

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:

- i. £600.00 to BRASS to contribute towards the cost of events for Refugee Week;
- ii. £1,000.00 to Cruise Bereavement Care towards the cost of volunteers' expenses;
- iii. £1,000.00 to Bedford Guild House towards the cost of the organisation's events programme for older persons.

2. Date of decision

18th October 2017

3. Reasons for decision

In each instance the organisation is registered charity, the award is in accordance with the established criteria for making awards and will assist the charity in providing services to local residents and in particular will;

- i. Encourage community integration by providing an opportunity for refugees to enjoy sport and mix with other local residents;
- ii. Assist in enabling volunteers to provide support to bereaved adults in their own home;
- iii. Assist in improving the lives of older people living in Bedford Borough by providing daily activities to increase and sustain good health and wellbeing,

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 *DM Hodgson* Date *18th* October 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: *20th October 2017*

Date decision can be implemented if not called in: *30th Oct* 2017

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

Bedford Borough Council – Report to the Mayor

October 2017

Report by the Assistant Chief Finance Officer

Subject: COMMUNITY CHEST 2017/2018

1. Executive Summary

This report advises the Mayor of three 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 three applications for financial assistance which is summarised at Appendix B to D 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 of **£10,000** for the award of Community Chest grants. The grants awarded to date are as shown below;

Budget for 2017/18	£10,000
Sums Awarded to Date	
ACCM	£1,000
Kings Arms Project	£1,000
Beds Climate Change Fund	£500
	<hr/>
	£2,500
Remaining Funds Available	£7,500

There are three applications for funding for consideration set out in this report for a total sum of **£2,600** and there are sufficient funds remaining in the approved budget to meet these costs should the grants 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

- 5.1 The Mayor is requested to consider three applications shown at **Appendix B to D** having regard to the approved criteria, which are shown at **Appendix A**. The application are summarised below:

Applicant	Reasons for Application	Amount Requested
BRASS	Contribution towards the cost of events for Refugee Week	£600
Cruise Bereavement Care	Contribution towards the cost of volunteers' expenses	£1,000
Bedford Guild House	Contribution towards the cost of the organisation's events programme for older persons	£1,000
Total		£2,600

6. **Summary of Consultations and Outcome**

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

None.

7. **Ward Councillor Views**

7.1 Not applicable for this report.

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

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

Background Papers: Application form received from the organisation.

Appendices A – Criteria for the award of Community Chest Grants
B – Application – Brass
C - Application – Cruse Bereavement Care
D - Application – Bedford Guild House

BEDFORD BOROUGH COUNCIL
COMMUNITY CHEST FUND
APPLICATION FOR FINANCIAL ASSISTANCE
(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:

- **Support people**
- **Enhance places**
- **Create wealth**
- **Empower communities**
- **A Thriving Borough**
- **A Greener Borough**
- **An Aspiring Borough**
- **A Healthy Borough**
- **A Safer Borough**
- **An Inclusive Borough**
- **A Growing Borough**

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

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

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

The organisation making an application must ordinarily:

- Be a voluntary, charitable organisation or community group providing services and activities for Bedford Borough residents. Applications cannot be accepted from individuals or party political groups;
- Be known to the council through partnership working or be able to demonstrate that it can develop a relationship with the Council or has borough councillor representative(s) on its management committee;
- Be a not for profit organisation;

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

**COMMUNITY CHEST APPLICATIONS: GRANT REQUEST EVALUATION
2017/2018**

	Name of Applicant:	Bedfordshire Refugee & Asylum Seeker Support - BRASS	
	Operating address of the organisation in Bedford Borough:	27b Tavistock St, Bedford, MK40 2RB	
	Date of Application:	25 May 2017	
2e	When was the organisation established?	1999	
1 a-g	Type of organisation: e.g. Trust, registered charity, company limited by guarantee, etc. State registration number where applicable Social Enterprise, CIC	Registered charity. Registration number 1096874	
1h	Is the organisation a local group of a national organisation, if yes, state which.	No	
Q16	Geographical area of operation, (town, village or ward(s))	Bedford Borough	
Q8	Number of paid employees:	2 FT	4 PT
Q8	Number of volunteers:	0>10Hrs	30<10Hrs
7a	Organisation operates to an appropriate quality system, if yes, state which. State if fully accredited or 'working towards'.	Yes, OISC	
Pg 1	Organisation works with Bedford Borough officers to deliver this service or activity? If yes, details here.	Yes, Nadia Laribi – Syrian Family Support Officer	
Q3	Aims and objectives and activities of the organisation	BRASS is an establishes charity working to empower, inform, support and protect the rights of refugees and asylum seekers and their families with the aim to develop and enable their independence and involvement in UK society.	
Q15b	Expected outcomes of the organisation's current and planned activity(ies) and how they will be monitored	Around 8 five a side football teams from amongst our clients and local services e.g. Police and BPHA. General public encouraged to watch and use bouncy castles. We will distribute Refugee Myth Busting Leaflets.	

SUMMARY OF ORGANISATION'S ELIGIBILITY

Principles for the award of grants from the Community Chest

15f	1	Supports the Council's Sustainable Community Strategy 2009/12 How will the funding requested assist the Council in the delivery of the Sustainable Community Strategy?	<i>Community integration</i>
15g	2	Value for money How does the funding requested represent value for money for council tax payers?	<i>It is difficult to bring refugees into a situation where they can enjoy sport and mix with the general public.</i>
15h	3	Equal Opportunities How does the work of this organisation help to support the Council to promote equality and tackle discrimination and the new public sector duties? Does it: <ul style="list-style-type: none"> • Eliminate discrimination • Advance equality of opportunity • Foster good relations 	<i>We like to think our event will cover all of these</i>
	4	Meeting the criteria for the award of grants established by Members Has the organisation met the criteria established by Members?	Yes
15d	5	Duplication of services How has this organisation demonstrated that it provides a unique service to the residents of the borough?	<i>We are the only charity providing this event for Refugees, local groups and the general public. Encouraging integration.</i>
15e	6	Performance Indicators Does this organisation have specific performance indicators, particularly national indicators? Can it meet agreed performance targets?	<i>Yes, Outcomes for Empowerment, ending isolation, informing the public</i>
15c	7	Provides or supports a statutory service Does this organisation feel that it provides a statutory/complementary service i.e. in that it assists the council in the delivery of a statutory service [This means that if the organisation did not deliver this service the council would need to seek an alternative provider or make direct provision].	No
	8	Works specifically with or for ethnic or minority groups Does this organisation work specifically with or for ethnic or minority groups?	Yes

