

# Grant Working Party



*St Edmundsbury*  
BOROUGH COUNCIL

<b>Title:</b>	<b>Agenda</b>		
<b>Date:</b>	<b>Monday 16 November 2015</b>		
<b>Time:</b>	<b>5.00 pm</b>		
<b>Venue:</b>	<b>GFR-13</b> <b>West Suffolk House</b> Western Way Bury St Edmunds IP33 3YU		
<b>Full Members:</b>	<p style="text-align: center;"><b>Chairman</b> Angela Rushen</p> <p style="text-align: center;"><b>Vice Chairman</b> Jim Thorndyke</p> <p><u>Conservative Members (6)</u>      Sarah Broughton      Margaret Marks           Ian Houlder                                      Clive Pollington</p> <p><u>UKIP Group Member (1)</u>                                      John Burns</p>		
<b>Substitutes:</b>	<p><u>Conservative Members (2)</u>                                      Simon Brown                                      Sara Mildmay-White</p> <p><u>UKIP Group Member (1)</u>                                      Tony Brown</p>		
<b>Interests – Declaration and Restriction on Participation:</b>	Members are reminded of their responsibility to declare any disclosable pecuniary interest not entered in the Authority's register or local non pecuniary interest which they have in any item of business on the agenda (subject to the exception for sensitive information) and to leave the meeting prior to discussion and voting on an item in which they have a disclosable pecuniary interest.		
<b>Quorum:</b>	Three Members		
<b>Committee administrator:</b>	<b>Claire Skoyles</b> SEBC Cabinet Officer/Committee Administrator <b>Tel:</b> 01284 757176 <b>Email:</b> <a href="mailto:claire.skoyles@westsuffolk.gov.uk">claire.skoyles@westsuffolk.gov.uk</a>		

# Agenda

Page No

## Procedural Matters

1. **Apologies for Absence**
2. **Substitutes**
3. **Minutes**

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To confirm the minutes of the meeting held on 16 September 2015 (copy attached).

## Part 1 - Public

### 4. **Rural Initiatives Grant Scheme: Update**

Projects supported so far this financial year 2015/2016 are as follows:

- Kedington Parish Council - £6,166.67  
Improvements to Community Centre
- Horringer cum Ixworth Community Council - £7,809.00  
Energy Efficiency Improvements
- Stanton Bowls Club - £3,350.00  
Floor Renovation
- Barrow Town Estate Rooms -£10,000.00  
Establish a new community facility
- Clare Country Park Trust - £4,350.00  
Kitchen and Toilet Refurbishment

The scheme is a rolling programme with a remaining budget of £23,668.33 of unallocated funds.

The Working Party is asked to **NOTE** the above update on the Rural Initiatives Grant Scheme.

### 5. **Consideration of Community Chest Funding 2016/2017**

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Report No: **GWP/SE/15/004**

Members are invited to individually score the Community Chest applications prior to the meeting which may aid discussion.

**6. Dates of Future Meetings**

No further meetings have been arranged for the 2015/2016 civic year. Subject to the agreement of the outgoing Chairman, meetings will be arranged for 2016/2017 in due course and the Grant Working Party will be duly notified of confirmed dates and times accordingly.

**Part 2 – Exempt**

**NONE**

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# Grant Working Party



*St Edmundsbury*  
BOROUGH COUNCIL

**Minutes** of a meeting of the **Grant Working Party** held on  
**Wednesday 16 September 2015** at **5.00 pm** in **GFR13, West Suffolk**  
**House**, Western Way, Bury St Edmunds IP33 3YU

Present: **Councillors**

**Chairman** Angela Rushen  
**Vice Chairman** Jim Thorndyke

Sarah Broughton	Margaret Marks
John Burns	Clive Pollington
Ian Houlder	

**By Invitation:**  
Robert Everitt (Portfolio Holder for Families and Communities)

16. **Substitutes**

No substitutions were declared.

