

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 Chief Officer Democratic and Registration 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 Chief Officer Democratic and Registration Services has confirmed the decision has not been called in.

1. Description of decision

To award the following grants:

- i. £1,000.00 to Bedford Priory Bowling Club to contribute towards the cost of To repair the inner banks of the bowls green making it safe;
- ii. £1,000.00 to BOLD towards the cost of items for a woodwork workshop which helps support people with a learning disability;
- iii. £770.00 to Friends of St. Mary's Church, Stevington towards the cost of a project to assist isolated people to develop IT skills and access online benefits by providing broadband services to Stevington church room for a period of two years.

2. Date of decision

21 December 2017

3. Reasons for decision

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

- i. Enable residents to participate in a sporting and social activity, outdoor bowling, in well maintained and safe facilities;
- ii. Assist in providing an opportunity for residents with learning disabilities to develop and improve employment skills in woodworking which will also contribute towards fund raising by producing items to sell;
- iii. Assist isolated people in a rural area to learn ICT skills and to access the Internet so that they can benefit from online services (such as online benefit applications).

4. Alternatives considered and rejected

The alternative of not awarding grants or awarding different amounts was considered and rejected.

5. How decision is to be funded

There are sufficient funds remaining from the approved budget for 2017/18 to meet the cost of the awards.

6. Conflicts of interest

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

The Mayor has been consulted on this decision

n/a

Signed *Dr Hodgson* Date *21/12/2017* Name of Decision Taker *Dave Hodgson (Mayor)*

This is a public document. A copy of it must be given to the Chief Officer Democratic and Registration Services as soon as it is completed.

Date decision published: *22nd December 2017*

Date decision can be implemented if not called in: *5th January 2018*

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

Bedford Borough Council – Report to the Mayor

December 2017

Report by the Chief Officer for Customer Experience and Digital Services

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 are summarised at **Appendices 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 applications for financial assistance from voluntary, community or charitable organisations working locally which provide services that benefit Bedford Borough residents.

4. **Key Issues**

4.1 **Legal Issues**

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

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

4.2 Policy Issues

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

4.3 Resource Implications

The Council's agreed revenue budget for 2017/2018 includes a budget of **£10,000** for the award of Community Chest grants. The grants awarded to date are 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	
BRASS	£600	
Cruse Bereavement Care	£1,000	
Bedford Guild House	£1,000	
	<hr/>	£5,100
Remaining Funds Available		£4,900

There are three applications for funding for consideration set out in this report for a total sum of **£2,750** 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**

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

Applicant	Reason for Application	Amount Requested
Bedford Priory Bowling Club	To repair the inner banks of the bowls green making it safe.	£1,000
Bedfordshire Opportunities for Learning Disabilities	For items for a woodwork workshop which helps support people with a learning disability.	£1,000
Friends of St. Mary's Church, Stevington	To assist isolated people to develop IT skills and access online benefits by providing broadband services to Stevington church room for a period of two years.	£770
Total		£2,770

6. **Summary of Consultations and Outcome**

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

None.

7. **Ward Councillor Views**

Not applicable for this report.

Report Contact Officer(s): Lee Phanco, Chief Officer for Customer Experience and Digital Services
(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 forms received from the organisations.

Appendices

- A – Criteria for the award of Community Chest Grants
- B – Application – Bedford Priory Bowling Club
- C – Application – BOLD
- D – Application – Friends of St. Marys Church Stevington

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 of:

- **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:

- o 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;
- o 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;
- o Be a not for profit organisation;
- o 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;
- o 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;
- o Have a bank or building society account in the name of the organisation with at least two unrelated signatories;
- o Have an equal opportunities policy;
- o Have a child protection policy/vulnerable adult policy if the organisation works with or for young people/vulnerable adults;
- o Provide a report and simple statistics on service provision/progress of the project to the deadlines set by the Council;
- o 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
- o Assist the council in providing value for money for the residents of the Borough;
- o Not be more suitably funded from another source (either within the council or from another external statutory body);
- o 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

	Name of Applicant:	Bedford Priory Bowling Club	
	Operating address of the organisation in Bedford Borough:	Priory Gardens Greyfriars Bedford MK401JD	
	Date of Application:	22/08/2017	
2e	When was the organisation established?	1902	
1 a-g	Type of organisation: e.g. Trust, registered charity, company limited by guarantee, etc. State registration number where applicable Social Enterprise, CIC	Community group/club/society	
1h	Is the organisation a local group of a national organisation, if yes, state which.	'Yes, affiliated to Bowls England.'	
Q16	Geographical area of operation, (town, village or ward(s))	'The people of the county of Bedfordshire will benefit from our services.'	
Q8	Number of paid employees:	0 FT	0 PT
Q8	Number of volunteers:	0 >10Hrs	20<10Hrs
7a	Organisation operates to an appropriate quality system, if yes, state which. State if fully accredited or 'working towards'.	No	
Pg 1	Organisation works with Bedford Borough officers to deliver this service or activity? If yes, details here.	'Yes, Bjorn Hove.'	

Q3	Aims and objectives and activities of the organisation	<i>'The aim of this club is to play bowls against other teams and to socialise, also giving light exercise whilst playing.'</i>
Q15b	Expected outcomes of the organisation's current and planned activity(ies) and how they will be monitored	<i>'Due to a Council ruling we have to leave one green free for public use, so you could say that we target the public in general not just any one particular group. If the banks are not repaired, which is the council's responsibility then there will no club or facilities and everybody loses out'.</i>

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>'By doing the work the people of Bedford will still be able to use the facilities and this will also stop the premises deteriorating into ruin or becoming a rubbish tip.'</i>
15g	2 Value for money How does the funding requested represent value for money for council tax payers?	<i>'The funding requested represents value for money as all members and players are tax payers and if it closes they will still be paying the same taxes but will have lost a lot of enjoyment.'</i>
15n	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>'Our constitution allows anybody to apply for membership. However, if an issue should arise, In the first instance, we have a designated person to deal with any issues. If they are unable to resolve the issue it would be referred to the executive committee and then if not resolved to the Bowls England Committee.'</i>
	4 Meeting the criteria for the award of grants established by Members Has the organisation met the criteria established by Members?	
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 six council greens.'</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 answer given.
	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>'To repair the inner banks of the bowls green making it safe.'</i>		
19	What will happen to the service or project if this funding is not awarded? Does the organisation have a contingency plan? No answer given.		
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?	Yes	
	Date Applied	Organisation applied to	Amount applied for
	22nd August 2017	Wixamtree Trust	£2,000.00
15e	How has the organisation effectively demonstrated that there	<i>'We are the largest outdoor club in the Bedford Borough and pay our way.'</i>	

	is a need for this service or project? [Have they have provided details of research, surveys, consultation or evidence of current demand?]	<i>We are also the only club that does maintenance on the facilities. It is easy to see that the banks are collapsing.'</i>
Q16	When and where are the services or the project available or will be available to the users?	<i>'The people of the county of Bedfordshire will benefit from our services. The services are available from May to September, as it is an outdoor green. We are open seven days a week and are open to the general public.'</i>
10a	How many individuals will benefit from this service or project?	<i>1000 approx, 300 of which in Bedford Borough.</i>

Financial Comment

The organisation has provided an annual report for the financial year 2015/16 which shows income of £22,203 and expenditure of £14,905, resulting in a surplus of £7,298.

