

**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. £400 to BRASS towards the costs of the refugee week football tournament;
- ii. £1,000 to ACCM towards the cost of the Bedford African Community ;
- iii. £1,000 to Keep Playing towards the cost of providing swimming lessons for children with physical and sensory disabilities.

**2. Date of decision**

3<sup>rd</sup> July 2018

**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. Provide an opportunity for refugees, asylum seekers and other residents to take part in a five-a-side football tournament;
- ii. Provide an opportunity for local residents to socialise and learn more about the different African communities living in the Borough;
- iii. Enable children with disabilities to learn to swim and to improve their swimming ability.

**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 2018/19 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).

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The Mayor has been consulted on this decision

n/a

Signed *Dr Hudson*

Date *3<sup>rd</sup> July 2018*

Name of Decision Taker *MAYOR DAVE HUDSON*

**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: *9<sup>th</sup> JULY 2018*

Date decision can be implemented if not called in: *13<sup>th</sup> JULY 2018*

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

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

**July 2018**

**Report by the Chief Officer for Customer Experience and Digital Services**

**Subject: COMMUNITY CHEST 2018/2019**

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 to 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 2018/2019 includes a budget of **£10,000** for the award of Community Chest grants. There are three applications for funding for consideration set out in this report for a total sum of **£2,400** and there are sufficient funds remaining to meet this amount should they 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 **Appendices B to D** 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>
Bedfordshire Refugee and Asylum Seeker Support (BRASS)	Costs towards Refugee Week football tournament	£400
ACCM(UK)	Running costs for Bedford and African Community Event	£1,000
Keep Playing trading as Level Water	Funding towards 'Bedford Project' to provided one-to-one swimming lessons for children with disabilities	£1,000
<b>Total</b>		<b><u>£2,400</u></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 – Bedfordshire Refugee and Asylum Seeker Support (BRASS)*
- C – Application – ACCM(UK)*
- D – Application – Keep Playing trading as Level Water*

**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  
CORE FUNDING 2017/2018**

	<b>Name of Applicant:</b>	Bedfordshire Refugee and asylum Seeker support (BRASS)	
	<b>Operating address of the organisation in Bedford Borough:</b>	27b Tavistock St Bedford MK40 2RB	
	<b>Date of Application:</b>	07/06/2018	
2e	<b>When was the organisation established?</b>	October 1999	
1 a-g	<b>Type of organisation:</b> e.g. Trust, registered charity, company limited by guarantee, etc. State registration number where applicable Social Enterprise, CIC	Registered charity, charity number 1096874	
1h	<b>Is the organisation a local group of a national organisation, if yes, state which.</b>	No	
Q16	<b>Geographical area of operation, (town, village or ward(s))</b>	Bedford Borough	
Q8	<b>Number of paid employees:</b>	2 FT	4 PT
Q8	<b>Number of volunteers:</b>	0 >10Hrs	30 <10Hrs
7a	<b>Organisation operates to an appropriate quality system, if yes, state which. State if fully accredited or 'working towards'.</b>	Yes, OISC.	
Pg 1	<b>Organisation works with Bedford Borough officers to deliver this service or activity? If yes, details here.</b>	'Yes, Jo Tester Community Liaisons Officer'.	
Q3	<b>Aims and objectives and activities of the organisation</b>	'BRASS is an established charity working to empower, inform, support and protect the rights of refugees and asylum seekers and their families with the aim to develop and enable their independence and involvement in UK society.'	

Q15 b	<b>Expected outcomes of the organisation's current and planned activity(ies) and how they will be monitored</b>	<i>'Refugees and asylum seekers and other teams and spectators at a five a side Football tournament. Which is one of 12 events promoting refugee week.'</i>
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**SUMMARY OF ORGANISATION'S ELIGIBILITY**

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

15f	<p><b>1 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>'Social and health activities for refugees and Asylum seekers. Involvement of other teams from statutory and charitable groups Information leaflets distributed to the general public.'</i>
15g	<p><b>2 Value for money</b> How does the funding requested represent value for money for council tax payers?</p>	<i>'It costs only around £750 to put on this event and £300 will be paid for by the councillor whose ward covers Russell park'.</i>
15h	<p><b>3 Equal Opportunities</b> How does the work of this organisation help to support the Council to promote equality and tackle discrimination and the new public sector duties? Does it:</p> <ul style="list-style-type: none"> <li>• Eliminate discrimination</li> <li>• Advance equality of opportunity</li> <li>• Foster good relations</li> </ul>	<i>'Mixing of refugee teams with other local teams and distributing of myth busting leaflets to the general public'.</i>
	<p><b>4 Meeting the criteria for the award of grants established by Members</b> Has the organisation met the criteria established by Members?</p>	Yes.
15d	<p><b>5 Duplication of services</b> How has this organisation demonstrated that it provides a unique service to the residents of the borough?</p>	<i>'BRASS Has drop-in advice, English and maths classes and social activities. The co-ordinator of BRASS is the chair of the Bedford Refugee Week Steering group which stages around 12 events each year. We highlight the contribution of refugees to UK society and highlight the plight of refugees internationally and locally.'</i>
7b	<p><b>6 Performance Indicators</b> Does this organisation have specific performance indicators, particularly national indicators? Can it meet agreed performance targets?</p>	<i>'Yes, we agree outcomes of number of people helped with our funders.'</i>
15c	<p><b>7 Provides or supports a statutory service</b> Does this organisation feel that it provides a statutory/complementary service i.e. in that it assists the council in the delivery of a statutory service [This means that if the organisation did not deliver this service the council would need to seek an alternative provider or make direct provision].</p>	No.

8	<b>Works specifically with or for ethnic or minority groups</b> Does this organisation work specifically with or for ethnic or minority groups?	No
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**DETAILS OF REQUESTED FUNDING**

<b><u>Amount of Grant Requested</u></b>		<b>£400.00</b>	
15a	<b>Purpose for which funding is requested:</b>  <i>'Refugee week football tournament in Russell park'.</i>		
19	<b>What will happen to the service or project if this funding is not awarded? Does the organisation have a contingency plan?</b>  <i>'We would have to pay out of BRASS reserves'.</i>		
19b	<b>Would a grant from this Council help the organisation to secure match/lever funding? If yes, how much would it help to secure and from which organisation?</b>	<i>'Yes, if part funded by borough would help when asking for funding from other sources in the future'.</i>	
18	<b>Is this organisation actively seeking funding from other local authorities, trusts or organisations in respect of this work or project? If not, why not?</b>	Yes	
Date Applied		Organisation applied to	
06/06/2018		Local Councillor	
Amount applied for		Outcome (if known)	
£300.00		agreed	
15e	<b>How has the organisation effectively demonstrated that there is a need for this service or project?</b> [Have they have provided details of research, surveys, consultation or evidence of current demand?]	<i>'We have successfully run a refugee week football tournament for over 10 years'.</i>	
Q16	<b>When and where are the services or the project available or will be available to the users?</b>	<i>'On Sunday in Russell park. Open to all local football teams and members of the public are encouraged to watch'.</i>	
10a	<b>How many individuals will benefit from this service or project?</b>	<i>'500, 90 in the Bedford Borough area.'</i>	

**Financial Comment**

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

Financial statements are provided for the year to 31 March 2017 and are subject to an independent examination by AIMS Accountants for Business who do not report any causes for concern regarding the preparation of accounts. The financial statements provide the following information;

	Unrestricted	Restricted	Total
Income	£20,642	£108,316	£128,960
Expenditure	£21,178	£90,048	£111,226
Surplus/deficit	(£536)	£18,270	£17,734

The balance sheet shows net current assets of £119,801 at 31 March 2017. This is comprised of £14,121 in unrestricted funds and £105,680 in restricted funds. Cash and bank deposits total £87,818.

