

## 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 a grant of £1,000 to Women of Bedford toward the cost of a project to commission a work of public art, a statue of Amy Walmsley, on the Embankment (the award is made subject to the project being fully funded).

**2. Date of decision**

19 January 2018

**3. Reasons for decision**

The award is in accordance with the established criteria for making awards and will assist in;

- i. Providing a permanent public art work celebrating the role of women in the history of Bedford Borough;
- ii. Promoting the Council's and community's commitment to improving equality and celebrating diversity;
- iii. Helping to raise the profile of Bedford Borough and encourage visitors to the embankment;

**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 D. Hodgson Date 19/1/2018 Name of Decision Taker MAYOR DAVE HODGSON

**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 January 2018

Date decision can be implemented if not called in: 31st January 2018

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

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

**January 2018**

**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 one application request for funding from the Community Chest and requests a decision regarding the funding, if any, to be awarded.

**2. Recommendation(s)**

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

**3. Reasons for Recommendations**

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

**4. Key Issues**

**(a) 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.**

(b) **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.

(c) **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;

<b>Budget for 2017/18</b>	<b>£10,000</b>
<b>Sums Awarded to Date</b>	
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
Bedford Priory Bowling Club	£1,000
BOLD	£1,000
Friends of St. Mary's Church	£770
	<hr/>
	£7,870
<b>Remaining Funds Available</b>	<b>£2,130</b>

There is one application for funding for consideration set out in this report for a total sum of **£1,000** and there are sufficient funds remaining in the approved budget to meet these costs should the grant be awarded.

(d) 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.

(e) Environmental Implications

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

(f) Equality Analysis

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

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

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

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

**5. Details**

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

<b>Applicant</b>	<b>Reason for Application</b>	<b>Amount Requested</b>
Women of Bedford	Commissioning of a Work of Public Art	£1,000
<b>Total</b>		<b>£1,000</b>

**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](mailto:lee.phanco@bedford.gov.uk)

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

*Background Papers:* Application forms received from the organisations.

*Appendices* A – Criteria for the award of Community Chest Grants  
B – Application – Women of Bedford

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

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

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

Further details are available at: [http://www.bedford.gov.uk/council\\_and\\_democracy/key\\_plans\\_and\\_strategies.aspx](http://www.bedford.gov.uk/council_and_democracy/key_plans_and_strategies.aspx)

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

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

The organisation making an application must ordinarily:



- 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  
2017/2018**

	<b>Name of Applicant:</b>	<b>Women of Bedford</b>	
	<b>Operating address of the organisation in Bedford Borough:</b>	33 Castle Road, Bedford, MK40 3PL	
	<b>Date of Application:</b>	07/12/2017	
2e	<b>When was the organisation established?</b>	May 2017	
1 a-g	<b>Type of organisation:</b> e.g. Trust, registered charity, company limited by guarantee, etc. State registration number where applicable Social Enterprise, CIC	Community group/club/society	
1h	<b>Is the organisation a local group of a national organisation, if yes, state which.</b>	No	
Q16	<b>Geographical area of operation, (town, village or ward(s))</b>	<p><i>'The immediate residents of the Embankment area will be able to enjoy this statue, as well as dog walkers, runners, tourists and passers-by. It is likely that visitors (from the outer villages and further afield) will make a special trip to see Bedford's newest statue on the beautiful Embankment along whilst strolling around the river Ouse. The sculpture will be accessible 24/7. Likely regular activities relate to child's play (i.e. hopscotch) and educational visits relating to female empowerment and local history (i.e. heritage walks) will be able to take advantage of this public work of art.'</i></p>	
Q8	<b>Number of paid employees:</b>	0 FT	0 PT
Q8	<b>Number of volunteers:</b>	3 >10Hrs	13 <10Hrs
7a	<b>Organisation operates to an appropriate quality system, if yes, state which. State if fully accredited or 'working towards'.</b>	No	