17. **Election of Chairman 2015/2016**

It was proposed, seconded and

RESOLVED:

That Councillor Angela Rushen be elected Chairman of the Grant Working Party for 2015/2016.

18. **Apologies for Absence**

No apologies for absence were received.

Councillor Rushen took the opportunity to welcome new Members of the Working Party to their first meeting.

19. **Election of Vice-Chairman 2015/2016**

It was proposed, seconded and

RESOLVED:

That Councillor Jim Thorndyke be elected Vice-Chairman of the Grant Working Party for 2015/2016.

20. **Minutes**

The minutes of the meeting held on 13 March 2015 were confirmed as a correct record and signed by the Chairman.

21. **Rural Initiatives Grant Scheme: Update**

The Working Party received and noted a narrative item which provided an update on the Rural Initiatives Grant Scheme (RIGS).

Members noted the projects supported so far in 2015/2016 and the amount of grant funding allocated to them, as outlined in the narrative item. The total amount of unallocated RIGS funding remaining in 2015/2016 was £38,018.33.

A discussion was held on ways to positively show that the Borough Council had granted RIGS funding to organisations and whether more could be done by the recipients to effectively publicise the Council's contribution. It was agreed that the Leader would be asked to highlight the projects which had received RIGS funding to date in 2015/2016 in his opening statement at the Parish Conference on 12 October 2015, together with requests being made of the organisations that received funding in the future to formally acknowledge the Council's contribution in an appropriate way.

Attention was then drawn to Report No: PAS/SE/15/026, 'Delivering a Sustainable Budget 2015/2016', which was due to be considered by the Performance and Audit Scrutiny Committee on 23 September 2015. The report provided detailed background information to a proposal, which culminated in a recommendation that the current Rural Action Plan underspend of circa £90,000 should be allocated in full to the RIGS fund to allow the scheme to continue for the four year period 2016-2020, by allocating an equal sum in each of those years, taking into account an underspend from the current year's budget 2015/2016. The fund would then cease from April 2020. It was envisaged that Community Infrastructure Levy would be in place by then acting as the funding stream direct to town and parish councils for such projects.

If accepted by the Performance and Audit Scrutiny Committee, its recommendation would be presented to Cabinet and Council on 20 October and 17 November 2015 respectively.

The Working Party was extremely pleased to note this proposal and if resolved by Council, it should be publicised to parish and town councils accordingly.

*(Councillor Robert Everitt arrived during the consideration of this item.)*

22. **Consideration of Community Chest Funding - Transitional Year (2015 - 2016)**

The Working Party considered Report No: GWP/SE/15/003, which sought approval for a number of applications submitted for Community Chest funding in the 2015/2016 transitional year. The recommendations of the Grant Working Party would be considered by Cabinet on 20 October 2015 for final approval.

The Community Chest fund had only been established this year, therefore funding for existing Service Level Agreements (SLAs) totalling £199,770 had moved into the Community Chest. All previous agreements had been honoured and these would finish at the end of March 2016. As such the remaining Community Chest funds available for the 2015/2016 transitional phase amounted to £56,850.

The following five applications totalling £44,728.50 were considered in turn:

- Appendix 1: Home Start – application for £5,000;
- Appendix 2: Suffolk Accident and Rescue Service (SARS) – application for £1,500;
- Appendix 3: Unit Twenty Three – application for £5,000;
- Appendix 4: Catch 22, Suffolk Positive Futures – application for £8,902.50; and
- Appendix 5: Suffolk West Citizens Advice Bureau – application for £24,326.

Each appendix provided further details of the application to assist the Working Party in their discussion. Each application was required to be evaluated in accordance with the eligibility and selection criteria set out in Appendix 6.

**Home-Start**

The Working Party fully supported this application with the majority of Members recognising the significant role this organisation played in supporting families to help themselves. The application was considered to meet the eligibility and selection criteria extremely well.

