

## 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 the following grants from the Community Chest fund;

- i. £1,000 to the Kings Arm Project towards the cost of providing meals to homeless persons;
- ii. £500 to the Bedfordshire Climate Change Forum towards the cost of course materials and venue hire for a series of Carbon Conversation workshops and the training of two local facilitators.

**2. Date of decision**

*4th* April 2017

**3. Reasons for decision**

The awards are in accordance with the established criteria for making awards and will assist a charity and a community organisation, each working locally, in providing services that benefit Bedford Borough residents.

**4. Alternatives considered and rejected**

The alternatives of not awarding a grant, or awarding an alternative amount, were considered and rejected.

**5. How decision is to be funded**

The awards will be funded from the agreed budget for the award of Community Chest grants.

**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 David Hodgson

Date 4<sup>th</sup> April 2017

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: 5<sup>th</sup> April 2017

Date decision can be implemented if not called in: 18<sup>th</sup> April 2017

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

**Bedford Borough Council – Report to the Mayor**

**April 2017**

**Report by the Assistant Chief Finance Officer**

**Subject: COMMUNITY CHEST 2017/2018**

**1. Executive Summary**

This report advises the Mayor of two applications 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 two applications for financial assistance which are 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 2017/2018 includes a budget for the award of Community Chest grants. There are two applications for funding for consideration set out in this report for a total sum of **£2,000** 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 applications shown at **Appendices B & C** 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](mailto: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 – Bedford Climate Change Forum  
C – Application – King's Arms Project

**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](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**

	<b>Name of Applicant:</b>	<b>Bedfordshire Climate Change Forum</b>	
	<b>Operating address of the organisation in Bedford Borough:</b>	c/o 2 Lely Close, Manton Heights, Bedford, MK41 7LS	
	<b>Date of Application:</b>	02/11/2016	
2e	<b>When was the organisation established?</b>	March 2007	
1 a-g	<b>Type of organisation:</b> e.g. Trust, registered charity, company limited by guarantee, etc. State registration number where applicable Social Enterprise, CIC	Community Group	
1h	<b>Is the organisation a local group of a national organisation, if yes, state which.</b>	No	
Q16	<b>Geographical area of operation, (town, village or ward(s))</b>	Bedford Borough	
Q8	<b>Number of paid employees:</b>	0 FT	0 PT
Q8	<b>Number of volunteers:</b>	0>10Hrs	12 <10Hrs
7a	<b>Organisation operates to an appropriate quality system, if yes, state which. State if fully accredited or 'working towards'.</b>	No.	
Pg 1	<b>Organisation works with Bedford Borough officers to deliver this service or activity? If yes, details here.</b>	Yes, We regularly liaised with Janet Millar, former Climate Change Officer, who has supported and taken part in our events and we are now in touch with Samantha Guy and are in the process of arranging a meeting.	
Q3	<b>Aims and objectives and activities of the organisation</b>	We are a voluntary group who share a deep concern about the threat and effects of manmade climate change on us locally and on the people's and biodiversity of the planet. We aim to promote awareness of the pressing need for action to keep global temperature rises to below 2 degrees, and ideally below 1.5 degrees (above preindustrial levels) as agreed by 195 countries in Paris 2015. We promote renewable energy projects where possible, campaign actively to achieve the goals above, share clear, up to date information on climate change and offer an educational forum for local people to learn more about the behaviour and lifestyle changes which reduce	

		<i>emissions known to contribute to climate change. The events we organise typically include film showings, the inviting of local and national speakers and experts in the field, information stalls at environmental events and workshops on climate change and sustainability locally.</i>
Q15b	<b>Expected outcomes of the organisation's current and planned activity(ies) and how they will be monitored</b>	<i>To assist local people in understanding their contribution to greenhouse gas emissions and to identify specific courses of action to reduce participants' lifestyle's Green-house emissions. Our target group is Bedford Borough residents, eight people per six 2 hour workshop. They measure their carbon footprint via the Carbon Conversations online tool prior to the course and we will follow up after the course to determine how successful participants were in undertaking the necessary actions. To provide two new trained local facilitators who can further the aims of Caron Conversations in Bedford Borough and deliver further workshops.</i>

### **SUMMARY OF ORGANISATION'S ELIGIBILITY**

#### **Principles for the award of grants from the Community Chest**

15f	<b>1</b>	<b>Supports the Council's Sustainable Community Strategy 2009/12</b> How will the funding requested assist the Council in the delivery of the Sustainable Community Strategy?	<i>Carbon reductions of 3 tonnes of CO2 are typically made by each member during the course, with plans developed to halve individual footprints over a 45 year period. The intention is also that participants share what they have learnt about low carbon living with family, friends and colleagues so that their actions may encourage and support the necessary behaviour changes in others to reduce their greenhouse gas emissions too.</i>
15g	<b>2</b>	<b>Value for money</b> How does the funding requested represent value for money for council tax payers?	<i>Manmade climate change is one of the greatest threats to mankind and to the planet, and the potential financial costs of both mitigation and of dealing with its wide-ranging effects are considerable, locally and nationally. (Flooding, drought, crop failure etc) Assisting the residents of Bedford Borough to recognise the part they play and to undertake the concrete changes needed are a crucial part of tackling climate change. The fact that on average 10% of the course participants are likely to go on to later train as course facilitators themselves will mean a valuable 'cascade effect'. In addition many of the potential carbon reduction actions that follow from participation in the course will also mean personal savings in terms of travel costs, energy expenditure, waste reduction etc, many of which will benefit the Borough in a broader sense too.</i>
15h	<b>3</b>	<b>Equal Opportunities</b> 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"> <li>• Eliminate discrimination</li> <li>• Advance equality of opportunity</li> <li>• Foster good relations</li> </ul>	<i>Our events and activities are publicised widely, through social media, our website, local press, churches and faith groups, charities and schools in order to try to appeal to absolutely all sectors of the community, regardless of gender, sexuality, faith, ethnicity and disability. There is no cost to attend most of our events, we just ask for donations where necessary. We warmly welcome new members and volunteers. Climate change effects us all and we believe that tackling this growing threat has the potential to unite people from many different groups in</i>

			<i>a common aim.</i>
	<b>4</b>	<b>Meeting the criteria for the award of grants established by Members</b> Has the organisation met the criteria established by Members?	
15d	<b>5</b>	<b>Duplication of services</b> How has this organisation demonstrated that it provides a unique service to the residents of the borough?	<i>Providing reliable, well researched information and practical guidance on what will make a difference to local people's carbon emissions and also providing support in creating a detailed personal plan for change.</i> <i>There is also crucially time to work through the conflicts between intention, social pressure and identity. The meetings use professionally designed, reliable materials to cover climate change basics, ideas for a low-carbon future and the four key areas of the footprint – home energy, travel, food and other consumption. Typically 10% of participants train to become facilitators of further groups, so increasing positive outcomes elsewhere inside and outside Bedford Borough.</i>
7b	<b>6</b>	<b>Performance Indicators</b> Does this organisation have specific performance indicators, particularly national indicators? Can it meet agreed performance targets?	No.
15c	<b>7</b>	<b>Provides or supports a statutory service</b> 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.
	<b>8</b>	<b>Works specifically with or for ethnic or minority groups</b> Does this organisation work specifically with or for ethnic or minority groups?	No.