The organisation's policy is to holding financial reserves equivalent to six months expenditure.

**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	X	Ethnic Minority Communities	X
Adult Health and Wellbeing		Workless People	
Advice, Counselling and Information	X	Families	
Arts Development		Lesbian, Gay, Bisexual, Transgender	
Carers		Homeless People	
Children and Young People		No one specific group	
Community and Tenants' Associations		Older People	
Community Activities/Development		Other voluntary and community groups	
Safer Communities		People on low incomes	
Education, Skills and Training		People living in deprived areas	

APPENDIX B

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

**COMMUNITY CHEST APPLICATIONS: GRANT REQUEST EVALUATION  
2018/2019**

	<b>Name of Applicant:</b>	<b>ACCM (UK)</b>	
	<b>Operating address of the organisation in Bedford Borough:</b>	3A Woburn Road Bedford MK40 1EG	
	<b>Date of Application:</b>	15/05/2018	
2e	<b>When was the organisation established?</b>	May 2008	
1 a-g	<b>Type of organisation:</b> e.g. Trust, registered charity, company limited by guarantee, etc. State registration number where applicable Social Enterprise, CIC	Registered Charity, Charity no 1128904	
1h	<b>Is the organisation a local group of a national organisation, if yes, state which.</b>	No	
Q16	<b>Geographical area of operation, (town, village or ward(s))</b>	Bedford Borough	
Q8	<b>Number of paid employees:</b>	3 FT	1 PT
Q8	<b>Number of volunteers:</b>	2 >10Hrs	6 <10Hrs
7a	<b>Organisation operates to an appropriate quality system, if yes, state which. State if fully accredited or 'working towards'.</b>	'Yes, BEN EN ISO 9001:2008'	
Pg 1	<b>Organisation works with Bedford Borough officers to deliver this service or activity? If yes, details here.</b>	'Yes: Joella Hazel, Jo Tester, Barbra Wonford.'	

Q3	<p><b>Aims and objectives and activities of the organisation</b></p>	<p><i>'The organisation's formal aims and objects are the relief of poverty and sickness, the advancement of education, the preservation and protection of good health among minorities in England and Wales and other parts of the world.</i></p> <p><i>Activities include tackling health inequalities to improve the health and well-being of Black Asian and Minority Ethnic and other disadvantaged communities in Bedford by running health and well-being activities, talks and events for users and training professionals to be sensitive and improve services for minority communities who face many barriers accessing and using health services. We also work to eliminate and end all forms of abuse including female genital mutilation, forced marriage and honour based violence all forms of domestic violence by raising awareness, giving information, advice and support for victims while safeguarding those at risk.'</i></p>
Q15 b	<p><b>Expected outcomes of the organisation's current and planned activity(ies) and how they will be monitored</b></p>	<p><i>'Expected Outcomes:</i></p> <ul style="list-style-type: none"> <li><i>• It will bring together different African communities who are currently unaware of each other.</i></li> <li><i>• Some of the communities are living in isolation and not participating in their community or are not aware of services available in Bedford for their benefit especially young parents and the elderly.</i></li> <li><i>• The event will be educational as other communities will learn, participate and share something African and promoting understanding of what is African.</i></li> <li><i>• The event is being organised as a partnership between ACCM (UK) and other African community leaders.</i></li> <li><i>• We also have interest from some Luton groups who are keen to join and participate, especially singers and dancers.</i></li> <li><i>• We hope that is this year's event is successful it will become an annual event and hopefully expand it to being in the Luton and Milton Keynes African communities as well as they are keen to see what we do in Bedford.</i></li> <li><i>• From 2017 event, feedback especially from young people is that it gave them a sense of belonging and appreciating 'What is African and What it means to be an African'?</i></li> <li><i>• More groups who were reluctant to join in 2017 events are now ready to participate fully, as one lady said she already has her traditional dress made and ready.</i></li> </ul> <p><i>Target groups:</i></p> <ul style="list-style-type: none"> <li><i>• Bedford African Communities</i></li> <li><i>• Other African communities who have shown interest from Luton, MK and Northampton</i></li> <li><i>• Diver communities from Bedford and surrounding regions</i></li> <li><i>• Statutory service providers</i></li> <li><i>• Other charities</i></li> </ul> <p><i>How we will monitor:</i></p> <ul style="list-style-type: none"> <li><i>- Attendance Lists will be in place at the entrance.</i></li> </ul>

- A questionnaire will be given to even one to complete
- There will be interviews with one to one
- We have Police Cadets who will monitoring and speaking to attendees especially children and young people
- Community groups who are organising the Event in partnership with ACCM (UK) will be monitoring and gaining feedback form own communities for future improvements and events.'

### SUMMARY OF ORGANISATION'S ELIGIBILITY

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

15f	<b>1</b>	<p><b>Supports the Council's Sustainable Community Strategy 2009/12</b></p> <p>How will the funding requested assist the Council in the delivery of the Sustainable Community Strategy?</p>	<p><i>'Work activity will support the Council's Sustainable Community Plan priorities by bringing diverse communities together to share, learn and appreciate each other. This will lead to appreciation of Africans leading to good neighbourhood living. Dispel the view that Africans come to the UK to exploit social benefit when in fact majority are working and contributing to the Bedford economy especially on the Care Services and health. Bringing African out to meet each other will reduce isolation improve health and well-being reducing mental health and increasing life expectancy.'</i></p>
15g	<b>2</b>	<p style="text-align: center;"><b>Value for money</b></p> <p>How does the funding requested represent value for money for council tax payers?</p>	<p><i>'This represents value for money as bringing together diverse communities in Bedford to have fun, enjoy a day out and learn and share from 'What is African' experience benefits everyone. The event is being organised with the support of Bedford Borough Council and the Mayor and Council staff, Councillors High Sheriff are invited to participate. It is a FREE Open Day for everyone.'</i></p>
15h	<b>3</b>	<p style="text-align: center;"><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>'Brings diverse communities together to improve community cohesion by sharing all the best of What is African. The Event is open to everyone and it is being organised and run by communities themselves led by ACCM (UK).'</i></p>
	<b>4</b>	<p><b>Meeting the criteria for the award of grants established by Members</b></p> <p>Has the organisation met the criteria established by Members?</p>	Yes
15d	<b>5</b>	<p style="text-align: center;"><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 the only charity targeting minorities on tackling health inequalities and eliminating all forms of abuse especially illegal harmful traditional practices. It was ACCM (UK) who approached leaders of Kenyan, Zimbabwe, Rwanda, Ghana and Nigeria to form a Bedford African Community Group to run the African Event in June 2017.'</i></p>