Pg 1	<b>Organisation works with Bedford Borough officers to deliver this service or activity? If yes, details here.</b>	<i>‘Yes- Eleanor Marcham, Economic Development Manager (Employment &amp; Skills)’</i>
Q3	<b>Aims and objectives and activities of the organisation</b>	<i>‘Women of Bedford aims to promote, celebrate and inspire the women of Bedford across our diverse, multi-cultural community.’</i>
Q15b	<b>Expected outcomes of the organisation’s current and planned activity(ies) and how they will be monitored</b>	<p><b>‘OUTCOMES</b></p> <ul style="list-style-type: none"> <li><i>• The statue will be the physical manifestation of the heritage we will identify regarding Bedford's role in the national suffrage movement. The creation of the statue will communicate the significance of this role to the local population, and the creation of the hopscotch element will involve the town's children in the project, ensuring the reach penetrates those communities who are hard to engage.</i></li> </ul> <p><b>REACH: UNLIMITED</b></p> <ul style="list-style-type: none"> <li><i>• The 'History Hopscotch' will allow local children to be involved in creating history as well as researching and understanding the contribution that women made to the borough. Once in place, it will provide an interactive learning tool, involving the names and histories of significant women in play, developing their knowledge and understanding of this heritage in ways that engage their interests and needs.</i></li> </ul> <p><b>REACH: UNLIMITED</b></p> <ul style="list-style-type: none"> <li><i>• Local (and national, potentially, due to participation in Vote 100) people will learn about Bedford's role in the women's suffrage movement; as the sculpture is developed, a dedicated website will record the process, enabling a wider group to access the project as it unfolds.</i></li> </ul> <p><b>REACH: UNLIMITED</b></p> <ul style="list-style-type: none"> <li><i>• Teachers will gain access to previously unidentified information about the Bedford women's suffrage movement through their involvement with the project, which will inform the way in which the centenary is taught, providing relevant local examples.</i></li> </ul>

*REACH: EDUCATIONAL MATERIAL WILL BE AVAILABLE TO ALL LOCAL SCHOOLS.*

- The children and schools who participate in the mosaic project (and, by extension, their families) will engage with women's heritage in a very practical sense.*

*REACH: 280 CHILDREN FROM TEN LOCAL SCHOOLS (LIST CAN BE PROVIDED)*

- Children, schools and families will gain a sense of pride in the heritage represented as they witness their own work displayed in a significant historical monument on the Embankment, a prime position in the town.*

*REACH: UNLIMITED*

- The project's role in the national Vote 100 campaign will engage local people in this heritage in an exciting and celebratory way*

*REACH: BEDFORDSHIRE'S POPULATION*

- Local people will feel a greater sense of pride in our town and a stronger sense of Bedford's significant role in national heritage*

*REACH: BEDFORDSHIRE'S POPULATION*

- The project will raise the profile of, and engagement with, the Higgins Museum, both through their consultation with the project team, and through the planned exhibition.*

*REACH: BEDFORDSHIRE'S POPULATION*

*MONITORING*

*The key areas we will use to measure our success will be:*

- Successful completion of project on time, within budget*
- Evaluation of participation by schools - Evaluation of impact on local population*
- Evaluation of contribution to Vote 100 campaign*

*The first area will be straightforward to measure, as a pass/fail evaluation.*

*With regards the schools' participation, we will use a combination of observation and interviews – to determine whether the children we work with are more engaged in heritage after participating in the project, we will work with teachers in observing the groups prior to and after the workshops. This will be a qualitative measure, using interviews*

*with teaching staff before and after the engagement.'*

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

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

15f	<b>1</b>	<b>Supports the Council's Sustainable Community Strategy 2009/12</b> How will the funding requested assist the Council in the delivery of the Sustainable Community Strategy?	<p><i>'1) The statue and its story will encourage tourism in to the town and we would hope that the Council's own tourist information webpages, would help bring awareness to potential visitors.</i></p> <p><i>2) Press coverage of the project helps to raise the profile of the town and</i></p> <ul style="list-style-type: none"> <li><i>i) attract visitors; and</i></li> <li><i>ii) raise profile of Bedford as being a progressive and well positioned town worthy of investment.</i></li> </ul> <p><i>3) Encouragement of local sponsoring businesses to put gender equality to the top of their list of priorities and use their sponsorship as evidence of this.</i></p> <p><i>4) Empower the County's women and girls to develop skills and become economically active, which will happen when we bring to light the fantastic work of Bedford's high achieving women from various sectors - in particular in STEM - many of the 11 celebrated women are doctors or scientists.'</i></p>
15g	<b>2</b>	<b>Value for money</b> How does the funding requested represent value for money for council tax payers?	<p><i>'It is difficult to quantify the value of this project given the number of lives we will touch but the three key points are:</i></p> <ol style="list-style-type: none"> <li><i>1. We engaged with c 6 artists after putting out a Project Brief (can be provided to you) and shortlisted this to two, whom we met and from whom we received quotes. The one selected provided best VfM given that Diane Gorvin (sculptor) and mosaicist (Tracey Cartledge), knowing how community commissioning and fundraising process worked, were prepared to give a significant amount of time to the development phase prior to any payment. They shared the passion for the project, that the other candidates did not.</i></li> <li><i>2. Additional VfM can be demonstrated by the fact that all management time for this project has been provided on a voluntary basis by Clare Sumner, Rachael Rogan and Emily Pool - three professional women who are driven to deliver this project for Bedford. They are supported by a team of 13 passionate volunteers. This is a great example of a group of people working</i></li> </ol>