### **DETAILS OF REQUESTED FUNDING**

	<b><u>Amount of Grant Requested</u></b>	<b>£1,000</b>
15a	<b>Purpose for which funding is requested:</b> <i>To fund the participation fee, course materials and (modest) venue hire for a series of Carbon Conversation workshops run by trained facilitators, aimed at helping local participants to identify and reduce their personal carbon footprints.</i> <i>In addition, to fund the full training of two local Carbon Conversations facilitators to give further such courses.</i>	
19	<b>What will happen to the service or project if this funding is not awarded? Does the organisation have a contingency plan?</b> <i>The workshops may still go ahead but would be limited to participants able and willing to pay the fee (25 pounds including course materials). This would be a likely barrier for people on lower incomes &amp; students etc taking part. The training of Carbon Conversations facilitators would probably not go ahead without funding.</i>	

19b	<b>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?</b>	No.
18	<b>Is this organisation actively seeking funding from other local authorities, trusts or organisations in respect of this work or project? If not, why not?</b>	No.
	<b>Date Applied</b>	<b>Organisation applied to</b>
	<b>Amount applied for</b>	<b>Outcome (if known)</b>
15e	<b>How has the organisation effectively demonstrated that there is a need for this service or project?</b> [Have they have provided details of research, surveys, consultation or evidence of current demand?]	<i>Current BCCF members, as well as local people we speak to at local events and on our stalls, tell us of the need for individuals to be supported in their carbon reduction efforts. Our attendance at a well attended recent local talk by George Marshall, author of Don't Even Think About It: Why Our Brains Are Wired To Ignore Climate Change, provided further evidence of this need to encourage an active dialogue about low carbon living for the 21st century, overcoming the personal obstacles to lifestyle change.</i>
Q16	<b>When and where are the services or the project available or will be available to the users?</b>	<i>The course will take place in the centre of Bedford, close to accessible transport links. Participants will be from Bedford Borough. The course will comprise of six sessions of two hours each and will be scheduled for evenings and/or weekends as appropriate in order to best suit those wishing to take part.</i>
10a	<b>How many individuals will benefit from this service or project?</b>	<i>120+, 90% in Bedford Borough</i>
<b>Financial Comment</b>  The organisation is a community group.  A financial statement is provided for the financial year ending 31 March 2016 which shows income of £381 and expenditure of £430 resulting in a deficit of £49 for the year. The organisation's only assets are shown as cash and bank deposits totalling £212.		



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	X
Community and Tenants' Associations		Older People	
Community Activities/Development	X	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 ( <i>please specify</i> )	
Social Inclusion, Community Cohesion & Culture			
Sustainable Communities	X		
Other ( <i>please specify</i> ) – <b>Employment, work experience</b>			

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

	<b>Name of Applicant:</b>	<b>King's Arms Project</b>	
	<b>Operating address of the organisation in Bedford Borough:</b>	King's House 245 Ampthill Road Bedford MK42 9AZ	
	<b>Date of Application:</b>	26/07/2016	
2e	<b>When was the organisation established?</b>	January 2011	
1 a-g	<b>Type of organisation:</b> e.g. Trust, registered charity, company limited by guarantee, etc. State registration number where applicable Social Enterprise, CIC	Registered Charity, number 1139956	
1h	<b>Is the organisation a local group of a national organisation, if yes, state which.</b>	No	
Q16	<b>Geographical area of operation, (town, village or ward(s))</b>	Bedford Borough	
Q8	<b>Number of paid employees:</b>	22 FT	9 PT
Q8	<b>Number of volunteers:</b>	4>10Hrs	40 <10Hrs
7a	<b>Organisation operates to an appropriate quality system, if yes, state which. State if fully accredited or 'working towards'.</b>	<i>'Yes, we monitor the effectiveness of our programmes on a regular basis through outcomes monitoring, key performance indicators and stakeholder feedback. To further support this monitoring we also use the Supporting People Quality Assurance Framework and we are working towards gaining PQASSO Level 1 certification.'</i>	
Pg 1	<b>Organisation works with Bedford Borough officers to deliver this service or activity? If yes, details here.</b>	<i>'We actively work with Bedford Borough Council to ensure that the services we provide are running most effectively and best meet the needs of the local area. On a day to day level, this includes working with the following officers: Andrew Kyle (Housing Service Manager) Tabitha Resta (Rehousing manager) Lisa Sparks (Commissioning Manager) Annaliza Large (Reconnections Officer)</i>	

		Chris Short (Social Worker for the Physical Disabilities Team)
Q3	<b>Aims and objectives and activities of the organisation</b>	<p><i>King's Arms Project has supported thousands of people out of homelessness in Bedford since 1989. We are passionate about helping the most disadvantaged in our society by restoring dignity and self-worth to the homeless which encourages responsibility and choice.</i></p> <p><i>We support over 500 beneficiaries each year through our holistic services including; weekly free hot meals, community and signposting in the town centre (Friday Night Meeting), Skills for Life Training Courses for independent living and employment, two support hostels, an 18 bed Night shelter, refugee support work and a rough sleeper outreach service to engage with homeless beneficiaries who struggle to access other services.'</i></p>
Q15b	<b>Expected outcomes of the organisation's current and planned activity(ies) and how they will be monitored</b>	<p><i>'We believe in building people into a community where they feel safe and are resourced to contribute.</i></p> <p><i>Through this project:</i></p> <ul style="list-style-type: none"> <li><i>• Beneficiaries are offered healthy food and a safe environment where they can chat and share about issues affecting their lives.</i></li> <li><i>• We can support beneficiaries who are not accessing the right services or who have run out of options for where to turn to help.</i></li> <li><i>• Our Rough Sleep Outreach Worker works with individuals by supporting, advocating and signposting to address their exclusion and take the next steps in their life.</i></li> <li><i>• Beneficiaries will sign up to the various Skills for Life courses and sports activities, leading to increased confidence and self-esteem. We will therefore achieve the following objectives;</i></li> <li><i>• 2,000 visitors will come to our Friday Night Meeting, enabling us to provide free healthy meals and support to move away from homelessness. 250 rough sleepers will receive a safe place to sleep through our Night shelter and all will receive a hot meal, clean clothes, a shower and dedicated support to address their homelessness.</i></li> <li><i>Up to 40 beneficiaries each year will receive support in Barton House (our 14 bed move-on hostel) where individuals can stay for up to 2 years to work through the issues that led to their homelessness with the help of designated support workers.</i></li> <li><i>• At least 100 clients will attend our courses and will enhance their employability skills, gain confidence, self-esteem and develop teambuilding skills.</i></li> <li><i>• Homeless clients will be placed into work placements, significantly improving their prospects for paid employment.</i></li> <li><i>• Beneficiaries will feel a sense of self-value, have a much greater chance of sustaining tenancies and will more easily be able to integrate into society.</i></li> </ul> <p><i>The success of this project will be measured in the following ways:</i></p> <ul style="list-style-type: none"> <li><i>• We keep a record of how many people attend our services and receive meals each</i></li> </ul>

	<p>week.</p> <ul style="list-style-type: none"> <li>• We will monitor client referrals to external services and will monitor the uptake of these, whilst working with partners to improve accessibility.</li> <li>• Our Rough Sleeper Outreach Worker will measure success through client feedback, move on rates, feedback from other organisations and by recording a breakdown of clients they work with.</li> <li>• We will implement the Outcome Star for clients on our courses. This highlights 'distance travelled' and helps clients evaluate their skills, competencies and progress over time. This helps clients to identify and understand change, enabling them to celebrate success and understand which areas need development.</li> <li>• We monitor attendances on our courses through course registers. We will also assess clients on skills based courses and provide certification for accredited courses.</li> <li>• We will keep work placement logs for each client on a work placement to monitor the success of their placement. We will also monitor placements regularly and will request formal feedback at least every six months to ensure success.</li> <li>• We receive feedback from clients, volunteers and other stakeholders, to understand the success and to implement future improvements.'</li> </ul>
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### **SUMMARY OF ORGANISATION'S ELIGIBILITY**