All agreed that the full amount of £5,000 should be granted.

**Suffolk Accident and Rescue Service (SARS)**

The Working Party considered that despite not quite meeting all of the eligibility criteria, the application should be fully supported as the service was considered to be extremely beneficial to those in urgent, critical need.

All agreed that the full amount of £1,500 should be granted.

### **Unit Twenty Three**

Concern was expressed with this application with anomalies identified and clarification needing to be sought on a number of issues. Members considered the application lacked direction and focus, and may not be the most effective means of targeting young carers. Whilst it was acknowledged that young carers needed support, the Working Party felt that an application for practical support would be considered more favourably than this submission.

All agreed that the application for £5,000 should not be granted.

### **Catch 22, Suffolk Positive Futures**

Some concern was expressed regarding the quality of the application, which appeared to contain anomalies, contradictions and lacked factual information. Members recognised the general substance of the work of this organisation, however the majority of Members required further detailed information to make an informed decision.

Councillor Margaret Marks fully supported the application and had particularly observed the benefits this organisation had made to young people in Haverhill.

As the majority of Members remained unable to make a decision on the application given the information provided, the following was agreed, that:

- (a) Catch 22, Suffolk Positive Futures, should be asked to supply a summary of what was currently being delivered together with an example model programme of what could be expected;
- (b) the organisation should also be asked to condense its application by providing factual information only, together with giving clarity on the figures provided;
- (c) as Councillor Marks had explained that the applicant had successfully worked in partnership with Abbeycroft Leisure in Haverhill, an endorsement expressing support for the application should be sought from Warren Smyth, Chief Executive of Abbeycroft Leisure; and
- (d) following discussions with Abbeycroft Leisure and further information/clarification being sought on the application, delegated authority should then be given to the Head of Families and Communities, in consultation with the Chairman and Vice Chairman of the Working Party to determine the level of grant (if any) to be recommended to Cabinet for approval.

### **Suffolk West Citizens Advice Bureau**

The Working Party considered this was a commendable project which would provide enhanced access to free advice; however some concern was expressed regarding the level of funding requested.



A discussion was then held on the grants currently provided under the existing SLAs.

Having made further calculations on the level of grant that the Working Party considered was fair and equitable given the information available in the application, Members concluded that approximately three fifths of the application for £24,326 funding for this project should be awarded.

All agreed that £17,500 should be granted and that Suffolk West CAB should be asked to source the remaining funding of £6,826 from elsewhere.

The Working Party was then informed of the arrangements for determining applications for the next round of Community Chest funding for 2016/2017, including that the closing date for applications for the total fund of £281,483 was 30 September 2015. It was agreed that the process followed for this 2015/16 funding be continued, including the same level of information provided to Councillors in advance of the meeting.

**RESOLVED:**

That, following discussions with Abbeycroft Leisure and further information/clarification being sought on the application submitted by **Catch 22, Suffolk Positive Futures**, delegated authority be given to the Head of Families and Communities, in consultation with the Chairman and Vice Chairman of the Working Party to determine the level of grant (if any) to be recommended to Cabinet for approval.

**RECOMMENDED: That**

- (1) the allocation of Community Chest funding for 2015/2016, as detailed in Report No: GWP/SE/15/003, be approved, namely:**
  - (a) Home Start: £5,000;**
  - (b) Suffolk Accident and Rescue Service: £1,500;**
  - (c) Suffolk West Citizens Advice Bureau: £17,500; and**
- (2) no Community Chest funding for 2015/2016 be awarded to Unit Twenty Three.**

**23. Dates of Future Meetings**

The Working Party noted that the next meeting had been arranged for Monday 16 November 2015 at 5pm in GFR13.

The meeting concluded at 6.38 pm.