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

### DETAILS OF REQUESTED FUNDING

	<b><u>Amount of Grant Requested</u></b>	<b>£1,000.00</b>
15a	<b>Purpose for which funding is requested:</b>  <i>'The grant is to go towards costs for organising and running Bedford African Community event being held on 23rd June 2018 at the Harpur Suite, Bedford. A pilot Event was held on 24 June 2017 and attracted over 500 Bedford and surrounding regions people improving awareness on What is Africa and bringing diverse communities together. Feedback especially from children and young people was that this was an important event that reinforced their African heritage as positive despite negative media portrayal of African as dark poor continent full of disease, hunger and civil wars. The funds will go towards providing soft refreshments and snacks and hire of entertainment equipment and travel costs for artists.'</i>	
19	<b>What will happen to the service or project if this funding is not awarded? Does the organisation have a contingency plan?</b>  <i>'We will appreciate any grant that Community Chest can afford us'.</i>	
19d	<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>	<i>'Yes, receiving a grant from the Council informs other funders that we have secured a grant from a reputable source and that the Council also supports the Event.'</i>
18	<b>Is this organisation actively seeking funding from other local authorities, trusts or organisations in respect of this work or project? If not, why not?</b>	Yes
	Date Applied	Organisation applied to
		Amount applied for
		Outcome (if known)

14/05/2018	Brickhill Parish Council	£300.00	Still waiting to hear																
18/04/2108	Awards for All	£3,500.00	Still waiting to hear																
15e	<p><b>How has the organisation effectively demonstrated that there is a need for this service or project?</b>  <b>[Have they have provided details of research, surveys, consultation or evidence of current demand?]</b></p>	<p><i>'We know there is a need for our as we have been supporting minority communities in Bedford since 2008. We started with 90 people using our services a year to over 3,000 ten years later. In 2012 two young Ghanaian young father died suddenly and not many people from their Ghanaian community them. ACCM (UK) decided to help set up a Ghanaian Family Support Group who meet every one a month and has grown from 12 to over 50 families. It was from this that ACCM (UK) decided to bring African communities together with aim of know who else from own African country resides in Bedford, to share their colourful culture with other diverse Bedford communities, for children and young people born in the UK who have negative views about Africa to learn about their heritage and to dispel negative media views about Africa or African's fleeing to Europe. There is also this misconception by non African people that Africans are the same as African Caribbean when they are so much different in everything except the colour of their skin.</i></p> <p><i>The Bedford African Community Event held in June 2017 was a pilot and the feedback was amazing, how many want more every year especially the children and young people, Non-African communities loved the colourful costumes, different music and dances and wanted to see more of this in Bedford. The Mayor of Bedford commented that it was amazing and so different from African Caribbean events he has been too. We need more to dispel negative media views and images portrayed by Western media on and about Africa.'</i></p>																	
Q16	<p><b>When and where are the services or the project available or will be available to the users?</b></p>	Bedford																	
10a	<p><b>How many individuals will benefit from this service or project?</b></p>	3000																	
<p><b>Financial Comment</b></p> <p>The organisation is a registered charity and a company limited by guarantee.</p> <p>Financial statements are provided for the year to 31 May 2017 and are subject to an independent examination by Egemole and Co Accountants who do not report any causes for concern regarding the preparation of accounts. The financial statements provide the following information;</p> <table border="1" data-bbox="98 1283 1093 1426"> <thead> <tr> <th></th> <th>Unrestricted</th> <th>Restricted</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Income</td> <td>£1,714</td> <td>£137,642</td> <td>£139,356</td> </tr> <tr> <td>Expenditure</td> <td>£2,955</td> <td>£114,052</td> <td>£117,007</td> </tr> <tr> <td>Surplus/deficit</td> <td>(£1,241)</td> <td>£23,590</td> <td>£22,349</td> </tr> </tbody> </table>					Unrestricted	Restricted	Total	Income	£1,714	£137,642	£139,356	Expenditure	£2,955	£114,052	£117,007	Surplus/deficit	(£1,241)	£23,590	£22,349
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Expenditure	£2,955	£114,052	£117,007																
Surplus/deficit	(£1,241)	£23,590	£22,349																

Income is derived mainly from grants.

The balance sheet shows net current assets of £56,930 at 31 May 2017. This is comprised of £3,027 in unrestricted funds and £53,930 in restricted funds. Cash and bank deposits total £56,187.

No information is provided regarding the organisation's policy for holding financial reserves.

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

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

**COMMUNITY CHEST APPLICATIONS: GRANT REQUEST EVALUATION  
2018/2019**

	<b>Name of Applicant:</b>	<b>Keep Playing- trading as Level Water</b>	
	<b>Operating address of the organisation in Bedford Borough:</b>	149 St John's Road Tunbridge Wells Kent TN4 9UP	
	<b>Date of Application:</b>	08/12/2017	
2e	<b>When was the organisation established?</b>	06/2012	
1 a-g	<b>Type of organisation:</b> e.g. Trust, registered charity, company limited by guarantee, etc. State registration number where applicable Social Enterprise, CIC	Registered charity, no 1151510	
1h	<b>Is the organisation a local group of a national organisation, if yes, state which.</b>	No	
Q16	<b>Geographical area of operation, (town, village or ward(s))</b>	Bedford Borough	
Q8	<b>Number of paid employees:</b>	8 FT	1 PT
Q8	<b>Number of volunteers:</b>	0 >10Hrs	0 <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>	No	
Q3	<b>Aims and objectives and activities of the organisation</b>	Level Water's aim is to give disabled children a fair start in sport. We do this by improving access to sport, nationally. Level Water provides free one-to-one swimming lessons for children who are aged 4 to 11 years and have either a physical or sensory	

		<p>disability. Each child is taught until they can successfully join group swimming lessons and continue swimming forever, without our support. We are totally focused on three things:</p> <ul style="list-style-type: none"> <li>- Short-term interventions that create long-term outcomes</li> <li>- Giving disabled children skills to help them overcome barriers in life</li> <li>- Innovating to reduce costs and improve outcomes.</li> </ul> <p>Our swimming lessons not only teach a critical lifesaving skill but they also help children to practice and develop life skills which will have an impact beyond the water. Each week the children are set new challenges that are at the limit of their ability. They persistently try and try again until they succeed. This process builds confidence, self-esteem and resilience, not only about this specific task but also throughout their lives.</p>
<p>Q15 b</p>	<p><b>Expected outcomes of the organisation’s current and planned activity(ies) and how they will be monitored</b></p>	<p>Based on previous projects:</p> <ul style="list-style-type: none"> <li>- 90% of children will learn to swim</li> <li>- 90% of those will successfully move to group swimming lessons</li> <li>- They will all have access to a potential lifetime of sport</li> <li>- The children's confidence, self-esteem and resilience will increase by an average of 30%</li> </ul> <p>The anticipated outcomes for this 2018/19 project are:</p> <ul style="list-style-type: none"> <li>- 20 disabled children will learn to swim.</li> <li>- Ten swim teachers will each attend two disability teaching workshops.</li> <li>- 90% of these children will go on to swim in group lessons.</li> </ul>

**SUMMARY OF ORGANISATION’S ELIGIBILITY**

<p align="center"><b>Principles for the award of grants from the Community Chest</b></p>		
<p>15f</p>	<p><b>1 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>	<p>Level Water supports 5 of the 7 priorities that Bedford Council has marked as important. We feel our lessons allow each child to thrive due to the 30% boost in self-esteem, confidence and resilience we have experienced in our projects which allow them to aspire further than they have before due to the challenges they overcome whilst learning to swim, these achievements transfer into everyday life.</p>