#### **Principles for the award of grants from the Community Chest**

151	<p><b>1 Supports the Council's Sustainable Community Strategy 2009/12</b></p> <p>How will the funding requested assist the Council in the delivery of the Sustainable Community Strategy?</p>	<p><i>'The project will have an impact upon all the priorities highlighted within the Council's Sustainable Community Plan. I will address this against each priority:</i></p> <p><b>ECONOMIC DEVELOPMENT, REGENERATION &amp; ENTERPRISE:</b></p> <p><i>Clients will receive access to our Pathways to Employment programme which has already seen over 50% of clients who have completed a work placement, move into employment. As a result of the support we provide, we have seen clients move on to set up their own businesses including car mechanics, bakeries and recycling. Your support will enable individuals who have fallen upon hard times, receive the support to address the barriers to participation and achieve their aspirations.</i></p> <p><b>ENVIRONMENT AND CLIMATE CHANGE:</b></p> <p><i>This project brings together clients into a safe, welcoming environment. To achieve this, we work together with local supermarkets to receive surplus food which reduces waste considerably. Providing food in an indoor environment for homeless clients enables us to use food efficiently, dispose of waste correctly and recycle wherever possible.</i></p> <p><b>ADULT HEALTH AND WELLBEING:</b></p> <p><i>A recent health audit survey from Homeless Link (2014) highlights the negative health impact as a result of homelessness. This includes 73% of homeless people reporting physical health</i></p>
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			<p>problems, 80% experiencing a mental health issue and 35% not eating at least two meals a day. This project will enable us to address these issues by developing community, building friendships, providing healthy nutritious meals and providing access to health facilities. Our Night shelter in particular, provides opportunities for members of the homeless community to receive a drop in from a local GP.</p> <p><b>CHILDREN AND YOUNG PEOPLE:</b></p> <p>Our services are open to young people over the age of 18 and support a considerable number of people under 25 years old. Our Night shelter last year supported 10.4% of this client group and our Pathways to Employment programme supported 44%. Our Friday Night Meeting programme also supports many parents with young children. Our support enables us to engage with young people or parents, enabling us to provide support to make good decisions, care for others and live independently.</p> <p><b>SAFER COMMUNITIES:</b></p> <p>King's Arms Project believes in the strength of community; That no one should face homelessness alone and that wider society is part of the solution. This project is therefore supported by over 40 different volunteers and a wide range of business partners. We have seen clients go onto to become pioneers of social development and champions of the community. This includes clients who have gone on to set up their own businesses, and others who lead support services for the homeless in Bedford. We believe in building people into a community where they feel safe and are resourced to contribute. We believe that we all have a role to play and that we must stand against poverty together. We believe that this is an important component for building confident communities and ensuring that those going through rough times have a place to meet friends and find a listening ear. This has a positive impact upon breaking the cycle of crime by developing safer communities, providing opportunities for training and qualification, and finding a way out of poverty.</p> <p><b>SUSTAINABLE COMMUNITIES:</b></p> <p>This Project will enable us to address the support and accommodation needs of our clients, with the aim for them to be financially independent and within accommodation of their own. We have seen 84% of clients from our move on housing project move into employment and have seen countless others moving into jobs.'</p>
15g	<b>2</b>	<p><b>Value for money</b></p> <p>How does the funding requested represent value for money for council tax payers?</p>	<p>'This project provides excellent value for money due to the high numbers of volunteers involved (over 40), excess food donations which reduces our food bill considerably and economies of scale which enables us to provide each meal for an average of £1.09.'</p>
15h	<b>3</b>	<p><b>Equal Opportunities</b></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"> <li>• Eliminate discrimination</li> <li>• Advance equality of opportunity</li> <li>• Foster good relations</li> </ul>	<p><b>'ELIMINATE DISCRIMINATION:</b></p> <p>Cross cultural friendships will develop and an understanding across different backgrounds will be bridged. We will treat everyone fairly and believe that everyone deserves equal opportunities. As a result of bring such a wide client group together; understanding is increased as is an awareness of the different challenges that are experienced.</p> <p><b>ADVANCE EQUALITY OF OPPORTUNITY:</b></p>

			<p><i>We believe that there is no such thing as a hopeless case; That no one is too entrenched in poverty of any kind that they are beyond help. Throughout our work, we ensure that nobody faces homeless alone and that wider society is part of the solution. We believe in providing opportunity; that everyone deserves the chance to advance themselves and see their dreams realised. To this end, so far we have seen 56% of people rough sleeping directly move into their own accommodation. We have also seen 50% of our Pathways to Employment volunteer placement clients move into employment of their own. We will continue to advocate and support our clients to access these opportunities.</i></p> <p><b>FOSTER GOOD RELATIONS:</b></p> <p><i>This project brings together clients and volunteers from a wide range of ages and ethnic backgrounds. Throughout this, we have seen cross cultural/generational friendships develop and support networks increase. This has also led to previous clients moving on to volunteer with us, which also provides hope and an informed approach to addressing challenges.'</i></p>
	<b>4</b>	<p><b>Meeting the criteria for the award of grants established by Members</b></p> <p>Has the organisation met the criteria established by Members?</p>	Yes.
10d	<b>5</b>	<p><b>Duplication of services</b></p> <p>How has this organisation demonstrated that it provides a unique service to the residents of the borough?</p>	<p><i>'Yes. We work in partnership throughout the voluntary and statutory sectors to provide a coordinated approach to address homelessness and exclusion. We are the only provider of a Night shelter in Bedford and our services are often at full capacity, meeting a need that is too great for one provider to meet alone. This includes: Chairing the 'Bedfordshire Supported Housing Forum', an independent Multiagency forum to provide a coordinated approach to reducing homelessness, addressing needs and sharing best practice.</i></p> <p><i>Offering our Pathways to Employment programme to clients of all other projects supporting the homeless.</i></p> <p><i>Working alongside Pre Bend Day Centre who complements our Night shelter by providing daytime support and food to clients.</i></p> <p><i>We have also worked alongside Noah Enterprise who provided outreach work to the homeless, however, recent funding cuts now mean that we are the only provider of this service in Bedford.</i></p> <p><i>Working alongside the Salvation Army who provides shelter to residents on cold nights who cannot stay in our Night shelter due to capacity reasons. We also provide courses in their centre to support more homeless clients.</i></p> <p><i>Working alongside Amicus Trust, YMCA Bedfordshire and Emmaus to both refer clients and receive referrals for clients who cannot be supported.</i></p> <p><i>This enables us to innovatively respond to emerging challenges. We have therefore set up a refugee support fund for displaced Syrian Refugees and are beginning to support those with no recourse to public funds (45% of the total rough sleeper count).'</i></p>
7D	<b>6</b>	<p><b>Performance Indicators</b></p> <p>Does this organisation have specific performance indicators, particularly</p>	'Yes.