**Signed by:**

**Chairman**

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# Grant Working Party



*St Edmundsbury*  
BOROUGH COUNCIL

<b>Title of Report:</b>	<b>Consideration of Community Chest Funding: 2016/2017</b>	
<b>Report No:</b>	<b>GWP/SE/15/004</b>	
<b>Report to and date/s:</b>	<b>Grant Working Party</b>	16 November 2015
	<b>Cabinet</b>	8 December 2015
<b>Portfolio holder:</b>	Cllr Robert Everitt Portfolio Holder for Families and Communities <b>Tel:</b> 07762 341121 <b>Email:</b> robert.everitt@stedsbc.gov.uk	
<b>Lead officer:</b>	Davina Howes Head of Families and Communities <b>Tel:</b> 01284 757070 <b>Email:</b> davina.howes@westsuffolk.gov.uk	
<b>Purpose of report:</b>	To discuss applications for Community Chest funding in 2016/2017 and recommend allocations to Cabinet.	
<b>Recommendation:</b>	<b>It is <u>RECOMMENDED</u> that that the allocation of Community Chest funding for 2016/2017, as detailed in Report No: GWP/SE/15/004 be considered and recommendations be made to Cabinet accordingly.</b>	
<b>Key Decision:</b>  (Check the appropriate box and delete all those that <b><u>do not</u></b> apply.)	Is this a Key Decision and, if so, under which definition? Yes, it is a Key Decision - <input checked="" type="checkbox"/> No, it is not a Key Decision - <input type="checkbox"/>  The Cabinet will be asked to make this decision on 8 December 2015, following receipt of the recommendations from the Grant Working Party under the following criteria:  (ii) result in any new expenditure, income or savings of more than £50,000 in relation to the Council's revenue budget or capital programme;  A decision taker may only make a key decision in	

	<p>accordance with the requirements of the Executive procedure rules set out in Part 4 of this Constitution.</p> <p>This decisions made by Cabinet are also however, subject to the budget setting process for 2016/2017.</p>		
<p><i>The decisions made as a result of the report to be considered by Cabinet on 8 December 2015 will usually be published within <b>48 hours</b> and cannot be actioned until <b>five clear working days of the publication of the decision</b> have elapsed. This item is included on the Decisions Plan.</i></p>			
<b>Consultation:</b>	<ul style="list-style-type: none"> <li>Given the number of applications received, the Grant Working Party has had prior sight of the applications via email. Initial discussions about the applications have been undertaken with the Chairman of the Working Party.</li> </ul>		
<b>Alternative option(s):</b>	<ul style="list-style-type: none"> <li>The council could choose not to provide any grant funding; however it is recognised that some support to the Voluntary, Community and Social Enterprise Sector is required. The Community Chest also enables the council to commission services to support the delivery of its priorities.</li> </ul>		
<b>Implications:</b>			
Are there any <b>financial</b> implications? <i>If yes, please give details</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<ul style="list-style-type: none"> <li>Funding for Community Chest has to be contained within the funding pot available.</li> </ul>	
Are there any <b>staffing</b> implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li></li> </ul>	
Are there any <b>ICT</b> implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li></li> </ul>	
Are there any <b>legal and/or policy</b> implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li></li> </ul>	
Are there any <b>equality</b> implications? <i>If yes, please give details</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<ul style="list-style-type: none"> <li>The council's approach to grants has been the subject of an Equality Impact Assessment and no negative consequences have been identified.</li> </ul>	
<b>Risk/opportunity assessment:</b>		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
<b>Risk area</b>	<b>Inherent level of risk</b> (before controls)	<b>Controls</b>	<b>Residual risk</b> (after controls)
Organisations are not aware of our approach to grants	Medium	Implement a wide ranging communications plan	Low

