for accessing social care from statutory sources.

How do you know that there is a need for your work/activity? Tell us how you have identified there is a need for your service or activity, giving details of any research, surveys or consultation you have undertaken or evidence of current demand.

Bedford Guild House has been active in the Borough for over 50 years and has always been well attended and appreciated by its beneficiaries within the local community. Our service users stay with us for many years. On a typical day, over 100 older people will visit our centre because they enjoy and benefit from what it has to offer them.

Please show here how your work/activity will assist in supporting the Council's Sustainable Community Plan priorities:

Our work assists with two themes from the Council's Sustainable Community Strategy -
Health - helping older people to lead healthy and independent lives
Inclusive - helping older people to continue to be part of the wider community.

How does your request for a grant from public funds represent value for money for council tax payers?

The population of older people is increasing nationwide, bring extra burden on the need for social care and health provision and can be a strain on other family members. Our work aims to prevent/delay the necessity for other agencies to provide support, thus saving on costs for statutory provision.

How does your work help to support the council to promote equality and tackle discrimination and the new public sector duties?

- Eliminate discrimination
- Advance equality of opportunity
- Foster good relations

Eliminate discrimination - older people do experience discrimination.
Equal opportunity - we work to create opportunities to continue to lead active lives.
Foster good relations - We encourage other people in the community to get involved with our work as volunteers and supporters.

Question 16

Where do the people live who will benefit from this funding, and when is your service available to users? Tell us about where the activity will take place. Will it cover the whole of the county, the Borough, a village or specific ward(s)? When are the users able to access the services you provide? e.g. weekdays, evenings etc. Please list your full opening times, tell us about manned and unmanned help-lines etc.

Almost all our beneficiaries live in Bedford Borough. We are open Monday to Friday, all year round (10-4). Bedford Guild House is centrally located in Harpur Street. We operate an 'open door' policy, welcoming all older people regardless of gender, disability, social or economic status.

Do you have a waiting list for the services you supply?

Yes

SECTION C: FINANCIAL IMPLICATIONS OF YOUR ACTIVITY 2016/2017

Question 17

Please show how you would spend the funding you are applying for from us in the boxes below if it was to be granted:

Capital Costs for 2016/2017

New building/ refurbishment:	£
Office Equipment (inc. computers)	£
Vehicle purchase:	£
Mobility, communication or other independent living aids	£
Furniture or Play equipment:	£
Other:	£
If amount entered into Other, please specify details:	
Total Capital Costs:	£

Revenue / Running Costs for 2016/2017

Salaries of permanent staff:	£
Please provide details of numbers and earnings of any employees (do not include names):	
Insurance	£
Office Expenses (telephone, post, stationery etc):	£
Premises costs (rent, room hire, utilities etc):	£1000.00
Travel expenses:	£
Staff and Volunteer training:	£
Information, education and promotional materials:	£
Consultancy and advice:	£
Other:	£
If amount entered in Other, please specify details:	
Total Revenue Costs:	1000.00
Total (Total Capital Costs + Total Revenue Costs):	£1000.00

Question 18

Have you applied to any other Local Authority or organisation in respect of core funding?	No		
Please give the name of the Local Authority or organisation (including the House of Industry Estate), the level of funding applied for, the date applied for and the outcome if known			
Date Applied:	Organisation applied to:	Amount applied for:	Outcome (if known):
19 Feb 2016	House of Industry	£20000.00	
Please state why:		BBC withdrew almost £25000 (from a service level agreement & voluntary grant) from April 2016, leaving us with a significant shortfall in core funding to deliver our charitable aims. We are still unclear if the House of Industry intend to make a grant to us or what the total amount will be.	

Question 19

If you have not applied for core funding from another source and we are not able to fund your application fully, what would happen to your service/activity or project?	
Would a grant from the Council help you secure match/lever funding?	Yes
Please explain how:	We provide beneficial and much needed help and support to older people in Bedford Borough. Showing evidence that our Borough Council considers our work worthy of support would strengthen our chances of success with other funders.

SECTION D: BANK DETAILS

If your grant application is successful, you will be requested to submit your bank account details under separate cover.

SECTION E: TERMS AND CONDITIONS

Terms and Conditions

If you accept a grant from us it will be on the understanding that you have agreed the following general terms and conditions:

1. You will acknowledge receipt of the grant cheque and confirm in writing that the money will be spent on the purpose approved by Bedford Borough Council.
2. No changes to the project will be made without the prior express agreement of Bedford Borough Council. This Council will be informed of anything exceptional relating to the grant purpose or the organisation as soon as reasonably practicable.
3. A copy of your annual report and accounts will be supplied.
4. Accurate and comprehensive financial records of the spending of the grant must be kept and made available for inspection on demand. Your agreement of this condition allows the Council's officers to enter your premises to inspect the records upon reasonable notice being given and during normal office hours. Use of the grant funding may be subject to an independent review.
5. Bedford Borough Council is likely to use your name in its publicity material; you will acknowledge the grant in your annual report or other publicity relating to the work being funded.
6. Any part of the grant that is not required for the purposes approved will be refunded to Bedford Borough Council.
7. Bedford Borough Council (see condition 2) reserves the right to withhold a grant or require repayment if it is found that any form of deliberately false or misleading information was provided.
8. Bedford Borough Council reserves the right to withhold a grant or require repayment, if your organisation becomes insolvent or goes into administration, receivership or liquidation, provided the grant has not already been spent on its intended purpose.
9. All or any part of the grant will be claimed within two years of the funding being made available.
10. Please note that the details you supply when completing this form may be computerised by Bedford Borough Council for the purposes of assessing your application. In the course of working with you on this matter, these details may be disclosed to other local authorities, primary health care trusts and other organisations or individuals with whom the Council may need to refer, to evaluate and process your application. Details of the application may be published during the Council's decision-making process unless the information is classified as exempt under the provisions of Part 1 of Schedule 12A of the Local Government Act 1972.
11. Dependant upon the level of funding, additional conditions may be added to take account of aspects of a particular grant through a Service Level Agreement/Partnership Agreement/Working Arrangement or Monitoring Agreement.

SECTION F: DECLARATION

I confirm, on behalf of:

Bedford Guild House

that I am duly authorised to sign this declaration on its behalf, and that, to the best of my knowledge and belief, all replies are true and accurate. I further confirm that this application is made on the basis that if successful, the organisation will be bound to use the grant exclusively for the purposes specified in the application, and in compliance with the terms and conditions attached to the grant.

Signature of
applicant:

Date:

01 Jun 2016

Name and Designation:

Maggie Fletcher Development Officer

PLEASE RETURN THIS FORM WITH THE REQUIRED ENCLOSURES. PLEASE KEEP A COPY FOR YOUR RECORDS.

The Community Welfare Team
Bedford Borough Council
Borough Hall
Cauldwell St
Bedford
MK42 9AP

Voluntary Sector Support 2015/16

Please insert name of your organisation here:

Bedford Guild House

1. How many people are involved in running your group? Please count everyone who has a role in planning, organising or leading your group's activities – please insert numbers as appropriate.

Full Time Staff:

1

Part Time Staff

4

Volunteers:

45

Management Committee Members

10

Other:

2. Of the people you included in your total at 1 above how many of them would you describe as shown below – please put numbers in the appropriate boxes, some people may be counted more than once if they are covered by more than one description.

Disabled people:

6

Young People (under 19):

Young People (19-25):

2

Older People (60+):

56

Women & Girls:

44

People of minority ethnic origin:

5

3. What ages are the people who you hope to benefit through your project? (Please select all that apply)

☐ 0-5

☐ 6-10

☐ 11-16

☐ 17-18

☐ 19-25

☐ 26-45

☐ 46-60

☒ 60+

4. How would you describe the people who will benefit from your service/project? We understand that your project may benefit several different groups but please select a maximum of three categories from the following by ticking

☐ People living in rural areas

☐ Unemployed People

☒ People on low income

☒ Disabled people

☐ Refugees and asylum seekers

☐ People living in an area of deprivation

☐ Women & Girls

☒ Other

5. Tell us about the people who will benefit from your service/project. We understand that your service/project may benefit several different groups but please select a maximum of three categories from the following:

☒ British

☐ Pakistani

☐ White & Black Caribbean

☐ Irish

☐ Bangladeshi

☐ White & Black African

☒ Other White

☐ Other Asian

☐ White & Asian

☐ Other Mixed

☐ Chinese

☐ Black African

☒ Black Caribbean

☐ Other Black

☐ Other Ethnic

Which category(ies) below best describes (a) the work of your organisation and (b) the client group(s) you serve? Please select:

(a) Service(s) provided:

☐ Accommodation

☐ Accommodation with support

☐ Adult Education

☒ Adult Health and Wellbeing

☐ Advice, Counselling and Information

☐ Arts Development

☐ Carers

☐ Children and Young People

☐ Community and Tenants' Associations

☒ Community Activities/Development

☐ Safer Communities

☐ Education, Skills and Training

☐ Environment & Climate Change

☐ Health (including mental health)

☐ Sports, Recreation and Leisure

☒ Social Inclusion, Community

☐ Sustainable Communities

☐ Other

(b) Client Group(s):

Cohesion &
Culture

- | | | |
|---|---|--|
| <input type="checkbox"/> Children and/or Young People | <input checked="" type="checkbox"/> Disabled People | <input type="checkbox"/> Ethnic Minority Communities |
| <input checked="" type="checkbox"/> Workless people | <input type="checkbox"/> Families | <input type="checkbox"/> Lesbian, Gay, Bisexual, Transgender |
| <input type="checkbox"/> Homeless People | <input type="checkbox"/> No one specific group | <input checked="" type="checkbox"/> Older People |
| <input type="checkbox"/> Other voluntary and community groups | <input checked="" type="checkbox"/> People on low incomes | <input type="checkbox"/> People living in deprived areas |
| <input type="checkbox"/> People living in rural areas | <input type="checkbox"/> Women and girls | <input type="checkbox"/> Other |