DETAILS OF REQUESTED FUNDING

<u>Amount of Grant Requested</u>		£600.00	
15a	Purpose for which funding is requested: <i>Refugee week events</i> <i>£300 for football pitch markings</i> <i>£440 for bouncy castles</i> <i>£50 film event.</i> <i>NB £200 offered by local councillor</i>		
19	What will happen to the service or project if this funding is not awarded? Does the organisation have a contingency plan? <i>Have some funding from a charitable trust but that will go to other costs during refugee week</i>		
19b	Would a grant from this Council help the organisation to secure match/lever funding? If yes, how much would it help to secure and from which organisation?	No	
18	Is this organisation actively seeking funding from other local authorities, trusts or organisations in respect of this work or project? If not, why not?	No	
Date Applied		Organisation applied to	Amount applied for
N/A		N/A	N/A
15e	How has the organisation effectively demonstrated that there is a need for this service or project? [Have they have provided details of research, surveys, consultation or evidence of current demand?]		<i>Very popular in previous years.</i>
Q16	When and where are the services or the project available or will be available to the users?		<i>Event will take place mainly on Sunday afternoon in a public park, Russell Park.</i>
10a	How many individuals will benefit from this service or project?		400, 90% from Bedford Borough

Financial Comment

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

Financial statements are provided for the year to 31 March 2016 2016 and are subject to an independent examination by AIMS Accountants for Business who do not report any causes for concern regarding the preparation of accounts.

	Unrestricted	Restricted	Total
Income	£23,356	£120,844	£144,200
Expenditure	£21,027	£54,222	£75,249
Surplus/ (deficit)	£2,329	£66,622	£68,951

Income is derived from voluntary income and activities for generating funds. Expenditure is predominantly on charitable activities and activities for generating funds. The balance sheet shows net current assets of £99,099 at 31 March 2016 and total assets of £102,067. This is comprised of £11,968 in unrestricted funds and £90,099 in restricted funds. Cash deposits total £71,813

The organisation's policy is to hold sufficient free reserves to support future growth and to meet any short term contingencies such as cessation of projects or redundancies.

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

(a) Service(s) provided	X	(b) Client Group(s)	X
Accommodation		Children and/or Young People	
Accommodation with support		Disabled People	
Adult Education	X	Ethnic Minority Communities	X
Adult Health and Wellbeing		Workless People	
Advice, Counselling and Information	X	Families	
Arts Development		Lesbian, Gay, Bisexual, Transgender	
Carers		Homeless People	
Children and Young People		No one specific group	
Community and Tenants' Associations		Older People	
Community Activities/Development	X	Other voluntary and community groups	X
Safer Communities		People on low incomes	X
Education, Skills and Training	X	People living in deprived areas	

APPENDIX B

Environment & Climate Change		People living in rural areas	
Health (including mental health)		Women and girls	X
Sports, Recreation and Leisure	X	Other (<i>please specify</i>)	
Social Inclusion, Community Cohesion & Culture	X		
Sustainable Communities			
Other (<i>please specify</i>) – Employment, work experience			

**COMMUNITY CHEST APPLICATIONS: GRANT REQUEST EVALUATION
2017/2018**

	Name of Applicant:	Cruse Bereavement Care Bedfordshire	
	Operating address of the organisation in Bedford Borough:	10 Bedford Street Amphill Beds MK45 2NB	
	Date of Application:	22 nd June 2017	
2e	When was the organisation established?	April 1959	
1 a-g	Type of organisation: e.g. Trust, registered charity, company limited by guarantee, etc. State registration number where applicable Social Enterprise, CIC	Registered Charity, Company Limited by Guarantee	
1h	Is the organisation a local group of a national organisation, if yes, state which.	Cruse Bereavement Care	
Q16	Geographical area of operation, (town, village or ward(s))	<i>'In 2016/17 44% of clients came from Bedford Borough. The other 56% came from Central Bedfordshire and Luton.'</i>	
Q8	Number of paid employees:	0 FT	2 PT
Q8	Number of volunteers:	3 >10Hrs	47 <10Hrs
7a	Organisation operates to an appropriate quality system, if yes, state which. State if fully accredited or 'working towards'.	Yes, PQASSO Level 1	
Pg 1	Organisation works with Bedford Borough officers to deliver this service or activity? If yes, details here.	No.	

Q3	<p>Aims and objectives and activities of the organisation</p>	<p><i>'Cruse Bedfordshire provides support to bereaved adults in Bedfordshire. We offer one to one support sessions with the bereaved either in their own home or in counselling rooms in Bedford and Ampthill. We provide group support and specific support for people bereaved by suicide. We also provide advice and guidance on a range of topics related to grief and loss through our helpline and website. All our services are free of charge to clients.</i></p> <p><i>Cruse Bedfordshire currently has 50 volunteers and last year our volunteers dedicated 11,000 hours to directly support 1500 people in one of these ways.</i></p> <p><i>All volunteers undergo extensive training including a 60 hour accredited foundation course before they are accepted to work with clients. They also receive regular supervision and ongoing training in order to maintain a high standard of service.</i></p> <p><i>Cruse adheres to the British Association for Counselling and Psychotherapy ethical framework and NICE guidelines, to ensure consistent and ethical practice at all times. Cruse Bereavement Care Bedfordshire exists to promote the well-being of bereaved people and to enable anyone suffering a bereavement to understand their grief and cope with their loss. Our policy is to treat each person as an individual and offer the support that together we believe is appropriate to them at that particular time of their life.</i></p> <p><i>In addition we aim to</i></p> <ul style="list-style-type: none"> <i>• Train Bereavement Support Volunteers and offer ongoing personal and professional development.</i> <i>• Supervise and support all volunteers in this challenging role.</i> <i>• Make our services accessible to all and to communicate them to all sectors of the community and relevant agencies.</i> <i>• Effectively manage the resources of Cruse Bedfordshire'.</i>
Q15b	<p>Expected outcomes of the organisation's current and planned activity(ies) and how they will be monitored</p>	<p><i>'We use The Warwick-Edinburgh Mental Wellbeing Scale (WEMWBS), for assessing our client's mental well-being at the beginning and end of support. This gives a clear and tangible indicator of the impact of the support they have received. Our aim is to achieve an improvement in well-being across all areas and in 2016/17 a meaningful improvement was seen in every client particularly in the following areas.</i></p> <ul style="list-style-type: none"> <i>- Increased level of mental well being</i> <i>- Improved relationships with family and/or friends</i> <i>- Reduction in prescription medication</i> <i>-People actively involved in volunteering/work</i>