The total cost of the repairs is estimated at £2,000. The organisation will fund 50% of the cost from its own resources and is requesting a contribution of £1,000 from the Community Chest to assist with the cost.

This organisation has indicated that the following ticked categories best describe (a) the work of their organisation and (b) the client group(s) they serve.			
(a) Service(s) provided	X	(b) Client Group(s)	X
Accommodation		Children and/or Young People	
Accommodation with support		Disabled People	X
Adult Education		Ethnic Minority Communities	
Adult Health and Wellbeing		Workless People	
Advice, Counselling and Information		Families	
Arts Development		Lesbian, Gay, Bisexual, Transgender	
Carers		Homeless People	
Children and Young People		No one specific group	X
Community and Tenants' Associations		Older People	X
Community Activities/Development		Other voluntary and community groups	
Safer Communities		People on low incomes	X

APPENDIX B

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

COMMUNITY CHEST APPLICATIONS: GRANT REQUEST EVALUATION

	Name of Applicant:	Bedfordshire Opportunities for Learning Disabilities (BOLD)	
	Operating address of the organisation in Bedford Borough:	106 Clapham Road Bedford MK41 7PJ	
	Date of Application:	12/09/2017	
2e	When was the organisation established?	April 1997	
1 a-g	Type of organisation: e.g. Trust, registered charity, company limited by guarantee, etc. State registration number where applicable Social Enterprise, CIC	Registered Charity (charity no 1091271). Company limited by guarantee.	
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))	<i>'People who will be working in the woodwork shop program come from Bedford and its surrounds. Some live within the wards classed in the top 10% and 20% most deprived.'</i>	
Q8	Number of paid employees:	13 FT	8 PT
Q8	Number of volunteers:	0 >10Hrs	0 <10Hrs
7a	Organisation operates to an appropriate quality system, if yes, state which. State if fully accredited or 'working towards'.	No.	
Pg 1	Organisation works with Bedford Borough officers to deliver this service or activity? If yes, details here.	<i>'Yes, We are a recommended day opportunities provider for BBC. We work with the Adults with learning Disabilities team, social services / CQC team and the NHS Trust.'</i>	

<p>Q3</p>	<p>Aims and objectives and activities of the organisation</p>	<p><i>'Our objectives for people with a learning disability are to provide relief, to provide or assist in the provision of facilities for education and work experience, to promote independent living and provide social opportunities. Our aim is to identify and provide support for each individual with a learning disability that uses our services, appropriate to the needs of that person. Some members are also blind, have mental and/or physical disabilities and many have very challenging behaviour. We run a wide range of education and independent living skills programs which people can choose from each day. We operate a furniture store and wood workshop, a Cafe and gardening program in support of work experience and community interaction, and also provide holidays and social activities. We have 135 members accessing our services each week aged from 14 to 69. We are currently in the process of raising money to build a purpose built centre in Bedfordshire. This will allow us to improve the delivery of our current services and add many much needed new services for adults, teenagers and their parents / carers and siblings. Much of this work will be in partnership with other organisations.'</i></p>
<p>Q15b</p>	<p>Expected outcomes of the organisation's current and planned activity(ies) and how they will be monitored</p>	<p><i>'The project supports up to and sometimes over 20 people a day. The members that work in the woodwork shop are both male and female with a diverse range disabilities as well as their learning disability, and includes a number of people from minority ethnic groups. Because of the nature of the work in the woodwork shop we find it is popular with people with a physical disability as they can engage in a physical hands-on activity, but can do this sitting down at a workbench. The items on the list were given to me by the woodwork shop leader a month ago as we have a lot of members and not enough equipment to go around. Many of the other items we need (or would be great to have) to help them produce the furniture. You will notice there are number of sanding items which are heavily used. The sanders come with a 2 year guarantee which is good as we get through them. The small hand sanders break from overuse no matter the quality so we have gone for the cheaper versions and will take them back under guarantee. We will be able to take these items to our new woodwork shop when it is built in the future. The woodwork shop we find is a popular option for teenagers who we have from local schools looking to see what they want to do when they leave</i></p>

school. At the moment they come only once or twice to decide but when we have our new centre they will be able to try out all our different services before choosing for the year before they leave.

The Furniture store and woodwork shop is similar to our gardening program and aims to give project members a taste of working life which would otherwise not be available to them. It creates work experience together with an enjoyable activity and provides a secure work-based environment for as long as this is required. It gives project members a sense of purpose and achievement and builds self-esteem whilst giving them the chance to discover and develop their own individual abilities.

The project is monitored by the workshop manager and BOLDs CEO in collaboration with parents and carers.

Attendance and activity logs are kept and progress recorded.'