			<p><i>together for the common good - a wonderful example to all Bedfordians who have a wish to bring positive change to the town.</i></p> <p><i>3. Schools will benefit at no cost to themselves meaning the town's children will have learning experiences and memories that are priceless - quite literally.'</i></p>
15n	3	<p><b>Equal Opportunities</b></p> <p>How does the work of this organisation help to support the Council to promote equality and tackle discrimination and the new public sector duties? Does it:</p> <ul style="list-style-type: none"> <li>• Eliminate discrimination</li> <li>• Advance equality of opportunity</li> <li>• Foster good relations</li> </ul>	<p><i>'This project is first and foremost about gender equality and therefore would 100% demonstrate Council's commitment to eliminating discrimination. We will work with a good cross section of schools, engaging with many cultures and minority groups, meaning children can take home to their parents and grandparents a renewed sense of pride in womanhood and all that she has and is able to achieve.'</i></p>
	4	<p><b>Meeting the criteria for the award of grants established by Members</b></p> <p>Has the organisation met the criteria established by Members?</p>	
15d	5	<p><b>Duplication of services</b></p> <p>How has this organisation demonstrated that it provides a unique service to the residents of the borough?</p>	<p><i>'We are to provide the only statue in Bedford (of 11 existing works of art) that celebrate women's contribution to our town's heritage.'</i></p>
15	6	<p><b>Performance Indicators</b></p> <p>Does this organisation have specific performance indicators, particularly national indicators? Can it meet agreed performance targets?</p>	No
15c	7	<p><b>Provides or supports a statutory service</b></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><b>Works specifically with or for ethnic or minority groups</b></p> <p>Does this organisation work specifically with or for ethnic or minority groups?</p>	No

**DETAILS OF REQUESTED FUNDING**

<b><u>Amount of Grant Requested</u></b>	<b>£1,000.00</b>		
19a	<p><b>Purpose for which funding is requested:</b></p> <p><i>'Commissioning of a Work of Public Art, namely:</i></p> <ul style="list-style-type: none"> <li><i>• Statue of Amy Walmsley on the Embankment of River Ouse, Bedford (first piece of public art in Bedford that is dedicated to a Female)</i></li> <li><i>• History Hopscotch – a mosaic hopscotch of ten squares, each commemorating another Bedford Woman of significance, upon which Amy Walmsley will stand.</i></li> </ul> <p><i>In addition to the physical piece of art, we are running heritage workshops in schools, and working in collaboration with the Higgins museum on an exhibition called "Celebrating Women".</i></p> <p><i>This element of the project has already received very positive feedback and is likely to be funded by the HLF and/or other sources. More detail about the project can be found here:</i></p> <p><i><a href="http://www.thegiftsculpture.co.uk/">http://www.thegiftsculpture.co.uk/</a></i></p> <p><i>And our press pack is here:</i></p> <p><i><a href="https://spark.adobe.com/page/RxQbtXSd98658/">https://spark.adobe.com/page/RxQbtXSd98658/</a></i></p>		
19	<p><b>What will happen to the service or project if this funding is not awarded? Does the organisation have a contingency plan?</b></p> <p><i>'As well as applying for grants, we are also crowdfunding and seeking sponsorship from local businesses, but given the amount that we need to raise we anticipate contributions from a wide variety of funding sources.'</i></p>		
19D	<p><b>Would a grant from this Council help the organisation to secure match/lever funding? If yes, how much would it help to secure and from which organisation?</b></p>	<p>Yes</p>	
18	<p><b>Is this organisation actively seeking funding from other local authorities, trusts or organisations in respect of this work or project? If not, why not?</b></p>	<p><i>'HLF and other grant making bodies have all suggested that any contribution other than their own makes chances of success in securing their grants more likely.'</i></p>	
	Date Applied	Organisation applied to	Amount applied for
			Outcome (if known)
15e	<p><b>How has the organisation effectively demonstrated that there is a need for this service or project?</b></p> <p><i>'There are no statues celebrating women in this town and articles such as this one provides a strong argument to suggest that in omitting females from our</i></p>		

