

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

To award a grant application of £1,000 to the Bedford Roman Villa Project from the Community Chest towards the cost of the project including;

- Professional services of archaeologists and logistical details
- Insurance details: Public liability insurance
- Post dig analysis: determining age and validity of finds by experts
- Cataloguing: publishing a report of the finds as required from professional digs.

2. Date of decision

23 December 2016.

3. Reasons for decision

- An award is in accordance with the established criteria for making awards (to the extent that they apply to the project).
- The project presents a unique opportunity to significantly improve the local community's knowledge of the Roman settlement of the Borough and its historical legacy.
- The project will provide an opportunity for people from all sectors of the community to volunteer to assist with the dig and to receive training in archaeological techniques.
- The site is of national importance and a successful project will contribute to knowledge of Roman Britain and raise the profile of the Borough.

4. Alternatives considered and rejected

The alternative of awarding a grant, or awarding an alternative amount, was considered and rejected.

5. How decision is to be funded

The award will be funded from the budget established for Community Chest awards.

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 Dave Hodgson Date: 23rd December 2016

Name of Decision Taker Mayor Dave Hodgson

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 December 2016

Date decision can be implemented if not called in: 9th Jan 2017

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

Bedford Borough Council – Report to the Mayor

December 2016

Report by the Assistant Chief Finance Officer

Subject: COMMUNITY CHEST 2016/2017

1. Executive Summary

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

2. Recommendation(s)

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

3. Reasons for Recommendations

To enable consideration to be given to supporting an application 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 is one application for funding for consideration set out in this report for a total sum of **£1,000** 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 application shown at **Appendix B** 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

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 2016/17**

	Name of Applicant:	Bedford Roman Villa Project	
	Operating address of the organisation in Bedford Borough:	28 Tennyson Road, Bedford, MK40 3SB	
	Date of Application:	29/09/2016	
2e	When was the organisation established?	Fundraising started in May 2016	
1 a-g	Type of organisation: e.g. Trust, registered charity, company limited by guarantee, etc. State registration number where applicable Social Enterprise, CIC	Community group/Club/Society/Other	
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	0 PT
Q8	Number of volunteers:	3>10Hrs	5 <10Hrs
7a	Organisation operates to an appropriate quality system, if yes, state which. State if fully accredited or 'working towards'.	No.	
Pg 1	Organisation works with Bedford Borough officers to deliver this service or activity? If yes, details here.	No.	
Q3	Aims and objectives and activities of the organisation	<p><i>Bedford Roman Villa Project is a small group of local people, archaeologists and historians who have discovered Roman remains on a field on Manton Lane. The finds so far lead the experts to believe that a high status villa was present on the site in Roman times.</i></p> <p><i>Painted plaster work and wall decorations show extreme wealth and the likes have which are found in Pompeii but never before in England. Also pieces of glass from a bath house window which would have been imported from Egypt and even a child's</i></p>	

		<p>footprint found on a floor tile.</p> <p>The aim of our organisation is to raise enough money to embark on a professional dig, and to have the resulting finds properly analysed and catalogued.</p> <p>Our objective is to understand more about the history of Roman Bedford, which was previously thought to be very sparse, and to uncover this history for the people of Bedford and for the potential benefit to the town.</p> <p>Our activity includes a 2 week dig this autumn, using volunteers and some paid staff to connect up the various test pits which have been dug by volunteers in previous years. A wall very similar to that of a typical Roman bathhouse was part uncovered last year, if we can excavate a larger area, we can determine if this is the case.'</p>
Q15b	<p>Expected outcomes of the organisation's current and planned activity(ies) and how they will be monitored</p>	<p>'The dig is expected to raise the profile of Bedford, within local history groups, Roman interest groups and the general public.</p> <p>It will at least rewrite the local history of the area, in that the site of the villa was unrecognised previously.</p> <p>Depending on this year's finds, we will proceed with an application the Heritage Lottery Fund, who have, in principle, agreed to fund further investigative work and community engagement initiatives, within a budget of £1280,000 Within historical circles, the groups which will benefit include: Students in Classics and History who will be able to either witness a dig first hand, or come to a community engagement event to be held later in the year. Approx 10 students Volunteers from countywide historical groups who have also come previously to help on the test digs. Up to 20 people of all ages.</p> <p>Local groups already contacted / involved in the project include U3A, local upper schools, Friends of The Higgins, local history societies in Bedford, Colmworth, Leighton Buzzard. Approx 350 local people of all ages as they learn more about Roman life.</p> <p>We can monitor our activities by our Community Outreach Officer who compiles the work rota for the dig and has the details of every volunteer who has helped and applied.</p> <p>Further community engagement will be structured post-dig, depending on how long we are able to keep the land uncovered, but we will at the least give further talks to schools and lectures to societies about the project. Several of these are already booked in for early 2017 and are advertised on our website eg. at The Higgins Museum. These talks are not ticketed, but we can monitor audiences by asking them to sign in on the entrance.</p> <p>Our Facebook page also keeps us informed of our users profiles currently 75% female and 25% male, as well as the overall number of people liking our page and wanting to know more about the project. For example, w/c 20 Sept, we reached 1,460 people with our Facebook page.'</p>