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>'The work experience and training woodwork shop will assist the councils sustainable community strategy in a number of areas.</i></p> <p><i>A thriving borough. It will provide employment opportunities for staff to run the program and raises their skill levels, especially in relation to working with people with disabilities. It improves the skills base within Bedford of people with disabilities with the hopeful outcome of paid or voluntary employment in the community.</i></p> <p><i>A Greener Borough. The woodwork shop recycles old furniture and wood into items that have can be sold and used again. This helps reduce landfill and waste.</i></p> <p><i>Children and young people. The woodwork shop offers taster days to teenagers in the transitional period allowing them a taste of working life and helps them develop their plans for the future. It offers opportunities to develop their self-esteem, maximise their life chances and realise their full potential whilst reducing the high incidence of mental health problems in young people with a disability. Provision of these services supports the wellbeing of their parents and carers.</i></p> <p><i>A Healthy Borough. People with learning disabilities die younger. The woodwork shop can be mentally and sometimes physically demanding on our members and they are kept active all day. This helps keep our learning disabled members healthier and increases levels of wellbeing.</i></p> <p><i>Social Inclusion and community cohesion. The woodwork shop program supports people with a learning disability who suffer from social exclusion. The program offers</i></p>
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			<i>opportunities for public interaction and supports people from Minority ethnic backgrounds. One of our current projects is to gain more people into the project from the multi ethnic community and support them and their families, many of whom come from the poorer wards within Bedford.'</i>
15g	2 Value for money How does the funding requested represent value for money for council tax payers?		<i>'A donation towards the equipment needed in the woodwork shop will help us deliver work experience, a better lifestyle and community cohesion opportunities through the project. We need the equipment to operate the program successfully and for us to be able to provide a wide range of services needed for people with a learning disability.'</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>'At BOLD we have multi ethnic members of staff and multi ethnic members with a learning disability helping promote good relations and understanding internally and into the community. We have an equal opportunities policy for recruitment and have started a program of intervention into the multi ethnic areas of Bedford. This has included contact with the Muslim community leaders and meetings at the Mosques helping understanding. Our gardening program, furniture store and the café all help community integration for our members as they meet and learn how to behave and interact with their community, this helps reduce social exclusion and discrimination.'</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>'I am aware of other organisations providing educational opportunities but there are very limited opportunities to learn independent living skills, work experience skills and the social activities we offer. Including Saturday club and the holidays we put on. BOLD offers quite a diverse range of opportunities, including social activities to a large number of people with learning disabilities, autism and challenging behaviour. Many of these activities have been suggested by our members. We understand the challenges faced by people with a learning disability and know there are many services that are not available or in limited supply. We want to support our members and their families to the best of our ability and have set about improving this situation by building a new centre that can provide many new opportunities.'</i>
15b	6 Performance Indicators Does this organisation have specific performance indicators, particularly national indicators? Can it meet agreed performance targets?		<i>'Yes, ASDAN training requires specific measurement of educational achievement.'</i>
15c	7 Provides or supports a statutory service Does this organisation feel that it provides a statutory/complementary service		No

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

DETAILS OF REQUESTED FUNDING

<u>Amount of Grant Requested</u>	<u>£1,000.00</u>
19a	<p style="text-align: center;">Purpose for which funding is requested:</p> <p><i>'We wish to apply for funding towards equipment used in our work experience training woodwork shop which supports people with a learning disability. Some of our members split working in the woodwork shop with education whilst others only want to work in there and do so 5 days a week. The woodwork shop makes items to sell such as small arts and crafts and also items for our arts and crafts sessions. It also takes furniture that is a bit run down and transforms it into something we can sell. We take orders for benches, chairs, bird boxes and other things people suggest. Our most popular item at the moment is the Volkswagen cabinet which we have 14 orders for (we just do not have enough small cabinets coming in to keep up so we went to the auction house and found a few more). The members work as closely as possible to a full working day. Project members are encouraged to keep regular hours and good timekeeping. They are expected to come suitably dressed for work and we supply boots, gloves and other safety equipment. The project offers the opportunity to attain a wide range of skills, including how to use hand tools and the right one to use for a job, the safe use of power tools, furniture renovation and design and build.'</i></p>
19	<p style="text-align: center;">What will happen to the service or project if this funding is not awarded? Does the organisation have a contingency plan?</p> <p><i>'Any shortfall in amount awarded will mean a delay in the purchase as we will need to try and raise the money. We could still run the service but we will be using old machines that are less reliable and not as safe. We will also have to reduce some activities if items are in short supply.'</i></p>
19D	<p>Would a grant from this Council help the organisation to secure match/lever funding? If yes, how much would it help to secure and from which organisation?</p> <p style="text-align: center;">No</p>
18	<p>Is this organisation actively seeking funding from other local authorities, trusts or organisations in respect of this work or project? If not, why not?</p> <p style="text-align: center;">Yes</p>

Date Applied	Organisation applied to	Amount applied for	Outcome (if known)
15 November 2016	House of Industry Estate	£24,191.00	Agreed

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>'We are seeing growing demand for our services from people with a learning disability who want to engage in meaningful activities during the day. This is due to the lack of opportunities available for them within Bedfordshire. We have conducted a number of surveys during the consultation phase of the new capital appeal. These surveys and meetings were conducted with parents / carers / members, social services and other council departments, and other organisations in and around Bedford. This research shows a dire need for more work experience opportunities. The woodwork shop and furniture store it has proved to be very popular and is one of the ways we can offer opportunities to learn work and transferable skills.'</i></p>
16	<p>When and where are the services or the project available or will be available to the users?</p>	<p><i>'People who will be working in the woodwork shop program come from Bedford and its surrounds. Some live within the wards classed in the top 10% and 20% most deprived. The woodwork shop program operates from Monday to Friday 9.30 a.m. to 3.30 p.m. Each day members attend our woodwork shop located in a unit on Singer way in Kempston. BOLD is open from 8 a.m. to 5 p.m. and there is a Saturday club on a Saturday which most often meets at the café then the club members go out to a different location. BOLD has a manned telephone during opening hours and Sharon (Chief Executive) often supports parents with information either over the phone or face to face.'</i></p>
10a	<p>How many individuals will benefit from this service or project?</p>	<p>135 (96% in Bedford Borough).</p>

Financial Comment

Financial Statements are provided for the year to 31st December 2016 and are subject to an independent examination by absoluteaccounts, who do not report any causes for concern regarding the preparation of accounts.

The information provided in the financial statement is summarised below:

	Unrestricted	Restricted	Total
Income	£472,967	£54,137	£527,104
Expenditure	£456,477	£121,708	£578,185
Surplus/deficit	£16,490	(£65,571)	(£51,081)

Income is from day care charges, grants and donations. The balance sheet shows total assets of £413,078 including a property asset and net current assets of £134,704.

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

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

COMMUNITY CHEST APPLICATIONS: GRANT REQUEST EVALUATION

	Name of Applicant:	Friends of St Marys Church Stevington	
	Operating address of the organisation in Bedford Borough:	C/O 24 West End Stevington Bedford MK437QU	
	Date of Application:	12 th October 2017	
2e	When was the organisation established?	September 2010	
1 a-g	Type of organisation: e.g. Trust, registered charity, company limited by guarantee, etc. State registration number where applicable Social Enterprise, CIC	Registered Charity, number 1139161	
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))	The community of Stevington	
Q8	Number of paid employees:	0 FT	0 PT
Q8	Number of volunteers:	0>10Hrs	8<10Hrs
7a	Organisation operates to an appropriate quality system, if yes, state which. State if fully accredited or 'working towards'.	No	
Pg 1	Organisation works with Bedford Borough officers to deliver this service or activity? If yes, details here.	No	
Q3	Aims and objectives and activities of the organisation	<i>'To raise Funds for the preservation and improvement of Church assets. To Provide activities in the village of Stevington for the benefit of the community'</i>	