	<p><i>We also collect feedback from service users on quality of service and 98% rate their experiences of Cruse as very good or excellent.</i></p> <p><i>In 2016 we restructured our service to meet the ever changing needs of the community. We introduced a new face to face assessment to give the client the chance to tell their story and ensure that Cruse is the most appropriate agency to support them. Our project "Space to Talk" offers support in neutral counselling rooms in Bedford and Ampthill as well as home visits. We have a developing programme of group support including "Exploring Grief Together" and group support for people bereaved by suicide. This aims to decrease the isolation associated with grief and to provide peer support in a safe place without judgement.</i></p> <p><i>In 2017/18 we aim to develop the group work and offer more groups to develop "Space to Talk" train at least 15 new Bereavement Support Volunteers and 2 new Supervisors in to increase our capacity to take on new clients, implement a new training programme for new and current volunteers.</i></p> <p><i>We will continue to work with other local organisations to educate and raise awareness of bereavement.</i></p> <p><i>Cruse offers its services, without prejudice or discrimination, to anyone bereaved by death and our annual statistics show that our client base varies from year to year.'</i></p>
--	---

SUMMARY OF ORGANISATION'S ELIGIBILITY

Principles for the award of grants from the Community Chest

151	<p>1 Supports the Council's Sustainable Community Strategy 2009/12</p> <p>How will the funding requested assist the Council in the delivery of the Sustainable Community Strategy?</p>	<p><i>'Cruse services support the following priorities:</i></p> <p><i>A Healthy Borough Adult health and well being</i></p> <p><i>The provision of accessible and individualised bereavement support contributes to healthier communities by reducing long term mental health problems and reliance on medication, drugs and alcohol. From the moment they choose to contact Cruse, clients are empowered to take responsibility for their future personal health and well-being.</i></p> <p><i>Following bereavement feelings of anger, guilt, fear, mental health concerns and low self-esteem are very common. Support enables clients to understand and cope with the physical and emotional aspects of bereavement and to resume a healthy, albeit changed, lifestyle with</i></p>
-----	---	---

			<i>confidence. Clients learn to understand the various stages and implications of their grief and mechanisms for coping. Individuals become confident and more able to reengage fully with family life, social activities and, where appropriate, return to work.'</i>
15g	2	Value for money How does the funding requested represent value for money for council tax payers?	<i>'Bereavement support delivered by Cruse Bedfordshire is free at the point of delivery. This service is delivered by 50 volunteers who worked in excess of 11,000 hours in 2016/17 at a cost of £52,500.</i> <i>This estimates to £4.77 per hour and compares very favourably to the average market cost for similar support which is about £50 per hour.'</i>
15h	3	Equal Opportunities How does the work of this organisation help to support the Council to promote equality and tackle discrimination and the new public sector duties? Does it: <ul style="list-style-type: none"> • Eliminate discrimination • Advance equality of opportunity • Foster good relations 	<i>'• Cruse Bereavement Care Bedfordshire is open to anyone over the age of 18 who has suffered bereavement regardless of age, disability, ethnic origin, gender, health status, language, marital status, race, religion, or sexual orientation.</i> <i>• Cruse services are free of charge so are accessible to all regardless of financial circumstances. We offer a range of services to meet current needs.</i> <i>• Volunteering helps create an inclusive and mutually supportive society and Cruse volunteers make a lasting impact on the communities in which they work. By actively recruiting volunteers from ethnic communities we aim to encourage better social cohesion both internally and externally.</i> <i>• Cruse Bedfordshire works with a number of local statutory and voluntary agencies across the county and is always open to developing new relationships.'</i>
	4	Meeting the criteria for the award of grants established by Members Has the organisation met the criteria established by Members?	Yes.
15d	5	Duplication of services How has this organisation demonstrated that it provides a unique service to the residents of the borough?	<i>'Yes-There are several organisations providing bereavement support in Bedford i.e. Victim Support, Road Victims Trust, St John's Hospice. However, most of these offer group support or support those who have been bereaved in a specific way. Cruse is unique in that it offers support at any time however recent or long ago bereavement occurred. Volunteers are trained to work with all types of bereavement including murder, manslaughter, suicide, accidents and disasters.</i> <i>We regularly engage with other organisations through the Herts and Beds Bereavement Alliance and also cross refer when appropriate.'</i>

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

DETAILS OF REQUESTED FUNDING

<u>Amount of Grant Requested</u>		£1,000.00		
15a	Purpose for which funding is requested: <i>'We are looking for a contribution towards our volunteers' travel expenses for 2017/18. We estimate these will be in the region of £5,000 for the year with the proportion for Bedford being £2200 (44%).'</i>			
19	What will happen to the service or project if this funding is not awarded? Does the organisation have a contingency plan? <i>'We would continue to seek alternative funding but ultimately if this is not forthcoming we would need to cut services.'</i>			
19d	Would a grant from this Council help the organisation to secure match/lever funding? If yes, how much would it help to secure and from which organisation?	<i>'Yes- Receiving the support and endorsement of the local authority is always beneficial when applying to other funders.'</i>		
18	Is this organisation actively seeking funding from other local authorities, trusts or organisations in respect of this work or project? If not, why not?	Yes.		
Date Applied		Organisation applied to	Amount applied for	Outcome (if known)
01 Apr 2017		Leighton Linlade Town Council	£500.00	Granted