Requests for funding exceed the amount of money available	Medium	Eligibility criteria and an evaluation scoring matrix to be used to identify best fit and value for money	Low
Organisations do not have the capacity to respond to the council's approach to commissioning	Medium	Support provided to organisations and a phased approach to be taken to enable organisations to become familiar with the new approach	Low
<b>Ward(s) affected:</b>		All Ward/s	
<b>Background papers:</b> <i>(all background papers are to be published on the website and a link included)</i>		Report No: <a href="#">CAB/SE/15/028</a>	
<b>Documents attached:</b>		<b>Appendix 1</b> – Community Chest Spreadsheet <b>Appendix 2-22</b> – 2016/2017 Applications <b>Appendix 23</b> – Scoring Templates <b>Appendix 24</b> – Scoring Matrix	

## 1. 2015/2016 Allocations

1.1 Following approval of the Grant Working Party's recommendations to Cabinet on 20 October 2015, the following allocations have now been made:

HomeStart	£5,000
Suffolk Accident and Rescue Service	£1,500
Suffolk West CAB	£17,500
Catch 22, Suffolk Positive Futures	£8,902.50

## 2. 2016/2017 Allocations

2.1 Applications for Community Chest funding for 2016/2017 closed on the 30 September 2015. A total of 21 applications were received from a wide variety of organisations as detailed in Appendix 1.

2.2 The Community Chest budget for 2016/2017 is **£281,483**. Applicants can apply for a maximum of three years.

2.3 Following discussions with the Chairman of the Working Party, it is felt that four of the applications received (listed below) were not considered to be appropriate for Community Chest funding with alternative funding sources available. Subject to the views of the Working Party, it is suggested that officers in the Families and Communities Team work with these organisations to source alternative funding. These alternative sources could be from other St Edmundsbury funds, sources such as the Rural Initiative Grants Scheme or Councillor Locality Budgets, or from external sources such as Suffolk Fit Villages, sport's national governing bodies, such as Sport England and the Suffolk Community Foundation.

- Coffee Caravan
- Eastgate Boxing Club
- Rojo Arts Project
- St Edmundsbury Sailing and Canoeing Club

2.4 There are a number of potential synergies within the remaining 17 applications and as such they have been grouped as follows:

### Young people

- YMCA
- Young People of the Year

### Older people

- Hopton Day Care Centre
- Sue Ryder
- The Voluntary Network (Befriending Scheme)
- The Voluntary Network (Community Cars)

#### Counselling services

- Bury St Edmunds Volunteer Centre (BSEVC)
- Fresh Start, New Beginnings
- Mentis Tree
- Relate
- Suffolk Rape Crisis
- Suffolk Mind
- Suffolk 4YP

#### Family/community support

- REACH
- Gatehouse Caring
- HomeStart
- SWCAB

Each application, including those felt more appropriate for alternative funding sources, has been summarised with the full applications attached as appendices to this report with personal or sensitive information redacted.

- 2.5 The Working Party will be aware that the Community Chest is a new approach to community funding and as such we would welcome feedback on the process and ways it could be improved for future rounds.