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?	<p><i>'The main ethos behind our community group was to take ownership of this project for the people of Bedford, to tap into the potential heritage which could enhance the town's rich history. By setting up the community group we have allowed local citizens to exert their influence and have a say in the future of the site.</i></p> <p><i>The people we have engaged with now feel connected through this project and involved in something special. The Councillors and business people we have campaigned to feel they have given back to the community by being involved.</i></p> <p><i>Further publicity of the project and its work will uphold the heritage for future Bedfordians. And the link to education, whether it is Keystage 2 'Romans' at Primary Level, or History and Classics at Higher and Further Education or U3A is huge. Bringing history to life by being able to show a reconstructed shoe from a child's footprint on a floor tile is immeasurable. We hope to inspire the next generation of historians or even as a new interest for older people, by allowing them the opportunity to help unearth a Roman wall.</i></p> <p><i>Our group is inclusive for anyone of any age, race or background to join.</i></p> <p><i>We are creating a wonderful environment for meeting new and like-minded people on the 2 week dig, with the opportunity to be in the open air in a stimulating environment.</i></p> <p><i>The practicalities of running the project support the Council's Sustainable plan by: using minimum paper- much of the correspondence is paperless and online, volunteers to the dig are encouraged to car share or use public transport, recycling options are available for waste disposal, drinks are encouraged in re-useable bottles, and waste taken home from the site.'</i></p>
15g	2 Value for money How does the funding requested represent value for money for council tax payers?	<p><i>'We hope that as a result of this dig, there will be further interest in the project and the history linked to it. There may be some economic benefits from tourism to the town, at the very least, additions to Bedford Museum a free museum for the public to visit and get access to the finds locally rather than travelling further afield. The history uncovered is important to the town and therefore, to every taxpayer in creating a place to live which is rich in history and also exciting and dynamic. This may not be measurable in monetary terms, but could help to improve the sense of the surrounding environment.'</i></p>
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 	<p><i>'We do not discriminate on the grounds of race, age or gender when selecting volunteers for the dig. For safety reasons we have to state that under 16yr olds are accompanied by an adult.</i></p> <p><i>We have specifically invited students from various backgrounds, including public and state schools to show no bias.</i></p> <p><i>We have made contact with several other community groups that may benefit from linking with us. eg The Bedford Chronicles team, The Higgins Museum. We hope to support their</i></p>

			<i>work by adding our knowledge of the Romans and this can be spread through the local community.'</i>
	4	Meeting the criteria for the award of grants established by Members Has the organisation met the criteria established by Members?	No.
15d	5	Duplication of services How has this organisation demonstrated that it provides a unique service to the residents of the borough?	<i>'Archaeology, local history, increase in awareness of Roman history. Helpers on the dig receive training in archaeological techniques, plus receive the benefits of fresh air, exercise and socialising with others.'</i>
7D	6	Performance Indicators Does this organisation have specific performance indicators, particularly national indicators? Can it meet agreed performance targets?	No.
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>	£1,000.00
15a	Purpose for which funding is requested: <i>'Professional services of archaeologists Logistical details eg: mechanical digger, site office (portacabin), portaloos. Insurance details: Public liability insurance Post dig analysis: determining age and validity of finds by experts Cataloguing: publishing a report of the finds as required from professional digs.'</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	No.