	[Have they have provided details of research, surveys, consultation or evidence of current demand?]	<i>catalogues of publicart we are failing to inspire our women and girls. <a href="https://www.equaltimes.org/why-are-there-so-fewpublic?lang=en#.WilNnDdpHIW">https://www.equaltimes.org/why-are-there-so-fewpublic?lang=en#.WilNnDdpHIW</a> Our Facebook campaign has already got lots of followers and supporters.'</i>
Q16	<b>When and where are the services or the project available or will be available to the users?</b>	<i>'The immediate residents of the Embankment area will be able to enjoy this statue, as well as dog walkers, runners, tourists and passers by. It is likely that visitors (from the outer villages and further afield) will make a special trip to see Bedford's newest statue on the beautiful Embankment along whilst strolling around the river Ouse. The sculpture will be accessible 24/7. Likely regular activities relate to child's play (ie hopscotch) and educational visits relating to female empowerment and local history (i.e. heritage walks) will be able to take advantage of this public work of art.'</i>
10a	<b>How many individuals will benefit from this service or project?</b>	<i>'0. We are currently in development phase so currently we have no real users. The two elements of the project are as follows: April 2017 - Education / working with schools phase – Working with ten local schools providing arts and heritage workshops we will be involving at least 280 local children from a variety of backgrounds, race, ethnicity and demography. They will be involved in the creation of the hopscotch. December 2017 - Unveiling of sculpture of Amy Walmsley stood up a useable hopscotch mosaic - will provide a legacy for Bedford to be enjoyed and cherished by townspeople and tourists for evermore. This will impact an unlimited number of people - especially the young women and girls we aim to inspire'.</i>

**Financial Comment**

The organisation has provided a detailed breakdown of the estimated cost of the project which are £109,132 including VAT. The aim is to meet the full cost through a variety of fund raising sources including crowd funding, grants and corporate funding contributions.



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

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



**BEDFORD**  
BOROUGH COUNCIL

Our Services A-Z

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

## **Community Chest Application - VSS63492505** **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](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 No:	
Full Legal Name of Organisation:	Women of Bedford
Name by which your organisation is commonly known:	WOB
Main contact (the person we should write to):	
Position held within the organisation:	Chair
Organisation address:	
Telephone:	
Fax:	n/a
Email:	
Mobile Phone No:	as above

#### Main Contact's Details

Main contact's address (if different):	as above
Main contact's Telephone:	as above
Main contact's Fax:	n/a
Main contact's Email:	as above
Main contact's Mobile Phone No:	as above
Your organisation's website address:	Project Website: <a href="http://www.thegiftsculpture.co.uk">http://www.thegiftsculpture.co.uk</a> and Facebook page: <a href="https://www.facebook.com/BedfordWomen/">https://www.facebook.com/BedfordWomen/</a>

#### Important

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

### SECTION A: QUESTIONS ABOUT YOUR ORGANISATION

#### Question 1

What type of group are you?	Community group/club/society
Please provide your registration number:	
Please specify type of group:	
Are you a local group of a national organisation?	No
Please state which national organisation:	
Are you affiliated to a political organisation?	No