01 May 2017	The Hobson Charity	£3,000.00	Granted
01 May 2017	The Souter Trust	£3,000.00	Unsuccessful
01 May 2017	Bedfordshire CCG	£2,890.00	Granted
01 Jun 2017	Various grant making trusts	£5,000.00	In progress
01 Apr 2017	The Potton Consolidated Charity	£1,000.00	Granted
15e	How has the organisation effectively demonstrated that there is a need for this service or project? [Have they have provided details of research, surveys, consultation or evidence of current demand?]	<i>'We know there is a need for our work because our service is in constant demand and we frequently have a waiting list. Based on national figures relating to the number of annual deaths compared to the number of people who seek support from Cruse, we can predict that there is a latent need for our service.'</i>	
Q16	When and where are the services or the project available or will be available to the users?	<i>'In 2016/17 44% of clients came from Bedford Borough. The other 56% came from Central Bedfordshire and Luton.</i> <i>The service can be accessed via the 24hr unmanned telephone helpline and clients will be called within 72 hours or less.</i> <i>Clients are assessed so that together we can decide the best support for them. Appointments are made at the mutual convenience of the client and volunteer and support can be offered in the familiar surroundings of the client's home.'</i>	
10a	How many individuals will benefit from this service or project?	854	

Financial Comment

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

Financial statements are provided for the organisation's Bedfordshire Area branch for the year to 31 March 2016 in addition to the national accounts. The organisation's national accounts are subject to an independent audit by MHA Macintyre Hudson LLP Chartered Accountants who report that the financial statements give a true and fair view of the state of the charitable company's affairs.

	Unrestricted	Restricted	Total
Income	£44,619	-	£44,619
Expenditure	£52,586	-	£52,586
Surplus/ (deficit)	(£7,947)	-	(£7,947)

Income is derived mainly from charitable activities in the local area supplemented by income from central funds of £3,924.

The balance sheet for the local branch shows net assets of £24,712 at 31 March 2016 with no fixed assets. The assets are unrestricted funds and are comprised entirely of cash and bank deposits.

The organisation's policy is to hold sufficient free reserves to meet its external obligations.

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

APPENDIX C

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

**COMMUNITY CHEST APPLICATIONS: GRANT REQUEST EVALUATION
2017/2018**

	Name of Applicant:	Bedford Guild House	
	Operating address of the organisation in Bedford Borough:	56 Harpur Street Bedford MK40 2QT	
	Date of Application:	05 July 2017	
2e	When was the organisation established?	April 1962	
1 a-g	Type of organisation: e.g. Trust, registered charity, company limited by guarantee, etc. State registration number where applicable Social Enterprise, CIC	Registered charity. Registration number 1123721	
1h	Is the organisation a local group of a national organisation, if yes, state which.	No	
Q16	Geographical area of operation, (town, village or ward(s))	Bedford Borough	
Q8	Number of paid employees:	0 FT	4 PT
Q8	Number of volunteers:	9>10Hrs	39<10Hrs
7a	Organisation operates to an appropriate quality system, if yes, state which. State if fully accredited or 'working towards'.	Yes - PQASSO	
Pg 1	Organisation works with Bedford Borough officers to deliver this service or activity? If yes, details here.	No	
Q3	Aims and objectives and activities of the organisation	<p><i>Overall aim is to improve the lives of older people living in Bedford Borough. We do this by providing daily activities to increase and sustain good health and wellbeing, offering personal services older people can benefit from and a catering service to enable people to enjoy a nutritious meal in a social setting.</i></p> <p><i>Our work aims to combat loneliness and depression which is very common in older people, particularly those who have no family members or friends living nearby.</i></p>	

Q15b	<p>Expected outcomes of the organisation's current and planned activity(ies) and how they will be monitored</p>	<p><i>A full year of activities benefits at least 300 people who visit Bedford Guild House on a regular basis. (We also have regular people who use Bedford Guild House for social reasons only, particularly those who are very frail). Benefits include: improved wellbeing - better circulation – increased flexibility – increased social opportunities. Target group: Both men and women between ages 50 90+, living in Bedford Borough. Monitoring the success of our activities programme is carried out once a year via a questionnaire. Ad hoc focus groups are occasionally held.</i></p>
------	--	---

SUMMARY OF ORGANISATION'S ELIGIBILITY

Principles for the award of grants from the Community Chest

15f	<p>1 Supports the Council's Sustainable Community Strategy 2009/12</p> <p>How will the funding requested assist the Council in the delivery of the Sustainable Community Strategy?</p>	<p><i>Thriving we provide a good range of activities and services that can be accessed by all older people. Healthy - We help enable older people to lead healthy and independent lives. Social inclusion – we promote activities that bring older people together and give a sense of belonging to the wider community.</i></p>
15g	<p>2 Value for money</p> <p>How does the funding requested represent value for money for council tax payers?</p>	<p><i>Ours is a preventative service. Older people benefiting from our work are less likely to need help from Social Services and are more likely to stay living independently for longer. It also gives respite to family members/carers.</i></p>
15h	<p>3 Equal Opportunities</p> <p>How does the work of this organisation help to support the Council to promote equality and tackle discrimination and the new public sector duties? Does it:</p> <ul style="list-style-type: none"> • Eliminate discrimination • Advance equality of opportunity • Foster good relations 	<p><i>Older people have the opportunity to continue learning throughout their life. Older people are welcomed and not judged by age or disability.</i></p>
	<p>4 Meeting the criteria for the award of grants established by Members</p> <p>Has the organisation met the criteria established by Members?</p>	<p>Yes</p>
15d	<p>5 Duplication of services</p> <p>How has this organisation demonstrated that it provides a unique service to the residents of the borough?</p>	<p><i>The wide range of activities and services are only open to people over 50, living locally. We welcome older people from all backgrounds, providing a safe and welcoming environment for people to spend their day. We know of no other provider in Bedford Borough offering as much as we do.</i></p>
15i	<p>6 Performance Indicators</p> <p>Does this organisation have specific performance indicators, particularly</p>	<p>No</p>

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

DETAILS OF REQUESTED FUNDING

<u>Amount of Grant Requested</u>		£1,000.00		
15a	Purpose for which funding is requested: <i>A contribution to our activities programme. Activities are offered Monday Friday, every week, consisting of physical and therapeutic activities designed to maintain flexibility, improve heart function and general health. Our project also provides opportunities for older people to connect with others. The latter is very important to the elderly who can become isolated and depressed when living alone.</i>			
19	What will happen to the service or project if this funding is not awarded? Does the organisation have a contingency plan?			
19b	Would a grant from this Council help the organisation to secure match/lever funding? If yes, how much would it help to secure and from which organisation?	<i>It is always an important factor, when applying to potential funders, to be able to show our local Borough Council values the work we do and is willing to support it.</i>		
18	Is this organisation actively seeking funding from other local authorities, trusts or organisations in respect of this work or project? If not, why not?	No		
Date Applied		Organisation applied to	Amount applied for	Outcome (if known)
19 Dec 2016		Wixamtree Trust	£20,000.00	£20,000.00
15 Jun 2016		Doyle Carte Trust	£5,000.00	£3,200.00
10 May 2017		Norah Mavis Campbell Trust	£3,000.00	Not known