		national indicators? Can it meet agreed performance targets?	<ul style="list-style-type: none"> <li>• 250 rough sleepers will receive a safe place to sleep through our Night shelter and all will receive a hot meal, clean clothes, a shower and dedicated support to address their homelessness.</li> <li>• Up to 40 beneficiaries each year will receive support in Barton House and The Hub where individuals can stay for up to 2 years to work through the issues that led to their homelessness with the help of designated support workers.</li> <li>• 2,000 visitors will come to our Friday Night Meeting, enabling us to provide free healthy meals, community and support for clients to move away from homelessness.</li> <li>• 100 homeless/recently homeless beneficiaries will attend our Skills for Life courses and will enhance their employability skills, gain confidence and self-esteem and develop teambuilding skills.</li> <li>• 25 homeless clients will be placed into work placements, significantly improving their prospects for paid employment. Of this number, up to 47% will go on to secure paid employment.</li> <li>• Our Rough Sleeper Outreach Worker will work with up to 40 rough sleepers who are not engaging with any other support or services. Beneficiaries will be equipped to take positive steps to move on from their situations, re-engage with support services and secure sustainable long term accommodation.</li> <li>• 10 beneficiaries will live in our Freedom for Life Move-on Houses. Beneficiaries will receive training in basic life-skills and assistance to develop the skills and resources they need to realise their aspirations and become an active and integrated member of their community.</li> <li>• We will begin to support refugees by joining together with voluntary and statutory agencies. This will include developing a support plan, providing integration support and helping clients to access basic services, to enable integration and inclusion.'</li> </ul>
15c	7	<b>Provides or supports a statutory service</b> 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].	'Yes. We partially provide a statutory service which contributes towards some of the expenditure for our Night shelter and Barton House. This contributes towards staff salaries, staff operational costs and office support. We complement this work by providing additional charitable support which includes healthy food, games and a range of activities. We also provide our Pathways to Employment courses, Friday Night Meeting and Move on Housing which is purely charitable.'
	8	<b>Works specifically with or for ethnic or minority groups</b> Does this organisation work specifically with or for ethnic or minority groups?	No.

### DETAILS OF REQUESTED FUNDING

<b><u>Amount of Grant Requested</u></b>	<b>£1,000</b>
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15a	<p style="text-align: center;"><b>Purpose for which funding is requested:</b></p> <p><i>'King's Arms Project has supported thousands of homeless clients in Bedford since we started in 1989. Over the next year, we are planning to support over 500 clients through move on housing, hostel accommodation, our Night shelter, rough sleeper engagement work, refugee support work, independence/employability courses and our Friday Night drop in (Friday Night Meeting). With over 25 years of experience in working with the homeless in Bedford, we are in an exceptional position to assist those who are homeless and we have a track record of seeing our clients move away from life controlling addictions and into lives they are able to control and feel proud of. The rough sleeper count in Bedford is higher than it's ever been, with the highest rates outside of London. We have witnessed first-hand ourselves how the number is rising with record numbers of people accessing our services. We are asking if the Bedford Community Chest Fund will help us to provide support to enable us to provide meals to over 300 clients in Bedfordshire over the next year. This includes providing up to 30,000 meals through Friday Night Meeting, Barton House and our Night shelter. This enables us to engage with our clients, provide healthy nutritious meals, relieve poverty and develop community through trusted relationships. This provides a base from which we can identify further support needs to our clients and signpost to relevant support agencies, activities and services. This income is fully reliant upon donations. This project will cost a total of £32,722, of which we have already secured £19,000, along with in kind support from Morrison's, Marks and Spencer's and Waitrose. We are asking if you will consider support us with a grant of £1,000 which will enable us to provide at least 917 meals. We provide not only healthy food, but also a safe environment for people to sit a chat, often sharing issues affecting their lives. The project is supported by a fantastic group of up to 40 committed volunteers each year, made up of a variety of people with different ages, backgrounds and personalities. This includes previous service users who themselves know what it is like to be homeless or isolated, and now come along to meet, serve and support those currently in that situation. As well as providing food, friendship and support, a key function is the 'signposting' to other support services and medical help that is available locally. This includes offering support through our Rough Sleepers Outreach Worker who works together with our clients to give the best support they need to take the next step in their life. This enables us to address a wide range of needs, from the practical issue of sleeping rough, to long term emotional issues, and lack of any real community. Beneficiaries are also encouraged to sign up to our Skills for Life courses which includes employability courses, work placements, IT training, cookery and sports activities. "I have realised what life is; it's more than drinking and being on the streets. Friday Night Meeting is friendly, and people talk to you. I have gotten my confidence back."</i></p>		
19	<p style="text-align: center;"><b>What will happen to the service or project if this funding is not awarded? Does the organisation have a contingency plan?</b></p> <p><i>'We would therefore need to invest more time into securing funds from elsewhere, using up spare resources which could otherwise have been used to support more clients. Partial funding could therefore have a proportional impact upon our outcomes. We would also be restricted in the time that we can invest into developing plans for a social enterprise which would otherwise develop financial sustainability.'</i></p>		
19b	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"> <p><b>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?</b></p> </td><td style="width: 50%; padding: 5px;"> <p><i>'Yes, A number of trusts require us to how have secured a percentage of match-funding before they will consider supporting us. In particular Bernard Sunley Foundation has recently required us to secure match funding before they will release funding. This has also been the case with Bedfordshire Volunteering Fund. Your support will provide much needed support to our clients and will provide a greater support base from which we can secure funding from elsewhere. This will also particularly help as we relaunch our regular giving campaign and develop our work with local companies.'</i></p> </td></tr> </table>	<p><b>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?</b></p>	<p><i>'Yes, A number of trusts require us to how have secured a percentage of match-funding before they will consider supporting us. In particular Bernard Sunley Foundation has recently required us to secure match funding before they will release funding. This has also been the case with Bedfordshire Volunteering Fund. Your support will provide much needed support to our clients and will provide a greater support base from which we can secure funding from elsewhere. This will also particularly help as we relaunch our regular giving campaign and develop our work with local companies.'</i></p>
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18	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"> <p><b>Is this organisation actively seeking funding from other local</b></p> </td><td style="width: 50%; padding: 5px;"> <p>Yes.</p> </td></tr> </table>	<p><b>Is this organisation actively seeking funding from other local</b></p>	<p>Yes.</p>
<p><b>Is this organisation actively seeking funding from other local</b></p>	<p>Yes.</p>		



	authorities, trusts or organisations in respect of this work or project? If not, why not?			
	Date Applied	Organisation applied to	Amount applied for	Outcome (if known)
	01 May 2016	House Of Industry Estate	£15,000.00	Approved
	01 May 2016	Volant Charitable Trust	£10,000.00	Pending
	01 May 2016	Souter Charitable Trust	£10,000.00	Pending
	01 Jun 2016	Balcombe Charity Trust	£5,000.00	Pending
	01 Jun 2016	Anchor Foundation	£5,000.00	Pending
	01 Jul 2016	London Airport Trust	£6,000.00	Pending
	01 Jun 2016	One Family Foundation	£25,000.00	Pending
	01 Jul 2016	Discovery Foundation	£5,000.00	Pending
15e	<b>How has the organisation effectively demonstrated that there is a need for this service or project?</b> [Have they have provided details of research, surveys, consultation or evidence of current demand?]		<i>“In England, more than 81,000 households were found to be homeless during 2013/14” (DCLG, 2014).Locally, the rough sleeper count in Bedford is higher than it’s ever been, increasing from 26 to 51 last year. This combined with an increase in demand for our services, led to a record 500 clients being supported last year.</i> <i>This includes rough sleepers, homeless beneficiaries, people struggling with addictions, ex-offenders, the unemployed and soon, refugees. As a result of providing our range of holistic support services we are able to develop relationships with our beneficiaries, providing hope and dedicated support. This is important as the ‘Places of Change’ agenda has encouraged homelessness services to focus on moving service users forward, including improving their access to meaningful occupation and employment opportunities. Our Friday Night Meeting and other projects enable us to provide the highly important missing elements for homeless/vulnerable individuals by way of “security, privacy, and links to a community and support network” (Shelter, 2015).</i> <i>Our aim is to see homeless clients back into independent accommodation and employment, and confident in basic life-skills, thus preventing recurring homelessness (Homeless Link, 2015).</i> <i>The number of people accessing our services is the highest we have ever seen, and we firmly</i>	