Please state which political organisation:	
<b>Question 2</b>	
Does your organisation have a:	Constitution
Please specify:	
You must provide a signed copy with this application.	
When was your organisation set up (please specify month and year)?	May 2017
<b>Question 3</b>	
Briefly describe the aims, objectives and activities of your organisation:	Women of Bedford aims to promote, celebrate and inspire the women of Bedford across our diverse, multi-cultural community.
<b>Question 4</b>	
Does your organisation have an equal opportunities policy?	Yes
You must include a copy with your application	
<b>Question 5</b>	
Does your organisation work with or for young people/vulnerable adults?	Yes
Are your volunteers/members/staff CRB checked?	No
You must include a copy of your child protection/vulnerable adults' policy with your application.	
<b>Question 6</b>	
Does your organisation have, or have evidence of working towards, an environmental policy?	No
Please indicate which QA system you have or are working towards.	
You must include a copy with your application	
<b>Question 7(a)</b>	
Does your organisation have, or have evidence of working towards, an appropriate quality assurance system?	No
Please state which system:	
Please state date started:	
<b>Question 7(b)</b>	
Does your organisation have specific performance indicators?	No
Please list here:	
<b>Question 8</b>	
How many people are involved in running the organisation at this time (Please insert number of people in the boxes provided)?	
Full time employees:	0
Part time employees:	0
Volunteers working on average more than 10hrs per week:	3

Volunteers working on average less than 10hrs per week:	13
Members of Management Committee or Board:	3
<b>Question 9</b>	
How many people running or managing your organisation are: (Please put the number of people in the boxes provided. Some people may be counted more than once)	
White:	3
Black or Ethnic Minorities:	
Male:	
Female:	3
People with disabilities:	
<b>Question 10</b>	
<b>User Involvement</b>	
How many individuals use your service?	0
If your organisation operates on a county-wide basis, what percentage of people who use your service live in the Bedford Borough Council area?	0
Are the people who use your service involved in the day to day running of the organisation or development of activities/projects?	No
How many?	
Please explain how the people who use your service are involved:	
Please explain why:	<p>We are currently in development phase so currently we have no real users. The two elements of the project are as follows:</p> <p>April 2017 - Education / working with schools phase - Working with ten local schools providing arts and heritage workshops we will be involving at least 280 local children from a variety of backgrounds, race, ethnicity and demography. They will be involved in the creation of the hopscotch.</p> <p>December 2017 - Unveiling of sculpture of Amy Walmsley stood up a useable hopscotch mosaic - will provide a legacy for Bedford to be enjoyed and cherished by townspeople and tourists for evermore. This will impact an unlimited number of people - especially the young women and girls we aim to inspire.</p>
<b>Question 11</b>	
Please list any Councillors or Officers who attend meetings on your Management Committee/Board or decision-making body:	<p>were present at several meetings at which the project was discussed, particularly elements such as location of statue and planning permission. They are not, however, members of our Board and do not play a part in decision making.</p>
<b>Question 12</b>	
Have any of the people listed in Question 11 benefited directly or indirectly from their involvement with your organisation?	No

Please indicate in what way:	
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### Question 13

#### Financial Information

Please indicate which financial year your figures relate to:	2017 /2018
Total gross income:	
Total expenditure:	
Equals Surplus/Deficit for the year:	0.00
Savings, Unrestricted Reserves, Cash, Investments:	

#### IMPORTANT - ACCOUNTS

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

been audited with certificate OR been independently verified by a suitable competent person independent of your organisation and have been signed and dated by them, your Treasurer and Chair (Organisations which have been in existence for less than one year should provide a forecast of income and expenditure signed and dated by the Treasurer and Chair. You may be asked for further information during the assessment process)

**IF YOU ARE PROVIDING NATIONAL/REGIONAL ACCOUNTS YOU SHOULD ALSO PROVIDE AN INCOME AND EXPENDITURE BREAKDOWN FOR YOUR LOCAL SERVICE OR PROJECT.**

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

NOTE: We will e-mail separately our Project Costs, which shows projected revenue and costs, but we have no accounts as at this time.

#### 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?	100000.00

#### Question 15

<p>Please give a brief overview of the main elements of the service you wish any award to pay for:</p>	<p>Commissioning of a Work of Public Art, namely:</p> <ul style="list-style-type: none"> <li>• Statue of Amy Walmsley on the Embankment of River Ouse, Bedford (first piece of public art in Bedford that is dedicated to a Female)</li> <li>• History Hopscotch – a mosaic hopscotch of ten squares, each commemorating another Bedford Woman of significance, upon which Amy Walmsley will stand</li> </ul> <p>In addition to the physical piece of art, we are running heritage workshops in schools, and working in collaboration with the Higgins museum on an exhibition called “Celebrating Women”. This element of the project has already received very positive feedback and is likely to be funded by the HLF and/or other sources.</p> <p>More detail about the project can be found here:  <a href="http://www.thegiftsculpture.co.uk/">http://www.thegiftsculpture.co.uk/</a></p> <p>And our press pack is here:  <a href="https://spark.adobe.com/page/RxQbtXSd98658/">https://spark.adobe.com/page/RxQbtXSd98658/</a></p>
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Please describe the expected outcomes of your work/activity giving details of your target groups who benefit from this work. Please state approximate numbers of each type. How will you monitor these outcomes?