15e	<p>How has the organisation effectively demonstrated that there is a need for this service or project? [Have they have provided details of research, surveys, consultation or evidence of current demand?]</p>	<p><i>The number of people visiting us daily proves there is a need for our services. On any particular day, at least 100 older people will visit Bedford Guild House.</i></p>
Q16	<p>When and where are the services or the project available or will be available to the users?</p>	<p><i>The vast majority of beneficiaries live in Bedford Borough (however, people throughout Bedfordshire are welcome to attend). Opening times are 10am until 4pm every Monday Friday.</i></p>
10a	<p>How many individuals will benefit from this service or project?</p>	<p>422</p>

Financial Comment

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

Financial statements are provided for the year to 31 July 2016 and are subject to an independent examination by Rawlinson, Pryde and Partners who do not report any causes for concern regarding the preparation of accounts.

	Unrestricted	Restricted	Total
Income	£196,878	£30,343	£227,221
Expenditure	£193,291	£38,465	£231,756
Surplus/ (deficit)	£3,587	(£8,122)	(£4,535)

Income is derived from voluntary income and activities for generating funds. Expenditure is predominantly on charitable activities and activities for generating funds. The balance sheet shows net assets of £14,684 at 31 July 2016 with no fixed assets. This is comprised of £4,675 in unrestricted funds and £10,009 in restricted funds. Cash deposits total £15,532.

The organisation's policy is to hold sufficient free reserves to support future growth and to meet any short term contingencies such as cessation of projects or redundancies.

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

APPENDIX D

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

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



Community Chest 2016/2017
Reference: VSS604045

Community Chest Fund

Application for Financial Assistance 2016/2017

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

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

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

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

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

The organisation making an application must ordinarily:

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

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

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

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

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

Reference Number:
(Office Use Only)

Your Contact Information

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

Bedfordshire Refugee & Asylum Seeker Support
BRASS
Co-ordinator
27b Tavistock St Bedford MK40 2RB
01234 211381

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?

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

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

You must provide a signed copy with this application.

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

Question 3

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

Question 4

Does your organisation have an equal opportunities policy?

Yes

You must include a copy with your application.

Question 5

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

Yes

Are your volunteers/members/staff CRB checked?

Yes

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

Question 6

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

Yes

You must include a copy with your application

Question 7(a)

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

Yes

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

Please state which system:

OISC

Question 7(b)

Does your organisation have specific performance indicators?

Yes

Please list here:

Outcomes for Empowerment, ending isolation, informing the public

Question 8

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

Full time employees:

2

Part time employees:

4

Volunteers working on average more than 10hrs per week:

0

Volunteers working on average less than 10hrs per week:

30

Members of Management Committee or Board:

8

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:

5

Black or Ethnic Minorities:

3

Male:

3

Female:

4

People with disabilities:

3

Question 10

User Involvement

How many individuals use your service?

400

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

Yes

How many?

2

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

! trustee, 2 volunteers

Question 11

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

Question 12

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

Question 13

Financial Information

Please indicate which financial year your figures relate to:

Total gross income:

Total expenditure:

Equals Surplus/Deficit for the year:

Savings, Unrestricted Reserves, Cash, Investments:

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?

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

Question 15

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

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?

Do you provide a statutory service?

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

No

What are the unique elements of your service?

We are the only charity providing this event for Refugees, local groups and the general public. Encouraging integration.

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.

Very popular in previous years.

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

Community integration

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

It is difficult to bring refugees into a situation where they can enjoy sport and mix with the general public.

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

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

We like to think our event will cover all of these

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.

Event will take place mainly on Sunday afternoon in a public park, Russell Park.

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

No

SECTION C: FINANCIAL IMPLICATIONS OF YOUR ACTIVITY 2016/2017

Question 17

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

Capital Costs for 2016/2017

New building/ refurbishment:

£

Office Equipment (inc. computers)

£

Vehicle purchase:

£

Mobility, communication or other independent living aids

£

Furniture or Play equipment:

£

Other:

£

If amount entered into Other, please specify details:

Total Capital Costs:

£

Revenue / Running Costs for 2016/2017

Salaries of permanent staff:

£

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

Insurance

£

Office Expenses (telephone, post, stationery etc):

£

Premises costs (rent, room hire, utilities etc):	£
Travel expenses:	£
Staff and Volunteer training:	£
Information, education and promotional materials:	£
Consultancy and advice:	£
Other:	£600.00
If amount entered in Other, please specify details:	Running events
Total Revenue Costs:	600.00
Total (Total Capital Costs + Total Revenue Costs):	£600.00

Question 18

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

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?

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

SECTION D: BANK DETAILS

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

SECTION E: TERMS AND CONDITIONS

Terms and Conditions

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

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

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

SECTION F: DECLARATION

I confirm, on behalf of:

BRASS

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

Signature of applicant:

Date:

25 May 2017

Name and Designation:

Co-ordinator

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 refugee & asylum seeker support

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

Full Time Staff:

2

Part Time Staff

4

Volunteers:

30

Management Committee Members

8

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:

3

Young People (under 19):

Young People (19-25):

Older People (60+):

Women & Girls:

20

People of minority ethnic origin:

5

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

☐ 0-5 ☐ 6-10 ☐ 11-16 ☒ 17-18

☒ 19-25 ☒ 26-45 ☒ 46-60 ☒ 60+

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

☐ People living in rural areas ☐ Unemployed People ☐ People on low income

☐ Disabled people ☒ Refugees and asylum seekers ☐ People living in an area of deprivation

☐ Women & Girls ☐ Other

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

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

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

(a) Service(s) provided:

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

(b) Client Group(s):

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



Community Chest 2016/2017
Reference: VSS608512

Community Chest Fund

Application for Financial Assistance 2017/2018

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

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

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

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

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

The organisation making an application must ordinarily:

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

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

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

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

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

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

Reference Number:
(Office Use Only)

Your Contact Information

The full legal name of your organisation:

Cruse Bereavement Care Bedfordshire

Name by which your organisation is commonly known:

Cruse Bedfordshire

Main contact (the person we should write to):

Position held within the organisation:

Area Manager

Organisation address:

10, Bedford Street
Amphill
Beds
MK45 2NB

Telephone:

0300 200 4110

Fax:

Email:

Mobile Phone No:

Main Contact's Details

Main contact's Email:*

Your organisation's website address:

www.crusebedfordshire.org.uk

Important

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

No

SECTION A: QUESTIONS ABOUT YOUR ORGANISATION

Question 1

What type of group are you?