		<i>believe that assisting our clients into paid employment is the long-term solution to enhanced self-esteem, personal accommodation, and ending the cycle of homelessness. It is our mission to see lives restored and making it possible for those who have experienced difficulties to get back on their feet, whether that is rough-sleepers, ex-offenders or simply those who have fallen on hard times. We believe that what we have to offer is unique, carries excellent success rates, and our bespoke training courses are meeting a critical need in Bedford not being met by any other agencies or local authorities.'</i>
Q16	<b>When and where are the services or the project available or will be available to the users?</b>	<i>'This project will enable us to provide food to our clients through our Friday Night Meeting Drop In. This takes place at The Guild House between 730pm and 930pm. This project serves over 2000 visitors across Bedford Borough each year. Food will also be provided through our Barton House hostel which is staffed daily from 8am until 11pm, as well as our Night shelter which is open daily from 6pm until 9pm. These services are all open to clients from across Bedford Borough.'</i>
10a	<b>How many individuals will benefit from this service or project?</b>	500, 98% from Bedford Borough

#### Financial Comment

The King's Arms Project (Bedford) is a registered charity and a company limited by guarantee.

Accounts are provided which are independently audited by Mazars LLP. The auditors express the opinion that the accounts are a true and fair view of the organisation's financial affairs.

Accounts are provided for the year to 31 December 2015 and are summarised below.

	Unrestricted	Restricted	Total
Income	£125,219	£720,268	£845,487
Expenditure	£40,053	£798,532	£838,585
Surplus/deficit	£85,166	(£78,264)	£6,902

The balance sheet shows net current assets of £205,549 and total assets of £234,771. Assets are comprised of unrestricted funds of £169,957 and restricted funds of £64,814. Cash held at the bank amounts to £253,032.

The organisation's policy is to hold reserves equivalent to three months expenditure with additional funds held as required to fund future development.

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	X	Children and/or Young People	
Accommodation with support	X	Disabled People	
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	X
Children and Young People		No one specific group	
Community and Tenants' Associations		Older People	
Community Activities/Development	X	Other voluntary and community groups	
Safer Communities	X	People on low incomes	
Education, Skills and Training	X	People living in deprived areas	X
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	X		
Sustainable Communities	X		
Other (please specify) – <b>Employment, work experience</b>			



Community Chest 2016/2017  
Reference: VSS526323

## 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](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:  
Telephone:  
Fax:  
Email:  
Mobile Phone No:

Bedfordshire Climate Change Forum

Bedfordshire Climate Change Forum

[REDACTED]

Committee Co- Chair

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

### Main Contact's Details

Main contact's Email:\*

[REDACTED]

Your organisation's website address:

<https://bedsclimatechange.wordpress.com>

### 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 regularly liaised with [REDACTED] former Climate Change Officer, who has supported and taken part in our events. And we are now in touch with [REDACTED] and are in the process of arranging a meeting

## SECTION A: QUESTIONS ABOUT YOUR ORGANISATION

### Question 1

What type of group are you?

☐ Registered charity

☐ A trust established by trust deed

☒ Community group/club/society

☐ Other

☐ Company limited by guarantee

☐ An unincorporated club or association

☐ Friendly/Provident Society

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

☐ Memorandum & Articles of Association

☐ Set of Rules

☐ Other Governing Document

**You must provide a signed copy with this application.**

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

March 2007

### Question 3

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

We are a voluntary group who share a deep concern about the threat and effects of manmade climate change on us locally and on the people's and biodiversity of the planet. We aim to promote awareness of the pressing need for action to keep global temperature rises to below 2 degrees, and ideally below 1.5 degrees (above pre-industrial levels) as agreed by 195 countries in Paris 2015. We promote renewable energy projects where possible, campaign

actively to achieve the goals above, share clear, up-to-date information on climate change and offer an educational forum for local people to learn more about the behaviour and lifestyle changes which reduce emissions known to contribute to climate change. The events we organise typically include film showings, the inviting of local and national speakers and experts in the field, information stalls at environmental events and workshops on climate change and sustainability locally.

#### 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?

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?

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:

Volunteers working on average less than 10hrs per week:

12

Members of Management Committee or Board:

12

#### 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:

10

Black or Ethnic Minorities:

2

Male:

5

Female:

7

People with disabilities:

#### Question 10

User Involvement

How many individuals use your service?

120+

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

90

Are the people who use your service involved in the day

Yes



to day running of the organisation or development of activities/projects?

How many?

12

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

Serving on committee, helping to plan events and publicising our events, sharing information and networking with similar groups.

### Question 11

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

Cllr Charles Royden has been a helpful contact, as has Paul Pace. One of our objectives is to maintain a good relationship liaising with the council on shared sustainability objectives.

### 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:

2015 / 2016

Total gross income:

£381.45

Total expenditure:

£430.38

Equals Surplus/Deficit for the year:

£-48.93

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.

## 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?

£1500.00

### Question 15

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

To fund the participation fee, course materials and (modest) venue hire for a series of Carbon Conversation workshops run by trained facilitators, aimed at helping local participants to identify and reduce their personal carbon footprints.  
In addition, to fund the full training of two local Carbon Conversations facilitators to give further such courses.



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?

To assist local people in understanding their contribution to greenhouse gas emissions and to identify specific courses of action to reduce participants' lifestyle's greenhouse emissions.

Our target group is Bedford Borough residents, eight people per six 2 hour workshop. They measure their carbon footprint via the Carbon Conversations online tool prior to the course and we will follow up after the course to determine how successful participants were in undertaking the necessary actions.

To provide two new trained local facilitators who can further the aims of Caron Conversations in Bedford Borough and deliver further workshops.

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?

Providing reliable, well-researched information and practical guidance on what will make a difference to local people's carbon emissions and also providing support in creating a detailed personal plan for change. There is also crucially time to work through the conflicts between intention, social pressure and identity. The meetings use professionally designed, reliable materials to cover climate change basics, ideas for a low-carbon future and the four key areas of the footprint – home energy, travel, food and other consumption. Typically 10% of participants train to become facilitators of further groups, so increasing positive outcomes elsewhere inside and outside Bedford Borough.

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.

Current BCCF members, as well as local people we speak to at local events and on our stalls, tell us of the need for individuals to be supported in their carbon reduction efforts. Our attendance at a well-attended recent local talk by George Marshall, author of Don't Even Think About It: Why Our Brains Are Wired To Ignore Climate Change, provided further evidence of this need to encourage an active dialogue about low carbon-living for the 21st century, overcoming the personal obstacles to lifestyle change.

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

Carbon reductions of 3 tonnes of CO2 are typically made by each member during the course, with plans developed to halve individual footprints over a 4-5 year period. The intention is also that participants share what they have learnt about low-carbon living with family, friends and colleagues so that their actions may encourage and support the necessary behaviour changes in others to reduce their greenhouse gas emissions too.

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

Manmade climate change is one of the greatest threats to mankind and to the planet, and the potential financial costs of both mitigation and of dealing with its wide-ranging effects are considerable, locally and nationally. (Flooding, drought, crop failure etc) Assisting the residents of Bedford Borough to recognise the part they play and to undertake the concrete changes needed are a crucial part of tackling climate change. The fact that on average 10% of the course participants are likely to go on to later train as course facilitators themselves will mean a valuable 'cascade effect'. In addition many of the potential carbon reduction actions that follow from participation in the course will also mean personal

savings in terms of travel costs, energy expenditure, waste reduction etc, many of which will benefit the Borough in a broader sense too.