#### OUTCOMES

- The statue will be the physical manifestation of the heritage we will identify regarding Bedford's role in the national suffrage movement. The creation of the statue will communicate the significance of this role to the local population, and the creation of the hopscotch element will involve the town's children in the project, ensuring the reach penetrates those communities who are hard to engage. REACH: UNLIMITED
- The 'History Hopscotch' will allow local children to be involved in creating history as well as researching and understanding the contribution that women made to the borough. Once in place, it will provide an interactive learning tool, involving the names and histories of significant women in play, developing their knowledge and understanding of this heritage in ways that engage their interests and needs. REACH: UNLIMITED
- Local (and national, potentially, due to participation in Vote 100) people will learn about Bedford's role in the women's suffrage movement; as the sculpture is developed, a dedicated website will record the process, enabling a wider group to access the project as it unfolds. REACH: UNLIMITED
- Teachers will gain access to previously unidentified information about the Bedford women's suffrage movement through their involvement with the project, which will inform the way in which the centenary is taught, providing relevant local examples. REACH: EDUCATIONAL MATERIAL WILL BE AVAILABLE TO ALL LOCAL SCHOOLS.
- The children and schools who participate in the mosaic project (and, by extension, their families) will engage with women's heritage in a very practical sense. REACH: 280 CHILDREN FROM TEN LOCAL SCHOOLS (LIST CAN BE PROVIDED)
- Children, schools and families will gain a sense of pride in the heritage represented as they witness their own work displayed in a significant historical monument on the Embankment, a prime position in the town. REACH: UNLIMITED
- The project's role in the national Vote 100 campaign will engage local people in this heritage in an exciting and celebratory way REACH: BEDFORDSHIRE'S POPULATION
- Local people will feel a greater sense of pride in our town and a stronger sense of Bedford's significant role in national heritage REACH: BEDFORDSHIRE'S POPULATION
- The project will raise the profile of, and engagement with, the Higgins Museum, both through their consultation with the project team, and through the planned exhibition. REACH: BEDFORDSHIRE'S POPULATION

#### MONITORING

The key areas we will use to measure our success will be:

- Successful completion of project on time, within budget -
- Evaluation of participation by schools - Evaluation of impact on local population - Evaluation of contribution to Vote 100 campaign

The first area will be straightforward to measure, as a pass/fail evaluation.

With regards the schools' participation, we will use a combination of observation and interviews – to determine whether the children we work with are more engaged in heritage after participating in the project, we will work with teachers in observing the groups prior to and after the workshops. This will be a qualitative measure, using interviews with teaching staff before and after the engagement.

To evaluate the impact on the local population, we will issue a

Do you provide a statutory service?	No
Please provide details:	
Are you aware of other organisations that provide the same or similar services to yours for the residents of the Borough?	No
Please provide details:	
What are the unique elements of your service?	We are to provide the only statue in Bedford (of 11 existing works of art) that celebrate women's contribution to our town's heritage.
How do you know that there is a need for your work/activity?	<p>There are no statues celebrating women in this town and articles such as this one provides a strong argument to suggest that in omitting females from our catalogues of public art we are failing to inspire our women and girls.</p> <p><a href="https://www.equaltimes.org/why-are-there-so-few-public?lang=en#.WilNnDdpHIW">https://www.equaltimes.org/why-are-there-so-few-public?lang=en#.WilNnDdpHIW</a></p> <p>Our Facebook campaign has already got lots of followers and supporters.</p>
Please show here how your work/activity will assist in supporting the Council's Sustainable Community Plan priorities:	<p>1) The statue and it's story will encourage tourism in to the town and we would hope that the Council's own tourist information webpages, would help bring awareness to potential visitors. 2. Press coverage of the project helps to raise the profile of the town and i) attract visitors; and ii)) raise profile of Bedford as being a progressive and well positioned town worthy of investment. 3) Encouragement of local sponsoring businesses to put gender equality to the top of their list of priorities and use their sponsorship as evidence of this. 4) Empower the County's women and girls to develop skills and become economically active, which will happen when we bring to light the fantastic work of Bedford's high achieving women from various sectors - in particular in STEM - many of the 11 celebrated women are doctors or scientists.</p>