☒

Registered charity

☒

Company limited by guarantee

☐

A trust established by trust deed

☐

An unincorporated club or association

☐

Community group/club/society

☐

Friendly/Provident Society

☐

Other

Please provide your registration number:

208078

Are you a local group of a national organisation?

Yes

Please state which national organisation:

Cruse Bereavement Care

Are you affiliated to a political organisation?

No

Question 2

Does your organisation have a:

☐

Constitution

☐

Set of Rules

☒

Memorandum & Articles of Association

☐

Other Governing Document

You must provide a signed copy with this application.

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

April 1959

Question 3

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

Cruse Bedfordshire provides support to bereaved adults in Bedfordshire. We offer one to one support sessions with the bereaved either in their own home or in counselling rooms in Bedford and Ampthill. We provide group support and specific support for people bereaved by suicide. We also provide advice and guidance on a range of topics related to grief and loss through our helpline and website. All our services are free of charge

to clients.

Cruse Bedfordshire currently has 50 volunteers and last year our volunteers dedicated 11,000 hours to directly support 1500 people in one of these ways.

All volunteers undergo extensive training including a 60 hour accredited foundation course before they are accepted to work with clients. They also receive regular supervision and ongoing training in order to maintain a high standard of service.

Cruse adheres to the British Association for Counselling and Psychotherapy ethical framework and NICE guidelines, to ensure consistent and ethical practice at all times. Cruse Bereavement Care Bedfordshire exists to promote the well being of bereaved people and to enable anyone suffering a bereavement to understand their grief and cope with their loss. Our policy is to treat each person as an individual and offer the support that together we believe is appropriate to them at that particular time of their life.

In addition we aim to

- Train Bereavement Support Volunteers and offer ongoing personal and professional development.
- Supervise and support all volunteers in this challenging role.
- Make our services accessible to all and to communicate them to all sectors of the community and relevant agencies.
- Effectively manage the resources of Cruse Bedfordshire

Question 4

Does your organisation have an equal opportunities policy?

Yes

You must include a copy with your application.

Question 5

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

Yes

Are your volunteers/members/staff CRB checked?

Yes

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

Question 6

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

Yes

You must include a copy with your application

Question 7(a)

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

Yes

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

Please state which system:

PQASSO Level 1

Question 7(b)

Does your organisation have specific performance indicators?

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:

2

Volunteers working on average more than 10hrs per

3

week:

Volunteers working on average less than 10hrs per week: 47

Members of Management Committee or Board:

5

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:

43

Black or Ethnic Minorities:

7

Male:

4

Female:

46

People with disabilities:

1

Question 10

User Involvement

How many individuals use your service?

854

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

40

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

No

Please explain why:

Bereaved people are not able or willing to become involved at this time in their lives. However, some do become volunteers later. We do recognise that user involvement is an important aspect of developing the organisation and where appropriate consult with users.

Question 11

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

Question 12

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

Nothing selected

Question 13

Financial Information

Please indicate which financial year your figures relate to:

2016 / 2017

Total gross income:

£44619.00

Total expenditure:

£52556.00

Equals Surplus/Deficit for the year:

£-7937.00

Savings, Unrestricted Reserves, Cash, Investments:

£24358.00

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 2017/2018?

£51446.00

Question 15

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

We are looking for a contribution towards our volunteers' travel expenses for 2017/18. We estimate these will be in the region of £5,000 for the year with the proportion for Bedford being £2200 (44%).

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?

We use The Warwick-Edinburgh Mental Well-being Scale (WEMWBS), for assessing our client's mental well-being at the beginning and end of support. This gives a clear and tangible indicator of the impact of the support they have received. Our aim is to achieve an improvement in well-being across all areas and in 2016/17 a meaningful improvement was seen in every client particularly in the following areas.

- § Increased level of mental well being
- § Improved relationships with family and/or friends
- § Reduction in prescription medication
- § People actively involved in volunteering/work

We also collect feedback from service users on quality of service and 98% rate their experiences of Cruse as very good or excellent.

In 2016 we restructured our service to meet the ever changing needs of the community. We introduced a new face to face assessment to give the client that chance to tell their story and ensure that Cruse is the most appropriate agency to support them. Our project "Space to Talk" offers support in neutral counselling rooms in Bedford and Ampthill as well as home visits. We have a developing programme of group support including "Exploring Grief Together" and group support for people bereaved by suicide. This aims to decrease the isolation associated with grief and to provide peer support in a safe place without judgement.

In 2017/18 we aim
to develop the group work and offer more groups
to develop "Space to Talk"
train at least 15 new Bereavement Support Volunteers
and 2 new Supervisors in to increase our capacity to
take on new clients
Implement a new training programme for new and
current volunteers

We will continue to work with other local organisations to educate and raise awareness of bereavement.

Cruse offers its services, without prejudice or discrimination, to anyone bereaved by death and our annual statistics show that our client base varies from year to year.

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.

Yes

Please provide details:

There are several organisations providing bereavement support in Bedford i.e. Victim Support, Road Victims Trust, St John's Hospice. However, most of these offer group support or support those who have been bereaved in a specific way. Cruse is unique in that it offers support at any time however recent or long ago bereavement occurred. Volunteers are trained to work with all types of bereavement including murder, manslaughter, suicide, accidents and disasters.

We regularly engage with other organisations through the Herts and Beds Bereavement Alliance and also cross refer when appropriate.

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

We know there is a need for our work because our service is in constant demand and we frequently have a waiting list. Based on national figures relating to the number of annual deaths compared to the number of people who seek support from Cruse, we can predict that there is a latent need for our service.