			Swimming is an activity that promotes a healthier way of living. Each child lives a safer life as they are learning a lifesaving skill. Each child feels included as the one-to-one lessons lead to group physical activities within the community that before the child may not have been able to take part physically or emotionally as they did not have the confidence.
15g	<b>2</b>	<b>Value for money</b> How does the funding requested represent value for money for council tax payers?	Since we began Level Water we have taught more than 100 children how to swim and currently have more than 450 children swimming across the country. There is intrinsic value in teaching children how to swim, but in addition to this our annual evaluation has revealed that our lessons increase their self-esteem confidence and resilience (all by over 30%). This means that not only does Level Water give beneficiaries access to a lifetime of sport but we have also given them the skills to overcome barriers later in life.
15h	<b>3</b>	<b>Equal Opportunities</b> How does the work of this organisation help to support the Council to promote equality and tackle discrimination and the new public sector duties? Does it: <ul style="list-style-type: none"> <li>• Eliminate discrimination</li> <li>• Advance equality of opportunity</li> <li>• Foster good relations</li> </ul>	Level Water helps promote the reduction of isolation within communities as well as opening up the usage of local pool facilities. These young swimmers will learn a skill that will offer them a lifetime of sport that they will be fortunate to practise at facilities within Bedford that before were restricted to them.
	<b>4</b>	<b>Meeting the criteria for the award of grants established by Members</b> Has the organisation met the criteria established by Members?	
15d	<b>5</b>	<b>Duplication of services</b> How has this organisation demonstrated that it provides a unique service to the residents of the borough?	At Level Water, we believe that we are tackling the biggest problem in sport. Here's why: <ul style="list-style-type: none"> <li>- People with disabilities are the most under-represented group in sport</li> <li>- By working with children, we can have the biggest lifetime impact</li> <li>- The sport that children with disabilities most want to do is swimming</li> <li>- Without one-to-one lessons, most children with disabilities will never learn to swim</li> </ul>
7b	<b>6</b>	<b>Performance Indicators</b> Does this organisation have specific performance indicators, particularly national indicators? Can it meet agreed performance targets?	No
15c	<b>7</b>	<b>Provides or supports a statutory service</b>	No

	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].	
8	<b>Works specifically with or for ethnic or minority groups</b> Does this organisation work specifically with or for ethnic or minority groups?	No

### DETAILS OF REQUESTED FUNDING

	<b><u>Amount of Grant Requested</u></b>	<b>£1,000.00</b>
15a	<b>Purpose for which funding is requested:</b>	
	<p>Level Water provides one-to-one swimming lessons for children with physical or sensory disabilities. We are applying for £1,000 towards our Bedford project for 2018.</p> <p>We give each child an average of fifty one-to-one swimming lessons, until they can swim ten metres on their front and back. Once they are physically independent in the water, they can join group swimming lessons and successfully access swimming in the same way as a non-disabled child.</p> <p>We deliver these lessons in partnership with Fusion Lifestyle Bedford. We will provide 1,000 one-to-one swimming lessons in Bedford in 2018. Each of those lessons is delivered by a trained teacher and is bespoke to the individual child's needs and stage of ability. We pay £12.50 per lesson, which only covers the cost of the teacher. This is half the normal rate for a one-to-one swimming lesson.</p> <p>Level Water does six things within each project:</p> <ul style="list-style-type: none"> <li>- Recognise the need and set up the project</li> <li>- Negotiate to buy lessons at cost (we pay for the teacher; the pool donates water time)</li> <li>- Educate the teachers (two training sessions per year, per pool)</li> <li>- Find the children (promoting lessons through local community and disability partners)</li> <li>- Coordinate the application process</li> <li>- Track individual attendance and improvement</li> </ul>	
19	<b>What will happen to the service or project if this funding is not awarded? Does the organisation have a contingency plan?</b>	
	<p>Our project is sustainable by design. Our short-term intervention (1-to-1 teaching) creates a long-term outcome (access to group swimming). This means that for every child we teach, we give them a lifetime of access to sport. It is also sustainable in a funding sense – we have never under-funded a project, and five years after we set up our first pool, it continues to run at full funding. We work hard to keep that funding balanced across major donors, grant writing and event fundraising, and we are committed to keeping existing sites open</p>	

	before expanding.		
19b	<b>Would a grant from this Council help the organisation to secure match/lever funding? If yes, how much would it help to secure and from which organisation?</b>	No	
18	<b>Is this organisation actively seeking funding from other local authorities, trusts or organisations in respect of this work or project? If not, why not?</b>	No	
	<b>Date Applied</b>	<b>Organisation applied to</b>	<b>Amount applied for</b>
			<b>Outcome (if known)</b>
15e	<b>How has the organisation effectively demonstrated that there is a need for this service or project?</b> [Have they have provided details of research, surveys, consultation or evidence of current demand?]	<p>Children with disabilities are one quarter as likely to play sports as their non-disabled friends. The sport they most want to do is swimming, but group lessons are often unsafe or ineffective for them.</p> <p>Level Water has conducted research on the direct need for our projects in Bedford by interviewing children and families from the local area. We found the following results:</p> <ul style="list-style-type: none"> <li>- 93% of disabled children enjoy swimming</li> <li>- 24% feel they have good access to sport</li> <li>- 13% feel they have good access to swimming lessons</li> </ul> <p>At Level Water, we teach children to swim. This is a critical skill, but it also teaches them life skills which will have an impact beyond the water and change their lives - a short term intervention that creates a significant and lasting difference.</p>	
Q16	<b>When and where are the services or the project available or will be available to the users?</b>	<p>We are applying for funding to make swimming available to more disabled children in Bedford. We will teach 20 children with disabilities during 2018-19 in Bedford. We work with each child for about a year, then they can access swimming without barriers for the rest of their lives.</p> <p>Each lesson is delivered by a trained teacher and is bespoke to the individual child's needs and stage of ability. We pay £10.50 per lesson (this is half the normal rate for a one-to-one swimming lesson), which only covers the cost of the teacher – the pools donate water time and management time.</p>	

We deliver lessons in partnership with local swimming pools.

Level Water does six things within each project:

- Recognise the local need and set up the project (visiting each site to assess facilities)
- Negotiate to buy lessons at cost (we pay for the teacher; the pool donates water time)
- Train the teachers (two disability specific training sessions per year, per pool)
- Find the children (promoting lessons through local community and disability partners)
- Coordinate the application process (ensuring constant communication with each family)
- Track individual attendance and progress (using Swim England's Learn to Swim framework)

We work in partnership with local community and disability partners to promote our lesson to young children with disabilities.

Phase 1: Establish local partnerships (Mar 2018 - May 2018)

Pool partnerships:

Visit each site, assess the facilities, pool capacity and teachers.

Agree lesson costs and water time donation.

Sign a Service Level Agreement (SLA) formalising the agreement.

Community partnerships:

Develop and grow local partnerships with community groups.

Phase 2: Training and lesson promotion (Apr 2018 – Jun 2018) Teacher training:

Level Water has trained a network of disability teacher trainers.

Deliver 2 sessions to 6 attendees.

Teachers are nominated by their local Swim Coordinator.

Training includes a combination of classroom and practical sessions.

Lesson promotion:

Develop site-specific flyers for each borough.

Promote these through our community and disability partners (they send them on to their family contacts).

Phase 3: Lesson delivery (May 2018 – Apr 2019) Lesson bookings:

Families apply to Level Water using an online questionnaire.