<p>How does your request for a grant from public funds represent value for money for council tax payers?</p>	<p>It is difficult to quantify the value of this project given the number of lives we will touch but the three key points are:</p> <ol style="list-style-type: none"> <li>1. We engaged with c 6 artists after putting out a Project Brief (can be provided to you) and shortlisted this to two, whom we met and from whom we received quotes. The one selected provided best VfM given that (sculptor) and mosaicist ( ), knowing how community commissioning and fundraising process worked, were prepared to give a significant amount of time to the development phase prior to any payment. They shared the passion for the project, that the other candidates did not.</li> <li>2. Additional VfM can be demonstrated by the fact that all management time for this project has been provided on a voluntary basis by ( and three professional women who are driven to deliver this project for Bedford. They are supported by a team of 13 passionate volunteers. This is a great example of a group of people working together for the common good - a wonderful example to all Bedfordians who have a wish to bring positive change to the town.</li> <li>3. Schools will benefit at no cost to themselves meaning the town's children will have learning experiences and memories that are priceless - quite literally.</li> </ol>
<p>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 and Foster good relations</p>	<p>This project is first and foremost about gender equality and therefore would 100% demonstrate Coucil's commitment to eliminating discrimination.</p> <p>We will work with a good cross section of schools, engaging with many cultures and minority groups, meaning children can take home to their parents and grandparents a renewed sense of pride in womanhood and all that she has and is able to acheive.</p>
<p><b>Question 16</b></p>	
<p>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.</p>	<p>The immediate residents of the Embankment area will be able to enjoy this statue, as well as dog walkers, runners, tourists and passers by. It is likley that visitors (from the outer villages and further afield) will make a special trip to see Bedford's newest statue on the beautiful Embankment along whilst strolling around the river Ouse.</p> <p>The sculpture will be accessible 24/7.</p> <p>Likely regular activities relate to child's play (ie hopscotch) and educational visits relating to female empowerment and local history (i.e. heriage walks) will be able to take advantage of this public work of art.</p>
<p>Do you have a waiting list for the services you supply?</p>	<p>No</p>

## SECTION C: FINANCIAL IMPLICATIONS OF YOUR ACTIVITY 2017/2018

### Question 17

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

**Capital Costs for 2017/2018**

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

**Revenue / Running Costs for 2017/2018**

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

**Question 18**

Have you applied to any other Local Authority or organisation in respect of core funding?	No
Please give the name of the Local Authority or organisation (including the House of Industry Estate), the level of funding applied for, the date applied for and the outcome if known.	



Date Applied	Organisation	Amount Applied For	Outcome
Please state why:		<p>This is a new organisation.</p> <p>I have not completed this section, please see the Project Costs document that will be emailed to you separately.</p>	
<b>Question 19</b>			
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?		As well as applying for grants, we are also crowdfunding and seeking sponsorship from local businesses, but given the amount that we need to raise we anticipate contributions from a wide variety of funding sources.	
Would a grant from the Council help you secure match/lever funding?		Yes	
Please explain how:		HLF and other grant making bodies have all suggested that any contribution other than their own makes chances of success in securing their grants more likely.	

#### 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:	Women of Bedford
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:	07/12/2017
Name and Designation:	1

**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

Women of 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:	16
Management Committee Members	3
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):	1
Older People (60+):	2
Women & Girls:	19
People of minority ethnic origin:	3
3. What ages are the people who you hope to benefit through your project? (Please select all that apply)	0-5,6-10,11-16,17-18,19-25,26-45,46-60,60+
4. How would you describe the people who will benefit from your service/project? We understand that your project may benefit several different groups but please select a maximum of three categories from the following by ticking	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,Bangladeshi
Please specify:	

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:	Arts Development,Children and Young People,Community Activities/Development
Please specify	
(b) Client Group(s):	Children and/or Young People,Ethnic Minority Communities,Women and girls
Please specify:	