Q15b	<p>Expected outcomes of the organisation’s current and planned activity(ies) and how they will be monitored</p>	<p><i>‘We hope that isolated people living in the community will take part in regular meetings where they will be helped to:</i></p> <ul style="list-style-type: none"> <i>-Develop IT skills to access the internet</i> <i>-Access online retail opportunities</i> <i>-Develop new skills</i> <i>-Keep in touch with friends and relatives</i> <i>-Access services</i> <i>-Take part in leisure activities</i> <i>-Promote their own health</i> <i>-Combat feelings of isolation</i> <i>-Our target group are elderly and isolated people living in Stevington and hope to engage with up to 20.</i> <i>-We plan to run the project with Wavelength Charity and to share our findings with other communities in the borough of Bedford and nationally.</i> <i>-Monitoring will be completed by keeping records of numbers attending and evaluations.’</i>
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SUMMARY OF ORGANISATION’S ELIGIBILITY

Principles for the award of grants from the Community Chest

15f	<p>1 Supports the Council’s Sustainable Community Strategy 2009/12 How will the funding requested assist the Council in the delivery of the Sustainable Community Strategy?</p>	<p><i>‘This project is being designed to help elderly members of the community to meet, develop skills, reduce their cost of living, pursue leisure interests, make connections and access services.’</i></p>
15g	<p>2 Value for money How does the funding requested represent value for money for council tax payers?</p>	<p><i>‘By helping people in the community make connections and access online services it is hoped:</i></p> <ul style="list-style-type: none"> <i>-Appropriate services can be accessed quickly</i> <i>-The number of home visits required is reduced and that feelings of isolation can be reduced.</i> <i>Living costs for isolated people will be reduced</i> <i>Feelings of isolation will be reduced</i> <i>The lessons learned developing this project will be shared locally through newsletters and nationally by wavelength charity.</i> <i>A grant from public funds will give our community access to a large charitable donation of equipment, expertise and assistance over a lengthy period of time.’</i>
15h	<p>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:</p>	<p><i>‘This project will assist isolated members of the community and those disadvantaged by lack of IT skills to develop their ability to access services, develop skills and shop competitively. Our project will be held regularly in the Church room at Stevington which is the home of our</i></p>

		<ul style="list-style-type: none"> • Eliminate discrimination • Advance equality of opportunity • Foster good relations 	<p><i>community shop which is also run by volunteers. By meeting at the Church room isolated people will have the opportunity to meet and learn new skills together. The project will assist elderly people and those with no IT skills or equipment to take advantage of online connectivity. At the present time people living in Stevington would have little opportunity to access these services without their own equipment or transport.'</i></p>
	4	<p>Meeting the criteria for the award of grants established by Members</p> <p>Has the organisation met the criteria established by Members?</p>	
15d	5	<p>Duplication of services</p> <p>How has this organisation demonstrated that it provides a unique service to the residents of the borough?</p>	<p><i>'Yes, in Bedford town there are other groups who could provide this service e.g. University of the 3rd Age. However, Stevington is an isolated rural community with poor public transport services and elderly residents are isolated and not able to access town centre based organisations.'</i></p>
7b	6	<p>Performance Indicators</p> <p>Does this organisation have specific performance indicators, particularly national indicators? Can it meet agreed performance targets?</p>	No
15c	7	<p>Provides or supports a statutory service</p> <p>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].</p>	No
	8	<p>Works specifically with or for ethnic or minority groups</p> <p>Does this organisation work specifically with or for ethnic or minority groups?</p>	No

DETAILS OF REQUESTED FUNDING

	<p><u>Amount of Grant Requested</u></p>	<p>£770.00</p>
15a	<p>Purpose for which funding is requested:</p> <p><i>'We aim to set up a project for isolated people to develop IT skills and access online benefits. Our application is for the installation and provision of Broadband services to Stevington Church Room for a period of two years. This is required to assist us to run a project to tackle rural isolation and discrimination of elderly people living in Stevington without transport or connection to online services. The proposed project will be run in partnership with Wavelength, a national charity, who are prepared to donate 4 tablets and a smart TV. Wavelength will publicise lessons learned from the project to other communities through their newsletters and by making a film about the project. Friends of St. Marys Church are prepared to assist other isolated Bedford communities by sharing knowledge gained.'</i></p>	

	<p><i>It is hoped that our project will assist elderly and vulnerable people without transport or the ability to connect to the internet to:</i></p> <ul style="list-style-type: none"> <i>Develop new skills</i> <i>Keep in touch with friends and relatives</i> <i>Access services</i> <i>Shop competitively</i> <i>Take part in leisure activities</i> <i>Promote their own health</i> <i>Combat feelings of isolation</i> <p><i>Efforts will be made to secure ongoing funding after the first two years of the project.</i></p> <p><i>In addition to the aims of the project broadband services in the Church room would be of benefit to the whole community of Stevington. The village is isolated with poor public transport services; it has no shop other than a community shop which has been run by volunteers for the last 25 years. The shop is open from 10.00am to 12.00 noon and 3.00pm to 5.00pm each day and from 10.00am to 12.00 noon on Saturdays. The shop has become a meeting place in the village, particularly for elderly people.</i></p> <p><i>If broadband is installed to the Church Room it will be available to anyone using the building. The tablets being provided by Wavelength can also be made available during shop hours to the community.'</i></p>			
19	<p align="center">What will happen to the service or project if this funding is not awarded? Does the organisation have a contingency plan?</p> <p><i>'Without assistance to install broadband into the Church room we will not be able to run the proposed project and the donation of Tablets and smart TV from Wavelength will not be available.'</i></p>			
19b	<p>Would a grant from this Council help the organisation to secure match/lever funding? If yes, how much would it help to secure and from which organisation?</p>	Yes		
18	<p>Is this organisation actively seeking funding from other local authorities, trusts or organisations in respect of this work or project? If not, why not?</p>	Yes		
	Date Applied	Organisation applied to	Amount applied for	Outcome (if known)
	01 August 2017	Wavelength Charity	£800.00	Granted subject to internet availability
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 need has been brought to our attention by members of the community. One person contacted us as she was concerned that her mother lives in the village and feels isolated.</i></p> <p><i>We have been contacted by members of the community who were being charged a high amount for insurance. A better, cheaper alternative was found when they were assisted to</i></p>		

		<p>access the internet; savings of over £1600 in total were achieved by internet access. One of the people we assisted said "I must learn to do this". We feel there is definitely a need which our proposed project would meet.</p> <p>It is hard to know exactly what the take up of this service will be, but early indications are that there will be increasing interest as the project takes off.</p> <p>All members of the community will benefit by installing broadband into the Church Room.'</p>
Q16	<p>When and where are the services or the project available or will be available to the users?</p>	<p>'The people who will benefit from this service are: Isolated members of the Stevington community. All members of the Stevington Community who could use the broadband service at the Church Room. Church Room opening hours: weekdays 10-12m 2-4 and Saturdays 10-12.'</p>
10a	<p>How many individuals will benefit from this service or project?</p>	600

Financial Comment

The organisation has provided accounts for the year ended 31 December 2016.