	secure match/lever funding? If yes, how much would it help to secure and from which organisation?			
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?	Yes.		
	Date Applied	Organisation applied to	Amount applied for	Outcome (if known)
	05 Sep 2016	The Robert Kiln Trust	£1,000.00	Pending
	31 May 2016	The Gale Family Trust	£2,000.00	Successful
	31 Aug 2016	The Bedford School Trust	£2,500.00	Successful
	07 Sep 2016	Verve Properties Group	£1,500.00	Successful
	05 Jun 2016	The Marks Trust	£1,000.00	Unsuccessful
	05 May 2016	The Harpur Trust	£1,000.00	Unsuccessful
19a	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>'Previous to the test digs being excavated, there was no knowledge of this historical site in the town. It is only through community interest and support that the group has been set up to discover more about the site. If we were not in existence, the site would remain covered and it's secrets unknown, and the people of Bedford would know only of the Saxon link to the town.'</i>		
Q16	When and where are the services or the project available or will be available to the users?	<i>'The site is based at Manton Lane in Bedford. Therefore, every inhabitant of Bedford and the surrounding county would benefit from the knowledge of the site there. The activity will take place for 2 weeks in Sept-Oct 2016, with further investigative work, analysis and cataloguing in the following months. We have been donated storage space and conferencing facilities at the Bedford Heights Complex, so that we will be able to pull all the finds together and make a public presentation after the dig. The dig will not be open to the public, although passers-by will witness the work. Community engagement events and talks will be planned for 2017 which will be advertised in the press, online and through social media. Queries via the Facebook page are generally responded to within 24hrs by the volunteers who run the page.'</i>		

10a

How many individuals will benefit from this service or project? 'n/a'.

Financial Comment

This is a new organisation which began fundraising in May 2016 and no financial information is yet available.

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		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		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		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 (please specify)	
Social Inclusion, Community Cohesion & Culture			
Sustainable Communities			
Other (please specify) – Employment, work experience			

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



Community Chest 2016/2017
Reference: VSS565492

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 Roman Villa Project
Bedford Roman Villa Project
[REDACTED]
Fundraiser
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Telephone:
Fax:
Email:
Mobile Phone No:

Main Contact's Details

Main contact's Email:*

Your organisation's website address:

Important

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

SECTION A: QUESTIONS ABOUT YOUR ORGANISATION

Question 1

What type of group are you?

- | | |
|--|--|
| <input 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 checked="" type="checkbox"/> Community group/club/society | <input type="checkbox"/> Friendly/Provident Society |
| <input type="checkbox"/> Other | |

Are you a local group of a national organisation?

Are you affiliated to a political organisation?

Question 2

Does your organisation have a:

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

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

Question 3

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

Bedford Roman Villa Project is a small group of local people, archaeologists and historians who have discovered Roman remains on a field on Manton Lane. The finds so far lead the experts to believe that a high status villa was present on the site in Roman times. Painted plaster work and wall decorations show extreme wealth and the likes have which are found in Pompeii but never before in England. Also pieces of glass from a bath house window - which would have been imported from Egypt, and even a child's footprint found on a floor tile.
The aim of our organisation is to raise enough money to

embark on a professional dig, and to have the resulting finds properly analysed and catalogued. Our objective is to understand more about the history of Roman Bedford, which was previously thought to be very sparse, and to uncover this history for the people of Bedford and for the potential benefit to the town. Our activity includes a 2 week dig this autumn, using volunteers and some paid staff to connect up the various test pits which have been dug by volunteers in previous years. A wall very similar to that of a typical Roman bathhouse was part uncovered last year, if we can excavate a larger area, we can determine if this is the case.

Question 4

Does your organisation have an equal opportunities policy?

No

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?