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 events and activities are publicised widely, through social media, our website, local press, churches and faith groups, charities and schools in order to try to appeal to absolutely all sectors of the community, regardless of gender, sexuality, faith, ethnicity and disability. There is no cost to attend most of our events, we just ask for donations where necessary. We warmly welcome new members and volunteers. Climate change effects us all and we believe that tackling this growing threat has the potential to unite people from many different groups in a common aim.

#### 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 course will take place in the centre of Bedford, close to accessible transport links. Participants will be from Bedford Borough. The course will comprise of six sessions of two hours each and will be scheduled for evenings and/or weekends as appropriate in order to best suit those wishing to take part.

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

## 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:

£0.00
£0.00
£0.00
£0.00
£0.00
£0.00
0
£0

##### 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):  
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:  
Total (Total Capital Costs + Total Revenue Costs):

£0.00
£0.00
£
£
£
£500.00
£400.00
£0.00
£0.00
900.00
£900.00



### 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?

The workshops may still go ahead but would be limited to participants able and willing to pay the fee (25 pounds including course materials). This would be a likely barrier for people on lower incomes & students etc taking part.  
The training of Carbon Conversations facilitators would probably not go ahead without funding.

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:

Bedfordshire Climate Change Forum

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 Nov 2016

Name and Designation:

~~John ...~~ Co-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:

Bedfordshire Climate Change Forum

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:

0

Part Time Staff

0

Volunteers:

12

Management Committee Members

12

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+):

6

Women & Girls:

7

People of minority ethnic origin:

2

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:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Accommodation                                  | <input type="checkbox"/> Accommodation with support          | <input type="checkbox"/> Adult Education                     |
| <input checked="" type="checkbox"/> Adult Health and Wellbeing          | <input 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 checked="" type="checkbox"/> Community Activities/Development    | <input type="checkbox"/> Safer Communities                   | <input type="checkbox"/> Education, Skills and Training      |
| <input checked="" 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 checked="" 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 checked="" 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                               |



**BEDFORD**  
BOROUGH COUNCIL

Our Services A-Z

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Community Chest 2016/2017

Reference: VSS556223

## 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](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:

  
  
  

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? Yes

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

We actively work with Bedford Borough Council to ensure that the services we provide are running most effectively and best meet the needs of the local area. On a day to day level, this includes working with the following officers:

~~Steve Westwood~~ (Housing Service Manager)  
~~Steve Westwood~~ (Rehousing manager)  
~~Steve Westwood~~ (Commissioning Manager)  
~~Steve Westwood~~ (Reconnections Officer)  
~~Steve Westwood~~ (Social Worker for the Physical Disabilities Team)

## 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:

Are you a local group of a national organisation?

Are you affiliated to a political organisation?

### Question 2

Does your organisation have a:

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Constitution                         | <input checked="" 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)?

January 2011

### Question 3

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

King's Arms Project has supported thousands of people out of homelessness in Bedford since 1989. We are passionate about helping the most disadvantaged in our society by restoring dignity and self-worth to the homeless which encourages responsibility and choice.

We support over 500 beneficiaries each year through our holistic services including; weekly free hot meals, community and signposting in the town centre (Friday Night Meeting), Skills for Life Training Courses for independent living and employment, two support hostels, an 18-bed Nightshelter, refugee support work and a rough sleeper outreach service to engage with homeless beneficiaries who struggle to access other services.

### 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:

We monitor the effectiveness of our programmes on a regular basis through outcomes monitoring, key performance indicators and stakeholder feedback. To further support this monitoring we also use the Supporting People Quality Assurance Framework and we are working towards gaining PQASSO Level 1 certification.

### Question 7(b)

Does your organisation have specific performance indicators?

Yes

Please list here:

- 250 rough sleepers will receive a safe place to sleep through our Nightshelter and all will receive a hot meal, clean clothes, a shower and dedicated support to address their homelessness.
- Up to 40 beneficiaries each year will receive support in Barton House and The Hub where individuals can stay for up to 2 years to work through the issues that led to their homelessness with the help of designated support workers.
- 2,000 visitors will come to our Friday Night Meeting, enabling us to provide free healthy meals, community and support for clients to move away from homelessness.
- 100 homeless/recently homeless beneficiaries will attend our Skills for Life courses and will enhance their

employability skills, gain confidence and self-esteem and develop teambuilding skills.

- 25 homeless clients will be placed into work placements, significantly improving their prospects for paid employment. Of this number, up to 47% will go on to secure paid employment.

- Our Rough Sleeper Outreach Worker will work with up to 40 rough sleepers who are not engaging with any other support or services. Beneficiaries will be equipped to take positive steps to move on from their situations, re-engage with support services and secure sustainable long term accommodation.

- 10 beneficiaries will live in our Freedom for Life Move-on Houses. Beneficiaries will receive training in basic life-skills and assistance to develop the skills and resources they need to realise their aspirations and become an active and integrated member of their community.

- We will begin to support refugees by joining together with voluntary and statutory agencies. This will include developing a support plan, providing integration support and helping clients to access basic services, to enable integration and inclusion.

### 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:	22
Part time employees:	9
Volunteers working on average more than 10hrs per week:	4
Volunteers working on average less than 10hrs per week:	40
Members of Management Committee or Board:	12

### 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:	22
Black or Ethnic Minorities:	9
Male:	14
Female:	17
People with disabilities:	2

### Question 10

User Involvement

How many individuals use your service?	500
If your organisation operates on a county-wide basis, what percentage of people who use your service live in the Bedford Borough Council area?	98
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?	50
Please explain how the people who use your service are involved:	Service users also support our services in a number of ways. This includes supporting the running of the services but volunteering in different roles, volunteering at our Friday Night Meeting and providing feedback through resident meetings/forums.

### Question 11

Please list any Councillors or Officers who attend meetings on your Management Committee/Board or	We work with a wide range of councillors, officers and officials who have visited our various projects or
---	---



decision-making body:

presented at the Bedfordshire Supported Housing Forum of which we chair. On a day to day level, we work with:

Andrew Kyle (Housing Service Manager)  
Tabitha Resta (Rehousing manager)  
Lisa Sparks (Commissioning Manager)  
Annaliza Large (Reconnections Officer)  
Chris Short (Social Worker for the Physical Disabilities Team)

We have also welcomed officials including MP Richard Fuller, Mayor Dave Hodgson and the High Sheriff of Bedfordshire.

### Question 12

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

Please indicate in what way:

Yes

We work together with the council to provide a co-ordinated approach to addressing homelessness. We therefore provide a number of core services which contribute towards this goal. We also work closely alongside Annaliza Large to support and refer clients who do not have recourse to public funds. We have recently introduced a Polish Jobs Club which addresses the recent surge in homeless clients from this country.

### Question 13

#### Financial Information

Please indicate which financial year your figures relate to:

2015

Total gross income:

£845488.00

Total expenditure:

£838585.00

Equals Surplus/Deficit for the year:

£6903.00

Savings, Unrestricted Reserves, Cash, Investments:

£253032.00

#### 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.

The policy on reserves, agreed by the Trustees/Directors, is that the Project seeks to maintain reserves of three months expenditure. Any amount held over and above the three month expenditure level is being retained for future developments. At the end of 2015, we held a total of £253,032 which includes three months' worth of reserves (£234,714) and a legacy which is restricted for future developments.