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Appendix	Organisation	Project	2016/17	2017/18	2018/19	FHDC Application
<b>Young People</b>						
2	YMCA	Outreach Youth Provision	£47,977	£47,977		No
3	Young People of the Year	Intergenerational Befriending Scheme	£5,000			Yes
<b>Older People</b>						
4	Hopton Day Care Centre	Day Care for older people	£5,000			No
5	Sue Ryder	Support group for people with dementia	£10,000			Yes
6	The Voluntary Network (Befriending Scheme)	Befriending Scheme	£9,860	£10,238	£10,800	Yes
7	The Voluntary Network (Community Cars)	Community Car Service	£5,310	£4,434	£4,304	Yes
<b>Counselling Services</b>						
8	BSEVC	Adult Mental Health Support	£6,586			Yes
9	Fresh Start, New Beginnings	Support for victims of Sexual Abuse	£10,200			Yes
10	Mentis Tree	Mental Health Counselling Services	£9,000			No
11	Relate	Relationship Counselling services	£5,000	£5,000	£5,000	No
12	Suffolk Rape Crisis	Specialist Counselling Services	£31,000	£31,000		Yes
13	Suffolk Mind	Get Up and Grow Ecotherapy Sessions	£8,854.72	£8,854.72		Yes
14	Suffolk 4YP	Counselling Services for people aged 12 - 25	£23,670	£24,140	£24,600	No
<b>Family / Community Support</b>						
15	REACH	Foodbank and Supported Volunteering	£5,000			No
16	Gatehouse Caring	Home Furnishings for disadvantaged families	£5,000	£5,000	£5,000	No
17	HomeStart	Parental and Family Support	£13,250	£9,800		Yes
18	SWCAB	Free Information, Advice and Advocacy	£182,500			Yes
<b>Total</b>			£383,208	£146,444	£49,704	
<b>Budget</b>			<b>£281,483</b>	<b>£281,483</b>	<b>£281,483</b>	
<b>Balance (-/+)</b>			<b>-£101,725</b>	£135,039	£231,779	
<b>Signpost to more appropriate funds</b>						
19	Coffee Caravan	Queens 90th Birthday Celebrations	£2,196			
20	Eastgate Boxing Club	Improved Facilities	£5,685.00			
21	Rojo Arts Project	Arts Project in partnership Age UK Suffolk	£4,724			
22	St Edmundsbury Sailing and Canoeing Club	Enhanced facilities and services	£23,653.96			

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# Community Chest Application Summary 2016/2017

Local Authority	St Edmundsbury Borough Council
Organisation	<b>YMCA Suffolk</b>
Amount Requested	<i>Yr1 - £47,977 / Yr2 £47,977 £95,954 over two years</i>
Total Project Cost	£95,954
Match Funding	£10,000 fundraising
Partnerships	Schools
West Suffolk Bid?	No

## Key Points

- YMCA Suffolk supports children, young people and families locally by delivering programmes and achieving positive outcomes. The services provided include accommodation services for sixteen to twenty five year olds, health and wellbeing programmes, childcare and youth.
- YMCA Suffolk are seeking funding over two years to deliver an outreach youth hub using the On the Spot van. It will give young people opportunities to gain advice, engage in fun activities with peers, make new friends, take part in new activities, signposted to further organisations and make a difference in their community.
- The project will deliver outreach youth work; where young people can seek information regarding sexual health, housing, drug and alcohol misuse as well as opportunities to play games, mix music, play outdoor sports and more.
- There will be an additional open access youth led volunteering project engaging young people in practical social action which makes a difference to others, creating positive change for themselves and their community. Activities range from developing local volunteering opportunities, intergenerational activities, instigating change through fundraising and non-political campaigning / advocacy.

**St Edmundsbury Borough Council  
Community Chest Grant Application Form  
Part A**



Community Chest funding supports voluntary and community groups who make a contribution to improving the quality of life for people in West Suffolk. The information you provide will help us consider your application. If you have any questions, please give us a call on 01638 719763. Before completing this form, we ask you to please read the guidelines, which are available on:

<http://www.westsuffolk.gov.uk/community/community-grants.cfm>

Please return your completed, signed form and supplementary documents to:

[richard.baldwin@westsuffolk.gov.uk](mailto:richard.baldwin@westsuffolk.gov.uk)

1. Name of your organisation(s):

2. Organisation address details

Address Ln1	2 Wellington Street		
Address Ln2			
Address Ln3			
City/Town	Ipswich	Postcode	IP1 2NU
Main phone	01473 252456	E-mail	<a href="mailto:admin@ymcasuffolk.org.uk">admin@ymcasuffolk.org.uk</a>
Website			