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

Cruse services support the following priorities:

A Healthy Borough - Adult health and well being

The provision of accessible and individualised bereavement support contributes to healthier communities by reducing long term mental health problems and reliance on medication, drugs and alcohol. From the moment they choose to contact Cruse, clients are empowered to take responsibility for their future personal health and well being.

Following bereavement feelings of anger, guilt, fear, mental health concerns and low self-esteem are very common. Support enables clients to understand and cope with the physical and emotional aspects of bereavement and to resume a healthy, albeit changed, lifestyle with confidence. Clients learn to understand the various stages and implications of their grief and mechanisms for coping. Individuals become confident and more able to re-engage fully with family life, social activities and, where appropriate, return to work.

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

Bereavement support delivered by Cruse Bedfordshire is free at the point of delivery. This service is delivered by 50 volunteers who worked in excess of 11,000 hours in 2016/17 at a cost of £52,500. This estimates to £4.77 per hour and compares very favourably to the average market cost for similar support which is about £50 per hour.

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

• Cruse Bereavement Care Bedfordshire is open to anyone over the age of 18 who has suffered bereavement regardless of age, disability, ethnic origin, gender, health status, language, marital status, race, religion, or sexual

orientation.

- Cruse services are free of charge so are accessible to all regardless of financial circumstances. We offer a range of services to meet current needs.

- Volunteering helps create an inclusive and mutually supportive society and Cruse volunteers make a lasting impact on the communities in which they work. By actively recruiting volunteers from ethnic communities we aim to encourage better social cohesion both internally and externally.

- Cruse Bedfordshire works with a number of local statutory and voluntary agencies across the county and is always open to developing new relationships.

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.

In 2016/17 44% of clients came from Bedford Borough. The other 56% came from Central Bedfordshire and Luton.

The service can be accessed via the 24hr unmanned telephone helpline and clients will be called within 72 hours or less.

Clients are assessed so that together we can decide the best support for them.

Appointments are made at the mutual convenience of the client and volunteer and support can be offered in the familiar surroundings of the client's home.

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

SECTION C: FINANCIAL IMPLICATIONS OF YOUR ACTIVITY 2017/2018

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 2017/2018

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 2017/2018

Salaries of permanent staff:

£25000.00

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

Area Manager -£15400
Client Service Co-ordinator - £9600

Insurance

£196.00

Office Expenses (telephone, post, stationery etc):

£3500.00

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

£4215.00

Travel expenses:

£5000.00

Staff and Volunteer training:

£2000.00

Information, education and promotional materials:

£2500.00

Consultancy and advice:

£

Other:

£9055.00

If amount entered in Other, please specify details:

£500 Fundraising/ £8555 core costs to Cruse Central

Total Revenue Costs:

51466.00

Total (Total Capital Costs + Total Revenue Costs):

£51466.00

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 Apr 2017	Leighton Linlade Town Council	£500.00	Granted
01 May 2017	The Hobson Charity	£3000.00	Granted
01 May 2017	The Souter Trust	£3000.00	Unsucessful
01 May 2017	Bedfordshire CCG	£2890.00	Granted
01 Jun 2017	Various grant making trusts	£5000.00	In progress
01 Apr 2017	The Potton Consolidated Chairty	£1000.00	Granted

Please state why:

Question 19

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

We would continue to seek alternative funding but ultimately if this is not forthcoming we would need to cut services.

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

Yes

Please explain how:

Receiving the support and endorsement of the local authority is always beneficial when applying to other funders.

SECTION D: BANK DETAILS

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

SECTION E: TERMS AND CONDITIONS

Terms and Conditions

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

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

9. All or any part of the grant will be claimed within two years of the funding being made available.
10. Please note that the details you supply when completing this form may be computerised by Bedford Borough Council for the purposes of assessing your application. In the course of working with you on this matter, these details may be disclosed to other local authorities, primary health care trusts and other organisations or individuals with whom the Council may need to refer, to evaluate and process your application. Details of the application may be published during the Council's decision-making process unless the information is classified as exempt under the provisions of Part 1 of Schedule 12A of the Local Government Act 1972.
11. Dependant upon the level of funding, additional conditions may be added to take account of aspects of a particular grant through a Service Level Agreement/Partnership Agreement/Working Arrangement or Monitoring Agreement.

SECTION F: DECLARATION

I confirm, on behalf of:

Cruse Bereavement Care Bedfordshire

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:

22 Jun 2017

Name and Designation:

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 2017/18

Please insert name of your organisation here:

Cruse Bereavement Care Bedfordshire

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

2

Volunteers:

50

Management Committee Members

5

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:

1

Young People (under 19):

0

Young People (19-25):

0

Older People (60+):

Women & Girls:

People of minority ethnic origin:

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

☐ 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

☒ People ☐ Unemployed ☐ People on low

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

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

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

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

(a) Service(s) provided:

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

(b) Client Group(s):

- | | | |
|---|---|--|
| <input type="checkbox"/> Children and/or Young People | <input type="checkbox"/> Disabled People | <input type="checkbox"/> Ethnic Minority Communities |
| <input type="checkbox"/> Workless people | <input type="checkbox"/> Families | <input type="checkbox"/> Lesbian, Gay, Bisexual, Transgender |
| <input type="checkbox"/> Homeless People | <input 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 income | <input type="checkbox"/> People living in deprived areas |
| <input type="checkbox"/> People living in rural areas | <input type="checkbox"/> Women and girls | <input type="checkbox"/> Other |



Community Chest 2016/2017
Reference: VSS610870

Community Chest Fund

Application for Financial Assistance 2017/2018

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

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

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

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

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

The organisation making an application must ordinarily:

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

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

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

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

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

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

Reference Number:
(Office Use Only)

Your Contact Information

The full legal name of your organisation:

Bedford Guild House

Name by which your organisation is commonly known:

Bedford Guild House

Main contact (the person we should write to):

Position held within the organisation:

Development Officer

Organisation address:

56 Harpur Street
Bedford
MK40 2QT

Telephone:

01234 352038

Fax:

Email:

Mobile Phone No:

Main Contact's Details

Main contact's Email:*

Your organisation's website address:

bedfordguildhouse.org.uk

Important

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

SECTION A: QUESTIONS ABOUT YOUR ORGANISATION

Question 1

What type of group are you?