## 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?

£984777.00

### Question 15

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

King's Arms Project have supported thousands of homeless clients in Bedford since we started in 1989. Over the next year, we are planning to support over 500 clients through move on housing, hostel accommodation, our Nightshelter, rough sleeper engagement work, refugee support work, independence/employability courses and our Friday Night drop in (Friday Night Meeting). With over 25 years of experience in working with the homeless in Bedford, we are in an exceptional position to assist those who are homeless and we have a track record of seeing our clients move away from life controlling addictions and into lives they are able to control and feel proud of.

The rough sleeper count in Bedford is higher than it's ever been, with the highest rates outside of London. We have witnessed first-hand ourselves how the number is rising with record numbers of people accessing our services.

We are asking if the Bedford Community Chest Fund will help us to provide support to enable us to provide meals to over 300 clients in Bedfordshire over the next year. This includes providing up to 30,000 meals through Friday Night Meeting, Barton House and our Nightshelter. This enables us to engage with our clients, provide healthy nutritious meals, relieve poverty and develop community through trusted relationships. This provides a base from which we can identify further support needs to our clients and signpost to relevant support agencies, activities and services. This income is fully reliant upon donations. This project will cost a total of £32,722, of which we have already secured £19,000, along with in kind support from Morrisons, Marks and Spencers and Waitrose. We are asking if you will consider support us with a grant of £1,000 which will enable us to provide at least 917 meals.

We provide not only healthy food, but also a safe environment for people to sit a chat, often sharing issues affecting their lives. The project is supported by a fantastic group of up to 40 committed volunteers each year, made up of a variety of people with different ages, backgrounds and personalities. This includes previous service users who themselves know what it is like to be homeless or isolated, and now come along to meet, serve and support those currently in that situation.

As well as providing food, friendship and support, a key function is the 'signposting' to other support services and medical help that is available locally. This includes offering support through our Rough Sleepers Outreach Worker who works together with our clients to give the best support they need to take the next step in their life. This enables us to address a wide range of needs, from the practical issue of sleeping rough, to long term emotional issues, and lack of any real community. Beneficiaries are also encouraged to sign up to our Skills for Life courses which includes employability courses, work placements, IT training, cookery and sports activities.

"I have realised what life is; it's more than drinking and being on the streets. Friday Night Meeting is friendly, and people talk to you. I have gotten my confidence back."

Please describe the expected outcomes of your

We believe in building people into a community where



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?

they feel safe and are resourced to contribute. Through this project:

- Beneficiaries are offered healthy food and a safe environment where they can chat and share about issues affecting their lives.
- We can support beneficiaries who are not accessing the right services or who have run out of options for where to turn to help.
- Our Rough Sleep Outreach Worker works with individuals by supporting, advocating and signposting to address their exclusion and take the next steps in their life.
- Beneficiaries will sign up to the various Skills for Life courses and sports activities, leading to increased confidence and self-esteem.

We will therefore achieve the following objectives;

- 2,000 visitors will come to our Friday Night Meeting, enabling us to provide free healthy meals and support to move away from homelessness.
- 250 rough sleepers will receive a safe place to sleep through our Nightshelter and all will receive a hot meal, clean clothes, a shower and dedicated support to address their homelessness.
- Up to 40 beneficiaries each year will receive support in Barton House (our 14 bed move-on hostel) where individuals can stay for up to 2 years to work through the issues that led to their homelessness with the help of designated support workers.
- At least 100 clients will attend our courses and will enhance their employability skills, gain confidence, self-esteem and develop teambuilding skills.
- Homeless clients will be placed into work placements, significantly improving their prospects for paid employment.
- Beneficiaries will feel a sense of self-value, have a much greater chance of sustaining tenancies and will more easily be able to integrate into society.

The success of this project will be measured in the following ways:

- We keep a record of how many people attend our services and receive meals each week.
- We will monitor client referrals to external services and will monitor the uptake of these, whilst working with partners to improve accessibility.
- Our Rough Sleeper Outreach Worker will measure success through client feedback, move on rates, feedback from other organisations and by recording a breakdown of clients they work with.
- We will implement the Outcome Star for clients on our courses. This highlights 'distance travelled' and helps clients evaluate their skills, competencies and progress over time. This helps clients to identify and understand change, enabling them to celebrate success and understand which areas need development.
- We monitor attendances on our courses through course registers. We will also assess clients on skills based courses and provide certification for accredited courses.
- We will keep work placement logs for each client on a work placement to monitor the success of their placement. We will also monitor placements regularly and will request formal feedback at least every six months to ensure success.
- We receive feedback from clients, volunteers and other stakeholders, to understand the success and to implement future improvements.

Do you provide a statutory service?

Yes

Please provide details:

We partially provide a statutory service which contributes towards some of the expenditure for our Nightshelter and Barton House. This contributes towards staff salaries, staff operational costs and office support. We complement this work by providing additional charitable support which includes healthy food, games and a range of activities. We also provide our Pathways to Employment courses, Friday Night Meeting and Move on Housing which is purely charitable.

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.

Yes

Please provide details:

We work in partnership throughout the voluntary and statutory sectors to provide a coordinated approach to address homelessness and exclusion. We are the only provider of a Nightshelter in Bedford and our services are often at full capacity, meeting a need that is too great for one provider to meet alone. This includes:

Chairing the 'Bedfordshire Supported Housing Forum', an independent Multi-agency forum to provide a co-ordinated approach to reducing homelessness, addressing needs and sharing best practice.

Offering our Pathways to Employment programme to clients of all other projects supporting the homeless.

Working alongside Pre Bend Day Centre who complement our Nightshelter by providing daytime support and food to clients.

We have also worked alongside Noah Enterprise who provided outreach work to the homeless, however recent funding cuts now mean that we are the only provider of this service in Bedford.

Working alongside the Salvation Army who provide shelter to residents on cold nights who cannot stay in our Nightshelter due to capacity reasons. We also provide courses in their centre to support more homeless clients.

Working alongside Amicus Trust, YMCA Bedfordshire and Emmaus to both refer clients and receive referrals for clients who cannot be supported.

This enables us to innovatively respond to emerging challenges. We have therefore set up a refugee support fund for displaced Syrian Refugees and are beginning to support those with no recourse to public funds (45% of the total rough sleeper count).

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.

"In England, more than 81,000 households were found to be homeless during 2013/14" (DCLG, 2014). Locally, the rough sleeper count in Bedford is higher than it's ever been, increasing from 26 to 51 last year. This combined with an increase in demand for our services, led to a record 500 clients being supported last year. This includes rough sleepers, homeless beneficiaries, people struggling with addictions, ex-offenders, the unemployed and soon, refugees. As a result of providing our range of holistic support services we are able to develop relationships with our beneficiaries, providing hope and dedicated support. This is important as the 'Places of Change' agenda has encouraged homelessness services to focus on moving service users forward, including improving their access to meaningful occupation and employment opportunities. Our Friday Night Meeting and other projects enable us to provide