The accounts show income of £9,107 and expenditure of £6,088 resulting in a surplus of £3,019. The overall funds held at 31 December 2017 were £10,438 and are being held in reserve for future capital works following successful fund raising in the year.

This organisation has indicated that the following ticked categories best describe (a) the work of their organisation and (b) the client group(s) they serve.			
(a) Service(s) provided	X	(b) Client Group(s)	X
Accommodation		Children and/or Young People	
Accommodation with support		Disabled People	X
Adult Education	X	Ethnic Minority Communities	
Adult Health and Wellbeing		Workless People	X
Advice, Counselling and Information		Families	
Arts Development		Lesbian, Gay, Bisexual, Transgender	
Carers		Homeless People	
Children and Young People		No one specific group	X
Community and Tenants' Associations		Older People	X

APPENDIX D

Community Activities/Development		Other voluntary and community groups	X
Safer Communities	X	People on low incomes	
Education, Skills and Training		People living in deprived areas	
Environment & Climate Change		People living in rural areas	X
Health (including mental health)		Women and girls	
Sports, Recreation and Leisure		Other (<i>please specify</i>)	
Social Inclusion, Community Cohesion & Culture	X		
Sustainable Communities	X		
Other (<i>please specify</i>) – Employment, work experience			



Community Chest 2016/2017
Reference: VSS617447

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

Bedford Priory Bowling Club
Priory Bowls Club
Treasurer
Priory Gardens
Greyfriars
Bedford
MK401JD

Telephone:
Fax:
Email:
Mobile Phone No:

Main Contact's Details

Main contact's Email:*

Your organisation's website address:

Council Website

Important

Do you work with Bedford Borough officers to deliver your service or activity?
Please list their names(s) or job title(s):

Yes

SECTION A: QUESTIONS ABOUT YOUR ORGANISATION

Question 1
What type of group are you?

- Registered charity
- A trust established by trust deed
- Community group/club/society
- Other
- Company limited by guarantee
- An unincorporated club or association
- Friendly/Provident Society

Are you a local group of a national organisation?
Please state which national organisation:
Are you affiliated to a political organisation?

Yes
Affiliated to Bowls England
No

Question 2
Does your organisation have a:

- Constitution
- Memorandum & Articles of Association
- Set of Rules
- Other Governing Document

You must provide a signed copy with this application.

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

1902

Question 3
Briefly describe the aims, objectives and activities of your organisation:

The aim of this club is to play bowls against other teams and to socialise also giving light exercise whilst playing.

Question 4
Does your organisation have an equal opportunities policy?

Yes

You must include a copy with your application.

Question 5

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

Yes

Are your volunteers/members/staff CRB checked?

Yes

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

Question 6

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

No

Question 7(a)

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

No

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

Question 7(b)

Does your organisation have specific performance indicators?

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:

none

Part time employees:

none

Volunteers working on average more than 10hrs per week:

none

Volunteers working on average less than 10hrs per week:

20

Members of Management Committee or Board:

9

Question 9

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

White:

9

Black or Ethnic Minorities:

Male:

4

Female:

5

People with disabilities:

Question 10

User Involvement

How many individuals use your service?

1000 approx

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

300

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?

30

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

We have a women's and men's sub committee that deal with the day to day running of the club and an executive committee that makes the decisions on the more important matters

Question 11

Please list any Councillors or Officers who attend meetings on your Management Committee/Board or

None

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:

£22203.37

Total expenditure:

£14905.10

Equals Surplus/Deficit for the year:

£7298.27

Savings, Unrestricted Reserves, Cash, Investments:

£0.00

IMPORTANT - ACCOUNTS

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

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

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

SECTION B: YOUR ACTIVITY

Question 14

How much money are you applying for?

£1000.00

What is the estimated total cost of providing your total service for 2017/2018?

£2000.00

Question 15

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

To repair the inner banks of the bowls green making it safe

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?

As by council ruling we have to leave one rink free for the public to use so you could say that we target the public in general not just any one particular group. If the banks are not repaired which is the council responsibility then there will no club or facilities and everybody loses out

Do you provide a statutory service?

Nothing selected

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 six council greens

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

We are the largest outdoor club in the Bedford Borough and pay our way, we are also the only club that does maintenance on the facilities. It is easy to see that the banks are collapsing.

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

By doing the work the people of Bedford will still be able to use the facilities and this will also stop the premises deteriorating into a ruin or becoming rubbish tip.

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

Because all members and players are tax payers and if it closes they will still be paying the same taxes but will have lost a lot of enjoyment.

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

How constitution allows anybody to apply for membership. We have somebody designated to deal with this problem in the first instant and then to the executive committee and then if not resolved to the Bowls England committee

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 people of the county Bedfordshire will benefit from our services. The services are available from May to September as it is an outdoor green. We are open seven days a week and are open to the general public.

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:	£2000.00
If amount entered into Other, please specify details:	Maintenance repairs
Total Capital Costs:	£2000

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:	£

SECTION F: DECLARATION

I confirm, on behalf of:

Bedford Priory Bowling Club

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 Aug 2017

Name and Designation:

Treasurer

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 Priory Bowling Club

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

Full Time Staff:

0

Part Time Staff

0

Volunteers:

All Members 78

Management Committee Members

9

Other:

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

Disabled people:

3 Partially Sighted

Young People (under 19):

Young People (19-25):

Older People (60+):

73 members

Women & Girls:

30

People of minority ethnic origin:

1

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

- British Pakistani White & Black Caribbean

Other:	£
If amount entered in Other, please specify details:	
Total Revenue Costs:	
Total (Total Capital Costs + Total Revenue Costs):	£2000.00

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):
22 Aug 2017	Wixamtree Trust	£2000.00	

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.

may benefit several different groups but please select a maximum of three categories from the following:

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

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

(a) Service(s) provided:

- | | | |
|---|--|--|
| <input type="checkbox"/> Accommodation | <input type="checkbox"/> Accommodation with support | <input type="checkbox"/> Adult Education |
| <input type="checkbox"/> Adult Health and Wellbeing | <input type="checkbox"/> Advice, Counselling and Information | <input type="checkbox"/> Arts Development |
| <input type="checkbox"/> Carers | <input type="checkbox"/> Children and Young People | <input type="checkbox"/> Community and Tenants' Associations |
| <input 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 checked="" 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 checked="" type="checkbox"/> Disabled People | <input type="checkbox"/> Ethnic Minority Communities |
| <input type="checkbox"/> Workless people | <input type="checkbox"/> Families | <input type="checkbox"/> Lesbian, Gay, Bisexual, Transgender |
| <input type="checkbox"/> Homeless People | <input checked="" type="checkbox"/> No one specific group | <input checked="" type="checkbox"/> Older People |
| <input type="checkbox"/> Other voluntary and community groups | <input checked="" type="checkbox"/> People on low incomes | <input type="checkbox"/> People living in deprived areas |
| <input checked="" type="checkbox"/> People living in rural areas | <input checked="" type="checkbox"/> Women and girls | <input type="checkbox"/> Other |



Community Chest 2016/2017
Reference: VSS620496

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

Bedfordshire Opportunities for Learning Disabilities
BOLD
Appeal manager
106 Clapham Road Bedford MK41 7PJ
01234 352899

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):

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

SECTION A: QUESTIONS ABOUT YOUR ORGANISATION

Question 1

What type of group are you?