10a

**How many individuals will benefit from this service or project?** 500, 2% of which live in Bedford Borough.

### Financial Comment

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

Financial statements are provided for the year to 31 March 2017 and are subject to an independent examination by AIMS Accountants for Business who do not report any causes for concern regarding the preparation of accounts. All funds are unrestricted and the financial statements provide the following information;

	Unrestricted
Income	£424,453
Expenditure	£435,822
Surplus/deficit	(£11,370)

The balance sheet shows net current assets of £44,994 at 31 March 2017 comprised of unrestricted funds. Cash and bank deposits total £30,548.

No information is provided regarding organisation's reserves policy.

**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	X
Adult Education		Ethnic Minority Communities	
Adult Health and Wellbeing		Workless People	
Advice, Counselling and Information		Families	X
Arts Development		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		Other voluntary and community groups	
Safer Communities		People on low incomes	

APPENDIX D

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

# **BACKGROUND PAPERS**



## **Community Chest Application - VSS77988368 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:	Bedfordshire Refugee and asylum Seeker support
Name by which your organisation is commonly known:	BRASS
Main contact (the person we should write to):	
Position held within the organisation:	Co-ordinator
Organisation address:	27b Tavistock St Bedford MK40 2RB
Telephone:	01234 211381
Fax:	
Email:	
Mobile Phone No:	

**Main Contact's Details**

Main contact's address (if different):	
Main contact's Telephone:	
Main contact's Fax:	
Main contact's Email:	
Main contact's Mobile Phone No:	
Your organisation's website address:	www.brassbedford.org.uk

**Important**

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

**SECTION A: QUESTIONS ABOUT YOUR ORGANISATION**

Question 1

What type of group are you?	Registered charity
Please provide your registration number:	1096874

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)?	oct 1999
<b>Question 3</b>	
Briefly describe the aims, objectives and activities of your organisation:	BRASS is an established charity working to empower, inform, support and protect the rights of refugees and asylum seekers and their families with the aim to develop and enable their independence and involvement in UK society
<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?	Yes
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?	Yes
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?	Yes
Please state which system:	OISC
Please state date started:	
<b>Question 7(b)</b>	
Does your organisation have specific performance indicators?	Yes

Please list here:	we agree outcomes of number of people helped with our funders
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**Question 8**

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

Full time employees:	2
Part time employees:	4
Volunteers working on average more than 10hrs per week:	0
Volunteers working on average less than 10hrs per week:	30
Members of Management Committee or Board:	7

**Question 9**

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

White:	5
Black or Ethnic Minorities:	2
Male:	3
Female:	4
People with disabilities:	2

**Question 10**

**User Involvement**

How many individuals use your service?	500
If your organisation operates on a county-wide basis, what percentage of people who use your service live in the Bedford Borough Council area?	90
Are the people who use your service involved in the day to day running of the organisation or development of activities/projects?	Yes
How many?	5
Please explain how the people who use your service are involved:	One trustee and 4 volunteer advisors or translators
Please explain why:	

**Question 11**

Please list any Councillors or Officers who attend meetings on your Management Committee/Board or decision-making body:	0
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**Question 12**

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:	

**Question 13****Financial Information**

Please indicate which financial year your figures relate to:	2018 /2019
Total gross income:	128968.00
Total expenditure:	111226.00
Equals Surplus/Deficit for the year:	17742.00
Savings, Unrestricted Reserves, Cash, Investments:	17734.00

**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.

**Question 14**

How much money are you applying for? 400.00

What is the estimated total cost of providing your total service for 2017/2018? 750.00

**Question 15**

Please give a brief overview of the main elements of the service you wish any award to pay for: Refugee week football tournament in Russell park

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? Refugees and asylum seekers and other teams and spectators at a five a side football tournament. Which is one of 12 events promoting refugee week.

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?	BRASS Has drop in advice, English and maths classes and social activities The co-ordinator of BRASS is the chair of the Bedford Refugee Week Steering group which stages around 12 events each year. We highlight the contribution of refugees to UK society and highlight the plight of refugees internationally and locally.
How do you know that there is a need for your work/activity?	We have successfully run a refugee week football tournament for over 10 years
Please show here how your work/activity will assist in supporting the Council's Sustainable Community Plan priorities:	Social and health activities for refugees and Asylum seekers. Involvement of other teams from statutory and charitable groups Information leaflets distributed to the general public
How does your request for a grant from public funds represent value for money for council tax payers?	It costs only around £750 to put on this event and £300 will be paid for by the councillor whose ward covers Russell park
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	Mixing of refugee teams with other local teams and distributing of myth busting leaflets to the general public
<b>Question 16</b>	
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.	On Sunday in Russell park. Open to all local football teams and members of the public are encouraged to watch
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:	400.00
Other:	

If amount entered into Other, please specify details:	
Total Capital Costs:	400.00

**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):	400.00

**Question 18**

Have you applied to any other Local Authority or organisation in respect of core funding?	Yes
Please give the name of the Local Authority or organisation (including the House of Industry Estate), the level of funding applied for, the date applied for and the outcome if known.	

Date Applied	Organisation	Amount Applied For	Outcome
06/06/2018	local councillor	300.00	agreed

Please state why:	
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**Question 19**

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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?	have to pay out of brass reserves
Would a grant from the Council help you secure match/lever funding?	Yes
Please explain how:	if part funded by borough would help when asking for funding from other sources in the future

## SECTION D: BANK DETAILS

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

## SECTION E: TERMS AND CONDITIONS

### Terms and Conditions

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

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

## SECTION F: DECLARATION

I confirm, on behalf of:	BRASS
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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:	07/06/2018
Name and Designation:	co-ordinator

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

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

### Voluntary Sector Support 2017/18

Bedfordshire Refugee and asylum Seeker support

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

Full Time Staff:	2
Part Time staff:	4
Volunteers:	30
Management Committee Members	7
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:	2
Young People (under 19):	0
Young People (19-25):	
Older People (60+):	3
Women & Girls:	23
People of minority ethnic origin:	10
3. What ages are the people who you hope to benefit through your project? (Please select all that apply)	17-18,19-25,26-45

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	Refugees and asylum seekers
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, White & Black African, Other Asian, Black African
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:	Adult Education, Advice, Counselling and Information, Sports, Recreation and Leisure, Social Inclusion, Community Cohesion & Culture, Sustainable Communities
Please specify	
(b) Client Group(s):	Children and/or Young People, Ethnic Minority Communities, Women and girls
Please specify:	



## **Community Chest Application - VSS75655953 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:	ACCM (UK)
Name by which your organisation is commonly known:	ACCM (UK)
Main contact (the person we should write to):	
Position held within the organisation:	Director
Organisation address:	3A Woburn Road Bedford MK40 1EG
Telephone:	01234356910
Fax:	
Email:	info@accmuk.com
Mobile Phone No:	

**Main Contact's Details**

Main contact's address (if different):	
Main contact's Telephone:	01234356910
Main contact's Fax:	
Main contact's Email:	
Main contact's Mobile Phone No:	
Your organisation's website address:	www.accmuk.com