No

Question 7(a)

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

No

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:

0

Part time employees:

0

Volunteers working on average more than 10hrs per week:

3

Volunteers working on average less than 10hrs per week:

5

Members of Management Committee or Board:

0

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:

3

Black or Ethnic Minorities:

Male:

1

Female:

2

People with disabilities:

Question 10

User Involvement

How many individuals use your service?

n/a

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

n/a

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

Please explain why:

No

Currently we are not providing a 'service' as such, however our dig will use the voluntary assistance of keen local historians and school pupils. Students involved will come from across the country to be gain experience and knowledge of an active archaeological dig.

Question 11

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

We are in the process of setting up a formal committee and our meetings have been attended by Cllrs: Roger Rigby, Luigi Reale, Colleen Atkins and Louise Jackson. They are however, not currently included within the 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:

20 / 20

Total gross income:

£

Total expenditure:

£

Equals Surplus/Deficit for the year:

£0.00

Savings, Unrestricted Reserves, Cash, Investments:

£0.00

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.

As an organisation that has been in existence for less than a year, we will supply a forecast of of income and expenditure as advised. Currently we are looking at an income of approx £12,000, from donations and grants (and no more than £20,000 pa), with an expenditure of approx £12,000.

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?

£12000.00

Question 15

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

Professional services of archaeologists
Logistical details eg: mechanical digger, site office (portacabin), portaloo

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?

Insurance details: Public liability insurance
Post dig analysis: determining age and validity of finds by experts
Cataloguing: publishing a report of the finds as required from professional digs

The dig is expected to raise the profile of Bedford, within local history groups, Roman interest groups and the general public.
It will at least re-write the local history of the area, in that the site of the villa was unrecognised previously. Depending on this year's finds, we will proceed with an application to the Heritage Lottery Fund, who have, in principle, agreed to fund further investigative work and community engagement initiatives, within a budget of £12-80,000
Within historical circles, the groups which will benefit include:
Students in Classics and History who will be able to either witness a dig first hand, or come to a community engagement event to be held later in the year. Approx 10 students
Volunteers from county-wide historical groups who have also come previously to help on the test digs. Up to 20 people of all ages.
Local groups already contacted / involved in the project include U3A, local upper schools, Friends of The Higgins, local history societies in Bedford, Colmworth, Leighton Buzzard. Approx 350 people
Local people of all ages as they learn more about Roman life.
We can monitor our activities by our Community Outreach Officer who compiles the work rota for the dig and has the details of every volunteer who has helped and applied.
Further community engagement will be structured post-dig, depending on how long we are able to keep the land uncovered, but we will at the least give further talks to schools and lectures to societies about the project. Several of these are already booked in for early 2017 and are advertised on our website eg. at The Higgins Museum. These talks are not ticketed, but we can monitor audiences by asking them to sign in on the entrance.
Our facebook page also keeps us informed of our users profiles - currently 75% female and 25% male, as well as the overall number of people liking our page and wanting to know more about the project. For example, w/c 20 Sept, we reached 1,460 people with our facebook page.

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?

Archaeology, local history, increase in awareness of Roman history. Helpers on the dig receive training in archaeological techniques, plus receive the benefits of fresh air, exercise and socialising with others.

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.

Previous to the test digs being excavated, there was no knowledge of this historical site in the town. It is only through community interest and support that the group has been set up to discover more about the site.
If we were not in existence, the site would remain covered and its secrets unknown, and the people of Bedford would know only of the Saxon link to the town.

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

The main ethos behind our community group was to take ownership of this project for the people of Bedford, to tap into the potential heritage which could enhance the town's rich history. By setting up the community group we have allowed local citizens to exert their influence and have a say in the future of the site.

The people we have engaged with now feel connected through this project and involved in something special. The Councillors and business people we have campaigned to feel they have given back to the community by being involved.

Further publicity of the project and it's work will uphold the heritage for future Bedfordians. And the link to education, whether it is Keystage 2 'Romans' at Primary Level, or History and Classics at Higher and Further Education or U3A is huge. Bringing history to life by being able to show a reconstructed shoe from a child's footprint on a floor tile is immeasurable. We hope to inspire the next generation of historians, or even as a new interest for older people, by allowing them the opportunity to help unearth a Roman wall.

Our group is inclusive for anyone of any age, race or background to join.