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

Please provide your registration number:

Are you a local group of a national organisation?

Are you affiliated to a political organisation?

Question 2

Does your organisation have a:

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

You must provide a signed copy with this application.

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

Question 3

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

Our objectives for people with a learning disability are to provide relief, to provide or assist in the provision of facilities for education and work experience, to promote independent living and provide social opportunities. Our aim is to identify and provide support for each individual with a learning disability that uses our services, appropriate to the needs of that person. Some

members are also blind, have mental and/or physical disabilities and many have very challenging behaviour. We run a wide range of education and independent living skills programs which people can choose from each day. We operate a furniture store and wood workshop, a Cafe and gardening program in support of work experience and community interaction, and also provide holidays and social activities. We have 135 members accessing our services each week aged from 14 to 69. We are currently in the process of raising money to build a purpose built centre in Bedfordshire. This will allow us to improve the delivery of our current services and add many much needed new services for adults, teenagers and their parents / carers and siblings. Much of this work will be in partnership with other organisations.

Question 4

Does your organisation have an equal opportunities policy?

Yes

You must include a copy with your application.

Question 5

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

Yes

Are your volunteers/members/staff CRB checked?

Yes

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

Question 6

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

Yes

You must include a copy with your application

Question 7(a)

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

No

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

Question 7(b)

Does your organisation have specific performance indicators?

Yes

Please list here:

ASDAN training requires specific measurement of educational achievement.

Question 8

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

Full time employees:

13

Part time employees:

8

Volunteers working on average more than 10hrs per week:

0

Volunteers working on average less than 10hrs per week:

5

Members of Management Committee or Board:

11

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:

12

Black or Ethnic Minorities:

0

Male:

5

Female:

7

People with disabilities:

0

Question 10

User Involvement

How many individuals use your service?

135

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

96

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

Yes

How many?

10

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

Many of the activities we carry out have been suggested to us by our members (or their families / carers) who play an active role in suggesting topics of study or activities. This can be clearly demonstrated through the starting of our holidays as many of the members had never had a holiday or the Saturday club. Again started at members request as they found it difficult to socialise with friends.
We have a committee of 10 members that we can take suggestions to for discussion if we would like a more in detail meeting about future activities.
For the capital appeal the members and their families were asked what type of services they felt we should include that were in short supply or missing from Bedfordshire.

Question 11

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

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:

2016

Total gross income:

£527.00

Total expenditure:

£578.00

Equals Surplus/Deficit for the year:

£-51.00

Savings, Unrestricted Reserves, Cash, Investments:

£136.00

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

For some reason the table above would not allow me to put in the actual figures.
Gross Income: £527,104.00

answered YES at Question 1(g)), please explain what your reserves policy is and why you are holding these funds.

Total Expenditure: £578,185.00

Surplus/ Deficit : -£51,081

Unrestricted reserves: £136,209

Please note that these are gross figures and include restricted income and expenditure for the capital appeal, hence the deficit.

These figures are from a draft copy of the 2016 accounts which are currently at the auditors for verification.

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

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?

£524000.00

Question 15

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

We wish to apply for funding towards equipment used in our work experience training woodwork shop which supports people with a learning disability.

Some of our members split working in the woodwork shop with education whilst others only want to work in there and do so 5 days a week.

The woodwork shop makes items to sell such as small arts and crafts and also items for our arts and crafts sessions. It also takes furniture that is a bit run down and transforms it into something we can sell. We take orders for benches, chairs, bird boxes and other things people suggest. Our most popular item at the moment is the Volkswagen cabinet which we have 14 orders for (we just do not have enough small cabinets coming in to keep up so we went to the auction house and found a few more).

The members work as closely as possible to a full working day. Project members are encouraged to keep regular hours and good timekeeping. They are expected to come suitably dressed for work and we supply boots, gloves and other safety equipment.

The project offers the opportunity to attain a wide range of skills, including how to use hand tools and the right one to use for a job, the safe use of power tools, furniture renovation and design and build.

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

The project supports up to and sometimes over 20 people a day. The members that work in the woodwork shop are both male and female with a diverse range of disabilities as well as their learning disability, and includes a number of people from minority ethnic groups. Because of the nature of the work in the woodwork shop we find it is popular with people with a physical disability as they can engage in a physical hands on activity, but can do this sitting down at a workbench. The items on the list were given to me by the woodwork shop leader a month ago as we have a lot of members and not enough equipment to go around. Many of the other items we need (or would be great to have) to

help them produce the furniture.
You will notice there are number of sanding items which are heavily used. The sanders come with a 2 year guarantee which is good as we get through them. The small hand sanders break from overuse no matter the quality so we have gone for the cheaper versions and will take them back under guarantee. We will be able to take these items to our new woodwork shop when it is built in the future.

The woodwork shop we find is a popular option for teenagers who we have from local schools looking to see what they want to do when they leave school. At the moment they come only once or twice to decide but when we have our new centre they will be able to try out all our different services before choosing for the year before they leave.

The Furniture store and woodwork shop is similar to our gardening program and aims to give project members a taste of working life which would otherwise not be available to them. It creates work experience together with an enjoyable activity and provides a secure work-based environment for as long as this is required. It gives project members a sense of purpose and achievement and builds self-esteem whilst giving them the chance to discover and develop their own individual abilities.

The project is monitored by the workshop manager and BOLDs CEO in collaboration with parents and carers. Attendance and activity logs are kept and progress recorded.

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?

I am aware of other organisations providing educational opportunities but there are very limited opportunities to learn independent living skills, work experience skills and the social activities we offer. Including Saturday club and the holidays we put on.
BOLD offers quite a diverse range of opportunities, including social activities to a large number of people with learning disabilities, autism and challenging behaviour. Many of these activities have been suggested by our members. We understand the challenges faced by people with a learning disability and know there are many services that are not available or in limited supply. We want to support our members and their families to the best of our ability and have set about improving this situation by building a new centre that can provide many new opportunities.

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

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

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

The work experience and training woodwork shop will assist the councils sustainable community strategy in a number of areas.

A thriving borough. It will provides employment opportunities for staff to run the program and raises their skill levels, especially in relation to working with people with disabilities. It improves the skills base within Bedford of people with disabilities with the hopeful outcome of paid or voluntary employment in the community.