**Important**

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

**SECTION A: QUESTIONS ABOUT YOUR ORGANISATION**

**Question 1**

What type of group are you?	Registered charity
Please provide your registration number:	1128904
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:	Memorandum & Articles of Association
Please specify:	
You must provide a signed copy with this application.	
When was your organisation set up (please specify month and year)?	May 2008
<b>Question 3</b>	
Briefly describe the aims, objectives and activities of your organisation:	The organisation's formal aims and objects are the relief of poverty and sickness, the advancement of education, the preservation and protection of good health among minorities in England and Wales and other parts of the world. Activities include tackling health inequalities to improve the health and well-being of Black Asian and Minority Ethnic and other disadvantaged communities in Bedford by running health and well-being activities, talks and events for users and training professionals to be sensitive and improve services for minority communities who face many barriers accessing and using health services. We also work to eliminate and end all forms of abuse including female genital mutilation, forced marriage and honour based violence all forms of domestic violence by raising awareness, giving information, advice and support for victims while safeguarding those at risk.
<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?	Yes
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?	Yes
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?	Yes
Please state which system:	BEN EN ISO 9001:2008
Please state date started:	
<b>Question 7(b)</b>	

Does your organisation have specific performance indicators?	No
Please list here:	

**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:	3
Part time employees:	1
Volunteers working on average more than 10hrs per week:	2
Volunteers working on average less than 10hrs per week:	6
Members of Management Committee or Board:	5

**Question 9**

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

White:	0
Black or Ethnic Minorities:	9
Male:	2
Female:	7
People with disabilities:	1

**Question 10  
User Involvement**

How many individuals use your service?	3000
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If your organisation operates on a county-wide basis, what percentage of people who use your service live in the Bedford Borough Council area?	
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Are the people who use your service involved in the day to day running of the organisation or development of activities/projects?	Yes
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How many?	6
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Please explain how the people who use your service are involved:	They help plan and run our activities; mobilise communities to attend, promote our services in the community as volunteers or community champions. They help with gaining feedback from users through one to one or focus group discussions. They provide interpreting whenever required while supporting and advocating for new users.
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Please explain why:	
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**Question 11**

Please list any Councillors or Officers who attend meetings on your Management Committee/Board or decision-making body:	None of the Councillors or Officer attend Trustees meetings, however they are given briefings and reports about our work. They also get involved in our activities by giving talks on various subjects. We also undertake joint planning and running of events locally that benefit the Bedford Community. The Mayor and some Councillors are invited as guest of honour to give speeches at our most important events.
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<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:	

**Question 13**

**Financial Information**

Please indicate which financial year your figures relate to:	2016 /2017
Total gross income:	139356.00
Total expenditure:	117007.00
Equals Surplus/Deficit for the year:	22349.00
Savings, Unrestricted Reserves, Cash, Investments:	34581.00

**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.	
<b>Question 14</b>	
How much money are you applying for?	1000.00
What is the estimated total cost of providing your total service for 2017/2018?	5000.00
<b>Question 15</b>	
Please give a brief overview of the main elements of the service you wish any award to pay for:	The grant is to go towards costs for organising and running Bedford African Community event being held on 23rd June 2018 at the Harpur Suite, Bedford. A pilot Event was held on 24 June 2017 and attracted over 500 Bedford and surrounding regions people improving awareness on What is Africa and bringing diverse communities together. Feedback especially from children and young people was that this was an important event that reinforced their African heritage as positive despite negative media portrayal of African as dark poor continent full of disease, hunger and civil wars. The funds will go towards providing soft refreshments and snacks and hire of entertainment equipment and travel costs for artists.

<p>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?</p>	<p>Expected Outcomes:</p> <ul style="list-style-type: none"> <li>• It will bring together different African communities who are currently unaware of each other.</li> <li>• Some of the communities are living in isolation and not participating in their community or are not aware of services available in Bedford for their benefit especially young parents and the elderly</li> <li>• The event will be educational as other communities will learn, participate and share something African and promoting understanding of what is African.</li> <li>• The event is being organised as a partnership between ACCM (UK) and other African community leaders.</li> <li>• We also have interest from some Luton groups who are keen to join and participate especially singers and dancers.</li> <li>• We hope that is this year's event is successful it will become an annual event and hopefully expand it to being in the Luton and Milton Keynes African communities as well as they are keen to see what we do in Bedford.</li> <li>• From 2017 event, feedback especially from young people is that it gave them a sense of belonging and appreciating 'What is African and What it means to be an African'?</li> <li>• More groups who were reluctant to join in 2017 events are now ready to participate fully, as one lady said she already has her traditional dress made and ready.</li> </ul> <p>Target groups:</p> <ul style="list-style-type: none"> <li>• Bedford African Communities</li> <li>• Other African communities who have shown interest from Luton, MK and Northampton</li> <li>• Diver communities from Bedford and surrounding regions</li> <li>• Statutory service providers</li> <li>• Other charities</li> </ul> <p>How we will monitor:</p> <ul style="list-style-type: none"> <li>- Attendance Lists will be in place at the entrance.</li> <li>- A questionnaire will be given to even one to complete</li> <li>- There will be interviews with one to one</li> <li>- We have Police Cadets who will monitoring and speaking to attendees especially children and young people</li> <li>- Community groups who are organising the Event in partnership with ACCM (UK) will be monitoring and gaining feedback form own communities for future improvements and events.</li> </ul>
<p>Do you provide a statutory service?</p>	<p>No</p>
<p>Please provide details:</p>	
<p>Are you aware of other organisations that provide the same or similar services to yours for the residents of the Borough?</p>	<p>No</p>
<p>Please provide details:</p>	
<p>What are the unique elements of your service?</p>	<p>We are the only charity targeting minorities on tackling health inequalities and eliminating all forms of abuse especially illegal harmful traditional practices.</p> <p>It was ACCM (UK) who approached leaders of Kenyan, Zimbabwe, Rwanda, Ghana and Nigeria to form a Bedford African Community Group to run the African Event in June 2017. The same group is organising the same event this year.</p>

<p>How do you know that there is a need for your work/activity?</p>	<p>We know there is a need for our as we have been supporting minority communities in Bedford since 2008. We started with 90 people using our services a year to over 3,000 ten years later. In 2012 two young Ghanaian young father died suddenly and not many people from their Ghanaian community them. ACCM (UK) decided to help set up a Ghanaian Family Support Group who meet every one a month and has grown from 12 to over 50 families. It was from this that ACCM (UK) decided to bring African communities together with aim of know who else from own African country resides in Bedford, to share their colourful culture with other diverse Bedford communities, for children and young people born in the UK who have negative views about Africa to learn about their heritage and to dispel negative media views about Africa or African's fleeing to Europe. There is also this misconception by non African people that Africans are the same as African Caribbean when they are so much different in everything except the colour of their skin.</p> <p>The Bedford African Community Event held in June 2017 was a pilot and the feedback was amazing, how many want more every year especially the children and young people, Non African communities loved the colourful costumes, different music and dances and wanted to see more of this in Bedford. The Mayor of Bedford commented that it was amazing and so different from African Caribbean events he has been too. We need more to dispel negative media views and images portrayed by Western media on and about Africa.</p>
<p>Please show here how your work/activity will assist in supporting the Council's Sustainable Community Plan priorities:</p>	<p>Work activity will support the Council's Sustainable Community Plan priorities by bringing diverse communities together to share, learn and appreciate each other. This will lead to appreciation of Africans leading to good neighbourhood living. Dispel the view that Africans come to the UK to exploit social benefit when in fact majority are working and contributing to the Bedford economy especially on the Care Services and health. Bringing African out to meet each other will reduce isolation improve health and well-being reducing mental health and increasing life expectancy.</p>
<p>How does your request for a grant from public funds represent value for money for council tax payers?</p>	<p>This represents value for money as bringing together diverse communities in Bedford to have fun, enjoy a day out and learn and share from 'What is African' experience benefits everyone. The event is being organised with the support of Bedford Borough Council and the Mayor and Council staff, Councillors High Sheriff are invited to participate. It is a FREE Open Day for everyone.</p>
<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>Brings diverse communities together to improve community cohesion by sharing all the best of What is African. The Event is open to everyone and it is being organised and run by communities themselves led by ACCM (UK).</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>Bedford</p>