	<p>the highly important missing elements for homeless/vulnerable individuals by way of "security, privacy, and links to a community and support network" (Shelter, 2015).</p> <p>Our aim is to see homeless clients back into independent accommodation and employment, and confident in basic life-skills, thus preventing recurring homelessness (Homeless Link, 2015).</p> <p>The number of people accessing our services is the highest we have ever seen, and we firmly believe that assisting our clients into paid employment is the long-term solution to enhanced self-esteem, personal accommodation, and ending the cycle of homelessness. It is our mission to see lives restored and making it possible for those who have experienced difficulties to get back on their feet, whether that is rough-sleepers, ex-offenders or simply those who have fallen on hard times. We believe that what we have to offer is unique, carries excellent success rates, and our bespoke training courses are meeting a critical need in Bedford not being met by any other agencies or local authorities.</p>
<p>Please show here how your work/activity will assist in supporting the Council's Sustainable Community Plan priorities:</p>	<p>The project will have an impact upon all the priorities highlighted within the Council's Sustainable Community Plan. I will address this against each priority:</p> <p><b>ECONOMIC DEVELOPMENT, REGENERATION &amp; ENTERPRISE:</b>  Clients will receive access to our Pathways to Employment programme which has already seen over 50% of clients who have completed a work placement, move into employment. As a result of the support we provide, we have seen clients move on to set up their own businesses including car mechanics, bakeries and recycling. Your support will enable individuals who have fallen upon hard times, receive the support to address the barriers to participation and achieve their aspirations.</p> <p><b>ENVIRONMENT AND CLIMATE CHANGE:</b>  This project brings together clients into a safe, welcoming environment. To achieve this, we work together with local supermarkets to receive surplus food which reduces waste considerably. Providing food in an indoor environment for homeless clients enables us to use food efficiently, dispose of waste correctly and recycle wherever possible.</p> <p><b>ADULT HEALTH AND WELLBEING:</b>  A recent health audit survey from Homeless Link (2014) highlights the negative health impact as a result of homelessness. This includes 73% of homeless people reporting physical health problems, 80% experiencing a mental health issue and 35% not eating at least two meals a day. This project will enable us to address these issues by developing community, building friendships, providing healthy nutritious meals and providing access to health facilities. Our Nightshelter in particular, provides opportunities for members of the homeless community to receive a drop in from a local GP.</p> <p><b>CHILDREN AND YOUNG PEOPLE</b>  Our services are open to young people over the age of 18 and support a considerable number of people under 25 years old. Our Nightshelter last year supported 10.4% of this client group and our Pathways to Employment programme supported 44%. Our Friday Night Meeting programme also supports many parents</p>

with young children. Our support enables us to engage with young people or parents, enabling us to provide support to make good decisions, care for others and live independently.

#### SAFER COMMUNITIES

King's Arms Project believes in the strength of community; that no one should face homelessness alone and that wider society is part of the solution. This project is therefore supported by over 40 different volunteers and a wide range of business partners. We have seen clients go on to become pioneers of social development and champions of the community. This includes clients who have gone on to set up their own businesses, and others who lead support services for the homeless in Bedford. We believe in building people into a community where they feel safe and are resourced to contribute. We believe that we all have a role to play and that we must stand against poverty together. We believe that this is an important component for building confident communities and ensuring that those going through rough times have a place to meet friends and find a listening ear. This has a positive impact upon breaking the cycle of crime by developing safer communities, providing opportunities for training and qualification, and finding a way out of poverty.

#### SUSTAINABLE COMMUNITIES

This Project will enable us to address the support and accommodation needs of our clients, with the aim for them to be financially independent and within accommodation of their own. We have seen 84% of clients from our move on housing project move into employment and have seen countless others moving into jobs.

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

This project provides excellent value for money due to the high numbers of volunteers involved (over 40), excess food donations which reduces our food bill considerably and economies of scale which enables us to provide each meal for an average of £1.09.

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

Cross cultural friendships will develop and an understanding across different backgrounds will be bridged. We will treat everyone fairly and believe that everyone deserves equal opportunities. As a result of bring such a wide client group together, understanding is increased as is an awareness of the different challenges that are experienced.

#### ADVANCE EQUALITY OF OPPORTUNITY

We believe that there is no such thing as a hopeless case; that no one is too entrenched in poverty of any kind that they are beyond help. Throughout our work, we ensure that nobody faces homelessness alone and that wider society is part of the solution. We believe in providing opportunity; that everyone deserves the chance to advance themselves and see their dreams realised. To this end, so far we have seen 56% of people rough sleeping directly move into their own accommodation. We have also seen 50% of our Pathways to Employment volunteer placement clients move into employment of their own. We will continue to advocate and support our clients to access these opportunities.

#### FOSTER GOOD RELATIONS

This project brings together clients and volunteers from a wide range of ages and ethnic backgrounds. Throughout this, we have seen cross cultural/generational friendships develop and support networks increase. This has also led to previous clients moving on to volunteer with us, which also provides hope and an informed approach to addressing challenges.



### 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.

This project will enable us to provide food to our clients through our Friday Night Meeting Drop In. This takes place at The Guild House between 730pm and 930pm. This project serves over 2000 visitors across Bedford Borough each year.

Food will also be provided through our Barton House hostel which is staffed daily from 8am until 11pm, as well as our Nightshelter which is open daily from 6pm until 9pm. These services are all open to clients from across Bedford Borough.

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):

£

Travel expenses:

£

Staff and Volunteer training:

£

Information, education and promotional materials:

£

Consultancy and advice:

£

Other:

£1000.00

If amount entered in Other, please specify details:

Food Costs

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):
01 May 2016	House of Industry Estate	£15000.00	Pending
01 May 2016	Volant Charitable Trust	£10000.00	Pending
01 May 2016	Souter Charitable Trust	£10000.00	Pending
01 Jun 2016	Balcombe Charity Trust	£5000.00	Pending
01 Jun 2016	Anchor Foundation	£5000.00	Pending

01 Jul 2016	London Airport Trust	£6000.00	Pending
01 Jun 2016	One Family Foundation	£25000.00	Pending
01 Jul 2016	Discovery Foundation	£5000.00	Pending

Please state why:

The total cost of providing our services over the next year is £984,777. We have already secured £860,911 of this total, leading to a shortfall of £123,866. This includes grants (including amongst others Henry Smith Charity, Lloyds Bank Foundation and Natwest), regular donors, events and income for the housing support that we provide. We have a number of events planned for the remainder of the year, along with further grant applications planned and we will also be relaunching our regular giver campaign.

#### 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 therefore need to invest more time into securing funds from elsewhere, using up spare resources which could otherwise have been used to support more clients. Partial funding could therefore have a proportional impact upon our outcomes. We would also be restricted in the time that we can invest into developing plans for a future enterprise which would otherwise develop financial sustainability.

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

Yes

Please explain how:

A number of trusts require us to how have secured a percentage of match funding before they will consider supporting us. In particular Bernard Sunley Foundation have recently required us to secure match funding before they will release funding. This has also been the case with Bedfordshire Volunteering Fund. Your support will provide much needed support to our clients and will provide a greater support base from which we can secure funding from elsewhere. This will also particularly help as we relaunch our regular giving campaign and develop our work with local companies.

## 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:

King's Arms 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:

[Redacted Signature]

Date:

26 Jul 2016

Name and Designation:

[Redacted Name] 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:

King's Arms Project

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:

22

Part Time Staff:

9

Volunteers:

44

Management Committee Members

12

Other:

0

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):

1

Young People (19-25):

5

Older People (60+):

5

Women & Girls:

38

People of minority ethnic origin:

18

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 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 checked="" 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 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 checked="" 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 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 checked="" type="checkbox"/> Accommodation                                  | <input checked="" type="checkbox"/> Accommodation with support | <input type="checkbox"/> Adult Education                           |
| <input checked="" type="checkbox"/> Adult Health and Wellbeing                     | <input 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 checked="" type="checkbox"/> Community Activities/Development               | <input checked="" 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 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 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 checked="" 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 income  | <input checked="" 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                                      |