A Greener Borough. The woodwork shop recycles old furniture and wood into items that have can be sold and used again. This helps reduce landfill and waste.

Children and young people. The woodwork shop offers taster days to teenagers in the transitional period allowing them a taste of working life and helps them develop their plans for the future. It offers opportunities to develop their self-esteem, maximise their life chances and realise their full potential whilst reducing the high incidence of mental health problems in young people with a disability. Provision of these services supports the wellbeing of their parents and carers.

A Healthy Borough. People with learning disabilities die younger. The woodwork shop can be mentally and sometimes physically demanding on our members and they are kept active all day. This helps keep our learning disabled members healthier and increases levels of wellbeing.

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

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

A donation towards the equipment needed in the woodwork shop will help us deliver work experience, a better lifestyle and community cohesion opportunities through the project. We need the equipment to operate the program successfully and for us to be able to provide a wide range of services needed for people with a learning disability.

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

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

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

Question 16

Where do the people live who will benefit from this funding, and when is your service available to users? Tell us about where the activity will take place. Will it cover the whole of the county, the Borough, a village or specific

ward(s)? When are the users able to access the services you provide? e.g. weekdays, evenings etc. Please list your full opening times, tell us about manned and unmanned help-lines etc.

People who will be working in the woodwork shop program come from Bedford and its surrounds. Some live within the wards classed in the top 10% and 20% most deprived. The woodwork shop program operates from Monday to Friday 9.30 a.m. to 3.30 p.m. Each day members attend our woodwork shop located in a unit on Singer way in Kempston.

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

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

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

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:

£1500.00

Office Equipment (inc. computers)

£1200.00

Vehicle purchase:

£21769.00

Mobility, communication or other independent living aids

£2422.00

Furniture or Play equipment:

£1700.00

Other:

£1008.73

If amount entered into Other, please specify details:

10 x Hiomant Abrasive Paper Roll various grades of Grit 50M length £227.40 15 X Titan hand Sanders £299.85. Sanding belts and sheets for hand sander/ various grades and sizes £150. 2 x Titan Belt Sander £89.98. 3 x Briwax 5L Wax Polish Original £157.50. 4 X Sadolin Natural Woodstain 1L various colours £84

Total Capital Costs:

£29600

Revenue / Running Costs for 2017/2018

Salaries of permanent staff:

£300000.00

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

13 full time staff and 8 part time staff.
Manager £26,000
Team leaders x 9 at £18,000
Part time staff have a range of income from £2,000 to £14,000

Insurance

£2000.00

Office Expenses (telephone, post, stationery etc):

£10000.00

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

£25000.00

Travel expenses:

£

Staff and Volunteer training:

£2500.00

Information, education and promotional materials:

£300.00

Consultancy and advice:

£

Other:

£134000.00

If amount entered in Other, please specify details:

vehicle running costs, Vat, cafe costs, leisure activities

Total Revenue Costs:

473800.00

Total (Total Capital Costs + Total Revenue Costs):

£503399.73

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):

15 Nov 2016

House of Industry Estate

£24191.00

agreed

Please state why:

To fund a new vehicle and for wheelchairs.

Question 19

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

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

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

No

SECTION D: BANK DETAILS

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

SECTION E: TERMS AND CONDITIONS

Terms and Conditions

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

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

SECTION F: DECLARATION

I confirm, on behalf of:

Bedfordshire Opportunities for Learning Disabilities

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:

12 Sep 2017

Name and Designation:

Appeal Manager

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

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

Voluntary Sector Support 2017/18

Please insert name of your organisation here:

Bedfordshire Opportunities for Learning Disabilities

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:

13

Part Time Staff

8

Volunteers:

5

Management Committee Members

11

Other:

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

Disabled people:

0

Young People (under 19):

0

Young People (19-25):

4

Older People (60+):

4

Women & Girls:

18

People of minority ethnic origin:

2

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

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

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

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

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

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

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

(a) Service(s) provided:

- Accommodation
 Accommodation with
 Adult Education

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

(b) Client Group(s):

- Children and/or Young People
- Workless people
- Homeless People
- Other voluntary and community groups
- People living in rural areas
- Disabled People
- Ethnic Minority Communities
- Families
- Lesbian, Gay, Bisexual, Transgender
- No one
- Older People
- People living in deprived areas
- People on low income
- People living in deprived areas
- Women and girls
- Other



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

Telephone:
Fax:
Email:
Mobile Phone No:

Main Contact's Details

Main contact's Email:*

Your organisation's website address:

Important

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

SECTION A: QUESTIONS ABOUT YOUR ORGANISATION

Question 1

What type of group are you?

- Registered charity
- A trust established by trust deed
- Community group/club/society
- Other
- Company limited by guarantee
- An unincorporated club or association
- Friendly/Provident Society

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
- Memorandum & Articles of Association
- Set of Rules
- Other Governing Document

You must provide a signed copy with this application.

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

Question 3

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

Question 4

Does your organisation have an equal opportunities policy?

You must include a copy with your application.

Question 5

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

Yes

Are your volunteers/members/staff CRB checked?

Yes

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

Question 6

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

No

Question 7(a)

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

No

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

Question 7(b)

Does your organisation have specific performance indicators?

No

Question 8

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

Full time employees:

0

Part time employees:

0

Volunteers working on average more than 10hrs per week:

0

Volunteers working on average less than 10hrs per week:

8

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:

8

Black or Ethnic Minorities:

0

Male:

5

Female:

5

People with disabilities:

0

Question 10

User Involvement

How many individuals use your service?

600

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

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

Yes

How many?

available to all

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

Friends of St. Marys Church is assisted by many people in the community of Stevington who provide support for our community and fundraising activities. This is usually done through informal feedback and sharing of ideas. This application was initiated by feedback from a member of the village who felt that her mother was feeling isolated following the loss of her father.

Question 11

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

None

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:

2016

Total gross income:

£9107.00

Total expenditure:

£6088.00

Equals Surplus/Deficit for the year:

£3019.00

Savings, Unrestricted Reserves, Cash, Investments:

£7419.00

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.

Reserve funds being held towards future capital works grant-funding application.

SECTION B: YOUR ACTIVITY

Question 14

How much money are you applying for?

£770.00

What is the estimated total cost of providing your total service for 2017/2018?