Do you have a waiting list for the services you supply?	Yes
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**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:	230.00
Staff and Volunteer training:	150.00
Information, education and promotional materials:	
Consultancy and advice:	0.00
Other:	620.00
If amount entered in Other, please specify details:	
Total Revenue Costs:	1000.00
Total (Total Capital Costs + Total Revenue Costs):	1000.00

**Question 18**

Have you applied to any other Local Authority or organisation in respect of core funding?	Yes		
Please give the name of the Local Authority or organisation (including the House of Industry Estate), the level of funding applied for, the date applied for and the outcome if known.			
Date Applied	Organisation	Amount Applied For	Outcome
14/05/2018	Brickhill Parish Council	300.00	Still waiting to hear
18/04/2018	Awards for All	3500.00	Awaiting to hear
Please state why:			
<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?	We will appreciate any grant that Community Chest can afford us.		
Would a grant from the Council help you secure match/lever funding?	Yes		
Please explain how:	Receiving a grant from the Council informs other funders that we have secured a grant from a reputable source and that the Council also supports the Event.		

**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:	ACCM (UK)
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:	15/05/2018
Name and Designation:	Director

**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

ACCM (UK)

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:	3
Part Time staff:	1
Volunteers:	8
Management Committee Members	5
Other	

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

Disabled people:	1
Young People (under 19):	1
Young People (19-25):	1
Older People (60+):	4
Women & Girls:	14
People of minority ethnic origin:	17
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 on low income,Refugees and asylum seekers,Women & Girls
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,Bangladeshi, White & Black African,Other White,Other Asian,White & Asian,Other Mixed,Chinese,Black African,Black Caribbean,Other Black,Other Ethnic
Please specify:	Arab

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:	Adult Health and Wellbeing,Advice, Counselling and Information,Children and Young People,Community Activities/Development,Education, Skills and Training,Health (including mental health),Social Inclusion, Community Cohesion & Culture,Sustainable Communities
Please specify	
(b) Client Group(s):	Families,No one specific group,Women and girls
Please specify:	



## **Community Chest Application - VSS63573444 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:	Keep Playing trading as Level Water
Name by which your organisation is commonly known:	Level Water
Main contact (the person we should write to):	
Position held within the organisation:	Project Coordinator
Organisation address:	149 St John's Road Tunbridge Wells Kent TN4 9UP
Telephone:	
Fax:	
Email:	
Mobile Phone No:	

#### Main Contact's Details

Main contact's address (if different):	
Main contact's Telephone:	
Main contact's Fax:	
Main contact's Email:	
Main contact's Mobile Phone No:	
Your organisation's website address:	www.levelwater.org

#### Important

Do you work with Bedford Borough officers to deliver your service or activity?	No
Please list their names(s) or job title(s):	

### SECTION A: QUESTIONS ABOUT YOUR ORGANISATION

#### Question 1

What type of group are you?	Registered charity
Please provide your registration number:	1151510
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,Set of Rules,Memorandum & Articles of Association
Please specify:	
You must provide a signed copy with this application.	
When was your organisation set up (please specify month and year)?	06/2012
<b>Question 3</b>	
Briefly describe the aims, objectives and activities of your organisation:	<p>Level Water's aim is to give disabled children a fair start in sport. We do this by improving access to sport, nationally.</p> <p>Level Water provides free one-to-one swimming lessons for children who are aged 4 to 11 years and have either a physical or sensory disability. Each child is taught until they can successfully join group swimming lessons and continue swimming forever, without our support.</p> <p>We are totally focused on three things:</p> <ul style="list-style-type: none"> <li>- Short-term interventions that create long-term outcomes</li> <li>- Giving disabled children skills to help them overcome barriers in life</li> <li>- Innovating to reduce costs and improve outcomes</li> </ul> <p>Our swimming lessons not only teach a critical lifesaving skill but they also help children to practice and develop life skills which will have an impact beyond the water. Each week the children are set new challenges that are at the limit of their ability. They persistently try and try again until they succeed. This process builds confidence, self-esteem and resilience, not only about this specific task but also throughout their lives.</p>
<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?	Yes
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:	3
Part time employees:	1
Volunteers working on average more than 10hrs per week:	0
Volunteers working on average less than 10hrs per week:	0
Members of Management Committee or Board:	4
<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:	4
Black or Ethnic Minorities:	
Male:	3
Female:	1
People with disabilities:	0
<b>Question 10</b>	
<b>User Involvement</b>	
How many individuals use your service?	500
If your organisation operates on a county-wide basis, what percentage of people who use your service live in the Bedford Borough Council area?	2
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?	550
Please explain how the people who use your service are involved:	All of the families in each area are consulted before we start operating in their local pools. Conversations are held on the need for our work and how we can best serve the community with what we offer. We work with local pools in each area, the swimming instructors provided by the pool all receive disability swim training and from there plan each lesson with each child based on their individual needs whilst liaising with the family and involving them if need be.

Please explain why:	
<b>Question 11</b>	
Please list any Councillors or Officers who attend meetings on your Management Committee/Board or decision-making body:	
<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:	

### Question 13

#### Financial Information

Please indicate which financial year your figures relate to:	2015/2016
Total gross income:	375965.00
Total expenditure:	315655.00
Equals Surplus/Deficit for the year:	21592.00
Savings, Unrestricted Reserves, Cash, Investments:	56364.00

#### 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.	
<b>Question 14</b>	
How much money are you applying for?	1000.00
What is the estimated total cost of providing your total service for 2017/2018?	12840.00
<b>Question 15</b>	

<p>Please give a brief overview of the main elements of the service you wish any award to pay for:</p>	<p>Level Water provides one-to-one swimming lessons for children with physical or sensory disabilities. We are applying for £1,000 towards our Bedford project for 2018.</p> <p>We give each child an average of fifty one-to-one swimming lessons, until they can swim ten metres on their front and back. Once they are physically independent in the water, they can join group swimming lessons and successfully access swimming in the same way as a non-disabled child.</p> <p>We deliver these lessons in partnership with Fusion Lifestyle Bedford. We will provide 1,000 one-to-one swimming lessons in Bedford in 2018. Each of those lessons is delivered by a trained teacher and is bespoke to the individual child's needs and stage of ability. We pay £12.50 per lesson, which only covers the cost of the teacher. This is half the normal rate for a one-to-one swimming lesson.</p> <p>Level Water does six things within each project:</p> <ul style="list-style-type: none"> <li>- Recognise the need and set up the project</li> <li>- Negotiate to buy lessons at cost (we pay for the teacher; the pool donates water time)</li> <li>- Educate the teachers (two training sessions per year, per pool)</li> <li>- Find the children (promoting lessons through local community and disability partners)</li> <li>- Coordinate the application process</li> <li>- Track individual attendance and improvement</li> </ul>
<p>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?</p>	<p>Based on previous projects:</p> <ul style="list-style-type: none"> <li>- 90% of children will learn to swim</li> <li>- 90% of those will successfully move to group swimming lessons</li> <li>- They will all have access to a potential lifetime of sport</li> <li>- The children's confidence, self-esteem and resilience will increase by an average of 30%</li> </ul> <p>The anticipated outcomes for this 2018/19 project are:</p> <ul style="list-style-type: none"> <li>- 20 disabled children will learn to swim.</li> <li>- Ten swim teachers will each attend two disability teaching workshops.</li> <li>- 90% of these children will go on to swim in group lessons.</li> </ul>
<p>Do you provide a statutory service?</p>	<p>No</p>
<p>Please provide details:</p>	
<p>Are you aware of other organisations that provide the same or similar services to yours for the residents of the Borough?</p>	<p>No</p>
<p>Please provide details:</p>	