Main Contact Person		Second Contact Person	
Title	Mrs	Title	Ms
Forename	Fiona	Forename	Vicky
Surname	Radnor	Surname	Cairney
Role	Community Projects Manager	Role	Director of Business Development
Daytime Tel No.	01473 252456	Daytime Tel No.	01473 252456
Mobile No.		Mobile No.	
Email	<a href="mailto:Fiona.radnor@ymcasuffolk.org.uk">Fiona.radnor@ymcasuffolk.org.uk</a>	Email	<a href="mailto:Vicky.cairney@ymcasuffolk.org.uk">Vicky.cairney@ymcasuffolk.org.uk</a>
Address Details (if different from Org address)		Address Details (if different from Org address)	
Ln1		Ln1	
Ln2		Ln2	
Town		Town	
Post Code		Post Code	

## About your organisation

3. What local authority area(s) does your organisation work in?

Suffolk County Council, St Edmundsbury, Ipswich Borough council, Waveney
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\*Community Chest funding is offered by both Forest Heath and St Edmundsbury councils. As the decision making process is different any projects applying for funding across West Suffolk, must apply separately.

4. What is the status of your organisation?

Registered charity	X	Charity number: 1077084
Applying for charitable status		
Company limited by guarantee	X	Company number: 3558181
Community Interest Company		
Part of a larger regional or national charity (Please state which one)		
Constituted Community Group		
Social Enterprise		
Other (Please specify)		

5. How many people are involved in your organisation?

Management committee	7	Service users	750+
Full Time staff / workers	60	Volunteers and helpers (non-management)	40
Part Time staff / workers	36		

6. What is the purpose of your organisation? Please briefly describe why your organisation was set up, its aims and objectives and who primarily benefits from your organisation.

<p>YMCA Suffolk supports children, young people and families locally by delivering programmes and achieving positive outcomes. The services that are provided include accommodation services for sixteen to twenty five year olds, health and wellbeing programmes, childcare and youth.</p> <p>The YMCA excels at delivering outstanding programmes, therefore creating our vision 'to help all young people realise their potential to belong, contribute and thrive', inspiring them to develop in mind, body and spirit.</p>
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7. What was your organisation's total income for last financial year?
8. What was your organisation's total expenditure for last financial year?
9. Does your organisation have more than six months running costs?  Yes / No
10. What are your organisation's current unrestricted reserves or savings?
11. West Suffolk prioritises building resilient families and communities that are healthy and active. Please indicate which of the following areas your project contributes towards:

	A thriving voluntary sector and active communities who take the initiative to help the most vulnerable.
X	People playing a greater role in determining the future of their communities.
X	Improved wellbeing, physical and mental health.
	Accessible countryside and green spaces.

**About your project – why are you applying for this funding?**

12. What do you want the funding for? Please be specific. Please note that 'project' is meant to describe the project for which you are seeking funding, and not your organisation.

The project will see the On the Spot van become a hub to the young people within the community. It will provide opportunities to gain advice, engage in fun activities with peers, make new friends, take part in new activities, signposted to further organisations and make a difference in their community.

The project will do this by delivering outreach youth work; where they can seek information regarding sexual health, housing, drug and alcohol misuse as well as opportunities to play games, mix music, play outdoor sports and more.

There will be an additional open access youth led volunteering project engaging young people in practical social action which makes a difference to others, creating positive change for themselves and their community. Activities range from developing local volunteering opportunities, intergenerational activities, instigating change for the community through fundraising and non-political campaigning/advocacy, with peer mentoring key throughout. This has double benefit, giving young people life opportunities to develop their skills and transform their character whilst at the same time creating positive change within their community. To celebrate their achievements the young people will be supported to feed into the SAY website and newsletter, this will also enable the young people to disseminate the work being completed within their community.

The project will deliver services within Haverhill, Bury St Edmunds, Ixworth, Kedington,

Wickhambrook, Barrow and Stanton. The project will employ two youth workers who will deliver 6hrs outreach youth work in Haverhill. There will be a 30 hr project coordinator post and a 10hr youth worker post who will deliver the open access volunteering project in Haverhill, Bury St Edmunds and the villages. There is an additional 3 hrs for management time, cover and our volunteer coordinator.