☒

Registered charity

☒

Company limited by guarantee

☐

A trust established by trust deed

☐

An unincorporated club or association

☐

Community group/club/society

☐

Friendly/Provident Society

☐

Other

Please provide your registration number:

Are you a local group of a national organisation?

Are you affiliated to a political organisation?

Question 2

Does your organisation have a:

☐

Constitution

☐

Set of Rules

☒

Memorandum & Articles of Association

☐

Other Governing Document

You must provide a signed copy with this application.

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

Question 3

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

Overall aim is to improve the lives of older people living in Bedford Borough. We do this by providing daily activities to increase and sustain good health and wellbeing, offering personal services older people can benefit from and a catering service to enable people to enjoy a nutritious meal in a social setting. Our work aims to combat loneliness and depression which is very common in older people, particularly those who have no family members or friends living nearby.

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?

No

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

Question 6

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

Yes

You must include a copy with your application

Question 7(a)

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

Yes

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

Please state which system:

PQASSO

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:

4

Volunteers working on average more than 10hrs per week:

9

Volunteers working on average less than 10hrs per week:

39

Members of Management Committee or Board:

10

Question 9

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

White:

58

Black or Ethnic Minorities:

4

Male:

14

Female:

48

People with disabilities:

17

Question 10

User Involvement

How many individuals use your service?

422

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

99

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

Yes

How many?

13

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

Help with reception/information desk. Managing the bingo club. Helping to run our pop up charity sales. Input into organising day trips. Represented on our Board of Directors. They also have an input into some of

our fundraising events.

Question 11

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

Question 12

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

No

Question 13

Financial Information

Please indicate which financial year your figures relate to:

2015 / 2016

Total gross income:

£227221.00

Total expenditure:

£231756.00

Equals Surplus/Deficit for the year:

£-4535.00

Savings, Unrestricted Reserves, Cash, Investments:

£14684.00

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 2017/2018?

£240000.00

Question 15

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

A contribution to our activities programme. Activities are offered Monday - Friday, every week, consisting of physical and therapeutic activities designed to maintain flexibility, improve heart function and general health. Our project also provides opportunities for older people to connect with others. The latter is very important to the elderly who can become isolated and depressed when living alone.

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?

A full year of activities benefit at least 300 people who visit Bedford Guild House on a regular basis. (We also have regular people who use Bedford Guild House for social reasons only, particularly those who are very frail).

Benefits include: improved wellbeing - better circulation
- increased flexibility - increased social opportunities.
Target group: Both men and women between ages 50 - 90+, living in Bedford Borough.
Monitoring the success of our activities programme is carried out once a year via a questionnaire. Ad hoc focus groups are occasionally held.

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?

The wide range of activities and services are only open to people over 50, living locally. We welcome older people from all backgrounds, providing a safe and welcoming environment for people to spend their day. We know of no other provider in Bedford Borough offering as much as we do.

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.

The number of people visiting us daily proves there is a need for our services. On any particular day, at least 100 older people will visit Bedford Guild House.

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

Thriving - we provide a good range of activities and services that can be accessed by all older people.
Healthy - We help enable older people to lead healthy and independent lives.
Social inclusion - we promote activities that bring older people together and give a sense of belonging to the wider community.

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

Ours is a preventative service. Older people benefiting from our work are less likely to need help from Social Services and are more likely to stay living independently for longer. It also gives respite to family members/carers.

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

Older people have the opportunity to continue learning throughout their life.
Older people are welcomed and not judged by age or disability.

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 vast majority of beneficiaries live in Bedford Borough (however, people throughout Bedfordshire are welcome to attend). Opening times are 10am until 4pm every Monday - Friday.

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

No

SECTION C: FINANCIAL IMPLICATIONS OF YOUR ACTIVITY 2017/2018

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 2017/2018

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 2017/2018

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:

hourly paid class leaders

Total Revenue Costs:

1000.00

Total (Total Capital Costs + Total Revenue Costs):

£1000.00

Question 18

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

No

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

Date Applied:	Organisation applied to:	Amount applied for:	Outcome (if known):
19 Dec 2016	Wixamtree Trust	£20000.00	20000
15 Jun 2016	Doyly Carte Trust	£5000.00	3200
10 May 2017	Norah Mavis Campbell Trust	£3000.00	not 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?

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

Yes

Please explain how:

It is always an important factor, when applying to potential funders, to be able to show our local Borough Council values the work we do and is willing to support it.

SECTION D: BANK DETAILS

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

SECTION E: TERMS AND CONDITIONS

Terms and Conditions

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

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

SECTION F: DECLARATION

I confirm, on behalf of:

Bedford Guild House

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

Signature of
applicant:

Date:

05 Jul 2017

Name and Designation:

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 2017/18

Please insert name of your organisation here:

Bedford Guild House

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

Full Time Staff:

0

Part Time Staff

4

Volunteers:

48

Management Committee Members

10

Other:

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

Disabled people:

9

Young People (under 19):

Young People (19-25):

1

Older People (60+):

55

Women & Girls:

49

People of minority ethnic origin:

3

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

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

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

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

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

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

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

(a) Service(s) provided:

☐ Accommodation ☐ Accommodation with support ☐ Adult Education
☒ Adult Health and Wellbeing ☐ Advice, Counselling and Information ☐ Arts Development
☐ Carers ☐ Children and Young People ☐ Community and Tenants' Associations
☒ Community Activities/Development ☐ Safer Communities ☐ Education, Skills and Training
☐ Environment & Climate Change ☒ Health (including mental health) ☒ Sports, Recreation and Leisure
☒ Social Inclusion, Community Cohesion & Culture ☐ Sustainable Communities ☐ Other

(b) Client Group(s):

☐ Children ☒ Disabled ☐ Ethnic Minority

- | | | |
|---|---|---|
| <input type="checkbox"/> and/or
Young
People | <input type="checkbox"/> d
People | <input type="checkbox"/> Communities |
| <input type="checkbox"/> Workless
people | <input type="checkbox"/> Families
s | <input type="checkbox"/> Lesbian, Gay,
Bisexual, Transgender |
| <input type="checkbox"/> Homeless
People | <input type="checkbox"/> No one
one
specific
group | <input checked="" type="checkbox"/> Older People |
| <input type="checkbox"/> Other
voluntary
and
community
groups | <input checked="" type="checkbox"/> People
on low
income
s | <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 |