<p>What are the unique elements of your service?</p>	<p>At Level Water, we believe that we are tackling the biggest problem in sport. Here's why:</p> <ul style="list-style-type: none"> <li>- People with disabilities are the most under-represented group in sport</li> <li>- By working with children, we can have the biggest lifetime impact</li> <li>- The sport that children with disabilities most want to do is swimming</li> <li>- Without one-to-one lessons, most children with disabilities will never learn to swim</li> </ul>
<p>How do you know that there is a need for your work/activity?</p>	<p>Children with disabilities are one quarter as likely to play sports as their non-disabled friends . The sport they most want to do is swimming , but group lessons are often unsafe or ineffective for them.</p> <p>Level Water has conducted research on the direct need for our projects in Bedford by interviewing children and families from the local area. We found the following results:</p> <ul style="list-style-type: none"> <li>- 93% of disabled children enjoy swimming</li> <li>- 24% feel they have good access to sport</li> <li>- 13% feel they have good access to swimming lessons</li> </ul> <p>At Level Water, we teach children to swim. This is a critical skill, but it also teaches them life skills which will have an impact beyond the water and change their lives - a short term intervention that creates a significant and lasting difference.</p>
<p>Please show here how your work/activity will assist in supporting the Council's Sustainable Community Plan priorities:</p>	<p>Level Water supports 5 of the 7 priorities that Bedford Council have marked as important. We feel our lessons allow each child to thrive due to the 30% boost in self esteem, confidence and resilience we have experienced in our projects which allows them to aspire further than they have before due to the challenges they overcome whilst learning to swim, these achievements transfer into every day life.</p> <p>Swimming is an activity that promotes a healthier way of living. Each child lives a safer life as they are learning a life saving skill.</p> <p>Each child feels included as the one-to-one lessons lead to group physical activities within the community that before the child may not have been able to take part physically or emotionally as they did not have the confidence.</p>
<p>How does your request for a grant from public funds represent value for money for council tax payers?</p>	<p>Since we began Level Water we have taught more than 100 children how to swim and currently have more than 450 children swimming across the country.</p> <p>There is intrinsic value in teaching children how to swim, but in addition to this our annual evaluation has revealed that our lessons increase their self esteem confidence and resilience (all by over 30%).</p> <p>This means that not only does Level Water give beneficiaries access to a lifetime of sport but we have also given them the skills to overcome barriers later in life.</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

Level Water helps promote the reduction of isolation within communities as well as opening up the usage of local pool facilities. These young swimmers will learn a skill that will offer them a lifetime of sport that they will be fortunate to practise at facilities within Bedford that before were restricted to them.

**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.

We are applying for funding to make swimming available to more disabled children in Bedford. We will teach 20 children with disabilities during 2018-19 in Bedford. We work with each child for about a year, then they can access swimming without barriers for the rest of their lives.

Each lesson is delivered by a trained teacher and is bespoke to the individual child's needs and stage of ability. We pay £10.50 per lesson (this is half the normal rate for a one-to-one swimming lesson), which only covers the cost of the teacher – the pools donate water time and management time.

We deliver lessons in partnership with local swimming pools.

Level Water does six things within each project:

- Recognise the local need and set up the project (visiting each site to assess facilities)
- Negotiate to buy lessons at cost (we pay for the teacher; the pool donates water time)
- Train the teachers (two disability specific training sessions per year, per pool)
- Find the children (promoting lessons through local community and disability partners)
- Coordinate the application process (ensuring constant communication with each family)
- Track individual attendance and progress (using Swim England's Learn to Swim framework)

We work in partnership with local community and disability partners to promote our lesson to young children with disabilities.

Phase 1: Establish local partnerships (Mar 2018 - May 2018)

Pool partnerships:

Visit each site, assess the facilities, pool capacity and teachers.  
Agree lesson costs and water time donation.  
Sign a Service Level Agreement (SLA) formalising the agreement.

Community partnerships:

Develop and grow local partnerships with community groups.

Phase 2: Training and lesson promotion (Apr 2018 – Jun 2018)

Teacher training:

Level Water has trained a network of disability teacher trainers.  
Deliver 2 sessions to 6 attendees.  
Teachers are nominated by their local Swim Coordinator.  
Training includes a combination of classroom and practical sessions.

Lesson promotion:

Develop site-specific flyers for each borough.  
Promote these through our community and disability partners (they send them on to their family contacts).

Phase 3: Lesson delivery (May 2018 – Apr 2019)

Lesson bookings:

Families apply to Level Water using an online questionnaire.

Do you have a waiting list for the services you supply?	Yes
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**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:	1820.00
Please provide details of numbers and earnings of any employees (do not include names):	Agree pool partnerships £390 Establish Community partners £120 Promote lessons locally £60 Lesson bookings £200 Communications, payments and tracking £1050
Insurance	
Office Expenses (telephone, post, stationery etc):	
Premises costs (rent, room hire, utilities etc):	
Travel expenses:	
Staff and Volunteer training:	520.00
Information, education and promotional materials:	
Consultancy and advice:	
Other:	10500.00
If amount entered in Other, please specify details:	Cost of swimming lessons - (£10.50 x 50 lessons x 20 children)
Total Revenue Costs:	12840.00

Total (Total Capital Costs + Total Revenue Costs):	12840.00
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#### 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.			
<b>Date Applied</b>	<b>Organisation</b>	<b>Amount Applied For</b>	<b>Outcome</b>
Please state why:		We only work in Bedford with this project.	
<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?	Our project is sustainable by design. Our short-term intervention (1-to-1 teaching) creates a long-term outcome (access to group swimming). This means that for every child we teach, we give them a lifetime of access to sport. It is also sustainable in a funding sense – we have never under-funded a project, and five years after we set up our first pool, it continues to run at full funding. We work hard to keep that funding balanced across major donors, grant writing and event fundraising, and we are committed to keeping existing sites open before expanding.		
Would a grant from the Council help you secure match/lever funding?	No		
Please explain how:			

#### 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:	Keep Playing trading as Level Water
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:	08/12/2017
Name and Designation:	Project Coordinator

**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

Keep Playing trading as Level Water

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:	3
Part Time staff:	1
Volunteers:	0
Management Committee Members	4
Other	

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

Disabled people:	
Young People (under 19):	
Young People (19-25):	
Older People (60+):	
Women & Girls:	3
People of minority ethnic origin:	

3. What ages are the people who you hope to benefit through your project? (Please select all that apply)	0-5,6-10
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	Disabled people
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 Asian,White & Asian,Chinese,Black African,Black Caribbean
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:	Children and Young People,Sports, Recreation and Leisure,Social Inclusion, Community Cohesion & Culture
Please specify	
(b) Client Group(s):	Children and/or Young People,Disabled People,Families
Please specify:	