We are creating a wonderful environment for meeting new and like minded people on the 2 week dig, with the opportunity to be in the open air in a stimulating environment.

The practicalities of running the project support the Council's Sustainable plan by: using minimum paper - much of the correspondence is paperless and online, volunteers to the dig are encouraged to car share or use public transport, recycling options are available for waste disposal, drinks are encouraged in reuseable bottles, and waste taken home from the site.

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

We hope that as a result of this dig, there will be further interest in the project and the history linked to it. There may be some economic benefits from tourism to the town, at the very least, additions to Bedford Museum - a free museum for the public to visit and get access to the finds locally rather than travelling further afield.

The history uncovered is important to the town and therefore to every taxpayer in creating a place to live which is rich in history and also exciting and dynamic. This may not be measurable in monetary terms, but could help to improve the sense of the surrounding environment

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

We do not discriminate on the grounds of race, age or gender when selecting volunteers for the dig. For safety reasons we have to state that under 16yr olds are accompanied by an adult. We have specifically invited students from various backgrounds, including public and state schools to show no bias.

We have made contact with several other community groups that may benefit from linking with us. eg The Bedford Chronicles team, The Higgins Museum. We hope to support their work by adding our knowledge of the Romans and this can be spread through the local community.

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 site is based at Manton Lane in Bedford. Therefore, every inhabitant of Bedford and the surrounding county would benefit from the knowledge of the site there. The activity will take place for 2 weeks in Sept -Oct 2016, with further investigative work, analysis and cataloging in the following months. We have been donated storage space and conferencing facilities at the Bedford Heights Complex, so that we will be able to pull all the finds together and make a public presentation after the dig.

The dig will not be open to the public, although passersby will witness the work. Community engagement events and talks will be planned for 2017 which will be advertised in the press, online and through social media. Queries via the facebook page are generally responded to within 24hrs by the volunteers who run the page.

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:

£0.00

Office Equipment (inc. computers)

£0.00

Vehicle purchase:

£0.00

Mobility, communication or other independent living aids

£0.00

Furniture or Play equipment:

£0.00

Other:

£0.00

If amount entered into Other, please specify details:

Total Capital Costs:

£0

Revenue / Running Costs for 2016/2017

Salaries of permanent staff:

£0.00

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

Insurance

£165.00

Office Expenses (telephone, post, stationery etc):

£0.00

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

£0.00

Travel expenses:

£0.00

Staff and Volunteer training:

£0.00

Information, education and promotional materials:

£0.00

Consultancy and advice:

£1000.00

Other:

£0.00

If amount entered in Other, please specify details:

Total Revenue Costs:

1165.00

Total (Total Capital Costs + Total Revenue Costs):

£1165.00

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):
05 Sep 2016	The Robert Kiln Trust	£1000.00	Pending
31 May 2016	The Gale Family Trust	£2000.00	Successful
31 Aug 2016	The Bedford School Trust	£2500.00	Successful
07 Sep 2016	Verve Properties Group	£1500.00	Successful
05 Jun 2016	The Marks Trust	£1000.00	Unsuccessful
05 May 2016	The Harper Trust	£1000.00	Unsuccessful

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?

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

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 Roman Villa Project

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:

29 Sep 2016

Name and Designation:

Anne Harnan, Fundraising, Bedford Roman Villa Project

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:

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

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 type="checkbox"/> 6-10	<input type="checkbox"/> 11-16	<input type="checkbox"/> 17-18
<input type="checkbox"/> 19-25	<input type="checkbox"/> 26-45	<input type="checkbox"/> 46-60	<input 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 type="checkbox"/> People on low income
<input type="checkbox"/> Disabled people	<input type="checkbox"/> Refugees and asylum seekers	<input type="checkbox"/> People living in an area of deprivation
<input type="checkbox"/> Women & Girls	<input 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 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 type="checkbox"/> White & Asian
<input 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	<input type="checkbox"/> Advice, Counselling	<input type="checkbox"/> Arts Development

Wellbeing

and
Information

- | | | |
|---|---|--|
| <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 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 type="checkbox"/> Children and/or Young People | <input 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 | <input type="checkbox"/> Older People |
| | <input type="checkbox"/> one specific group | |
| <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 |