£1200.00

Question 15

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

We aim to set up a project for isolated people to develop IT skills and access online benefits. Our application is for the installation and provision of Broadband services to Stevington Church Room for a period of two years. This is required to assist us to run a project to tackle rural isolation and discrimination of elderly people living in Stevington without transport or connection to online services. The proposed project will be run in partnership with Wavelength, a national charity, who are prepared to donate 4 tablets and a smart TV. Wavelength will publicise lessons learned from the project to other communities through their news letters and by making a film about the project. Friends of St. Marys Church are prepared to assist other isolated Bedford communities by sharing knowledge gained. It is hoped that our project will assist elderly and vulnerable people without transport or the ability to

connect to the internet to:
 Develop new skills
 Keep in touch with friends and relatives
 Access services
 Shop competitively
 Take part in leisure activities
 Promote their own health
 Combat feelings of isolation
 Efforts will be made to secure ongoing funding after the first two years of the project.
 In addition to the aims of the project broadband services in the Church room would be of benefit to the whole community of Stevington. The village is isolated with poor public transport services, it has no shop other than a community shop which has been run by volunteers for the last 25 years. The shop is open from 10.00am to 12.00 noon and 3.00pm to 5.00pm each day and from 10.00am to 12.00 noon on Saturdays. The shop has become a meeting place in the village, particularly for elderly people.
 If broadband is installed to the Church Room it will be available to anyone using the building. The tablets being provided by Wavelength can also be made available during shop hours to the community.

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 hope that isolated people living in the community will take part in regular meetings where they will be helped to:
 Develop IT skills to access the internet
 Access online retail opportunities
 Develop new skills
 Keep in touch with friends and relatives
 Access services
 Take part in leisure activities
 Promote their own health
 Combat feelings of isolation
 Our target group are elderly and isolated people living in Stevington and hope to engage with up to 20.
 We plan to run the project with Wavelength Charity and to share our findings with other communities in the borough of Bedford and nationally.
 Monitoring will be completed by keeping records of numbers attending and evaluations.

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:

In Bedford town there are other groups who could provide this service eg University of the 3rd Age. However, Stevington is an isolated rural community with poor public transport services and elderly residents are isolated and not able to access town centre based organisations.

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 need has been brought to our attention by members of the community.
 One person contacted us as she was concerned that her mother lives in the village and feels isolated.
 We have been contacted by members of the community who were being charged a high amount for insurance. A better, cheaper alternative was found when they were assisted to access the internet, savings of over £1600 in total were achieved by internet access. One of the people we assisted said " I must learn to do this" . We feel there is definitely a need which our proposed project would meet.
 It is hard to know exactly what the take up of this

service will be, but early indications are that there will be increasing interest as the project takes off. All members of the community will benefit by installing broadband into the Church Room .

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

This project is being designed to help elderly members of the community to meet, develop skills, reduce their cost of living, pursue leisure interests, make connections and access services.

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

By helping people in the community make connections and access online services it is hoped:
Appropriate services can be accessed quickly
The number of home visits required is reduced and that feelings of isolation can be reduced.
Living costs for isolated people will be reduced
Feelings of isolation will be reduced
The lessons learned developing this project will be shared locally through newsletters and nationally by wavelength charity.
A grant from public funds will give our community access to a large charitable donation of equipment, expertise and assistance over a lengthy period of time.

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

This project will assist isolated members of the community and those disadvantaged by lack of IT skills to develop their ability to access services, develop skills and shop competitively. Our project will be held regularly in the Church room at Stevington which is the home of our community shop which is also run by volunteers. By meeting at the Church room isolated people will have the opportunity to meet and learn new skills together. The project will assist elderly people and those with no IT skills or equipment to take advantage of online connectivity. At the present time people living in Stevington would have little opportunity to access these services without their own equipment or transport.

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 people who will benefit from this service are:
Isolated members of the Stevington community.
All members of the Stevington Community who could use the broadband service at the Church Room.
Church Room opening hours: weekdays 10-12m 2-4 and Saturdays 10-12.

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	£800.00

Furniture or Play equipment:	£
Other:	£
If amount entered into Other, please specify details:	
Total Capital Costs:	£800
Revenue / Running Costs for 2017/2018	
Salaries of permanent staff:	£0.00
Please provide details of numbers and earnings of any employees (do not include names):	Friends of St. Marys Church is a charity run by trustees in accordance with our Trust Deed. None of the trustees or volunteers receive any form of payment.
Insurance	£
Office Expenses (telephone, post, stationery etc):	£
Premises costs (rent, room hire, utilities etc):	£
Travel expenses:	£
Staff and Volunteer training:	£
Information, education and promotional materials:	£
Consultancy and advice:	£
Other:	£
If amount entered in Other, please specify details:	
Total Revenue Costs:	0.00
Total (Total Capital Costs + Total Revenue Costs):	£800.00

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):
01 Aug 2017	Wavelength Charity	£800.00	granted subject to Internet availability

Please state why:

Wavelength Charity are contributing a smart TV and 4 tablets approx value £800.00 to the project subject to internet services being available. Wavelength are planning to make a film about the project and share it with other communities to assist them to develop services for isolated people.

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?

Without assistance to install broadband into the Church room we will not be able to run the proposed project and the donation of Tablets and smart TV from Wavelength will not be available.

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

Please explain how:

Broadband installation, funded by Council grant, is essential to the project commencing. Supporting letter attached.

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:

Friends of St. Mary's Church Stevington

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:

12 Oct 2017

Name and Designation:

Chairman

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:

Friends of St. Marys Church, Stevington, Bedford

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

Full Time Staff:

0

Part Time Staff

0

Volunteers:

10

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:

0

Young People (under 19):

0

Young People (19-25):

0

Older People (60+):

9

Women & Girls:

5

People of minority ethnic origin:

0

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

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

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

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

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

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

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

(a) Service(s) provided:

<input type="checkbox"/> Accommodation	<input type="checkbox"/> Accommodation with support	<input checked="" type="checkbox"/> Adult Education
<input type="checkbox"/> Adult Health and Wellbeing	<input type="checkbox"/> Advice, Counselling and Information	<input type="checkbox"/> Arts Development
<input type="checkbox"/> Carers	<input type="checkbox"/> Children and Young People	<input type="checkbox"/> Community and Tenants' Associations
<input type="checkbox"/> Community Activities/Development	<input checked="" 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 checked="" type="checkbox"/> Social Inclusion, Community Cohesion & Culture	<input checked="" type="checkbox"/> Sustainable Communities	<input type="checkbox"/> Other

(b) Client Group(s):

<input type="checkbox"/> Children and/or Young People	<input checked="" type="checkbox"/> Disabled People	<input type="checkbox"/> Ethnic Minority Communities
<input checked="" type="checkbox"/> Workless people	<input type="checkbox"/> Families	<input type="checkbox"/> Lesbian, Gay, Bisexual, Transgender
<input type="checkbox"/> Homeless People	<input type="checkbox"/> No one specific	<input checked="" type="checkbox"/> Older People

- Other voluntary and community groups
- People on low incomes
- People living in deprived areas
- People living in rural areas
- Women and girls
- Other