13. How has the project been developed out of the community's desire to improve the lives of local people? What evidence do you have that there is a need for this project? Please include sources of evidence, including any public/user/community consultation.

YMCA Suffolk has facilitated the use of the On the Spot van for the last 1yr and half. Within this time it has employed 3 youth workers to deliver sessions within Haverhill and the surrounding villages. We have worked directly with 500 young people, with each session we have recorded conversations held, support given and the issues challenging the young people daily. We have found that although the work delivered has been positive and effective it has been clear the On the Spot van is not being utilised to its fullest. We have also completed staff evaluation as to which villages have benefited the most from having the On the Spot van visiting.

Consultation over the period of June 2015 – September 2015 with 180 young people completed in Haverhill, Ixworth, Barningham, Stanton, Risby, Barrow, Wickhambrook, Clare, Kedington and Hopton has given extremely positive feedback with regards to the On the Spot van with 90% expressing the service as excellent. We have found 100% of those consulted have had a positive interaction with youth workers. 63% of the 150 consulted in the Haverhill area have expressed the youth facilities available to them are awful. Feedback received from Councillors has also been positive.

Young people who have had informal discussions as well as formal consultations have expressed a desire to make changes in their community, to work with other young people to achieve a desired outcome. They feel they are 'the forgotten generation'.

The evaluations of our recent youth projects in West Suffolk show that having a safe supportive environment to engage in positive activities significantly reduces engagement with negative influences, improve wellbeing and as a youth led project, the young people will feel empowered and valued within their community.

14. How will the project help local people to support one another?

This project will develop the young peoples' ability to empathise with others, nurture feelings of pride within their community and cultivate feelings of self-worth, confidence and self-esteem. It will challenge young people to decisively shape and influence socially impactful activities within the community, fostering mutual respect between generations. Young people can be change makers and leaders in their local community through this project.

Volunteering experiences will build skills to prepare the young people for future training and employment opportunities, reducing those who are NEET, and embedding robust pathways to sustained social action. Evidence from current YMCA projects demonstrates that informal learning experiences build confidence and aspirations, encouraging lifelong learning in school and beyond. Through peer mentoring, the project can be replicated and adapted for generations in the future, positively changing the whole community for the better.

Challenging young people to identify ambitions gives them personal goals to work towards and achieve. They then become positive role models for their community.

Having aspirations and confidence enables young people to make changes to their lives that will result in a better future for them and the community they live in. This reduces costs to the public purse and improves employment figures.

Staff will support and guide young people who will direct the project, giving them ownership over it, recognising how their contributions are impacting positively on their community. They will be able to lead and see change, creating a sense of pride and reducing negative or antisocial behaviour.

15. Are you working with any other organisations on this project? **Yes** / No

If yes, please state the names of these groups and the nature of the relationship.

Secondary schools within Bury St Edmunds, Haverhill and feeder schools to the corresponding villages. We will also work with businesses, local charities and trusts. The open access youth led volunteering will work with the above to deliver workshops within the schools as well as providing support to organise events and fundraisers. They will volunteer within care homes providing gardening support, making cups of tea or spending time with residents and more.

16. When will the project start?

01/04/16



17. When will the project finish?  or is the project ongoing?

If this is an ongoing project, how will it be funded and continue going when the funding ends?

18. Which years funding are you applying for?

19. How many people do you expect to benefit directly from the project on either a weekly, monthly or annual basis?

20. What results (including targets/numbers) do you expect to see as a result of the funding and how do these relate to the Community Chest funding criteria?

**Improved wellbeing, physical and mental health.**

- 150 participants will have increased confidence and self-esteem.
- 200 young people will have increased resilience.
- 150 participants will experience reduced social isolation by engaging in new social networks and activities.

**People playing a greater role in determining the future of their communities.**

- 200 participants will volunteer with events/activities in their relevant community.
- 40 participants will add information to the SAY website and newsletter and add information to the YMCA Suffolk newsletter.

21. What is the total cost of the project?

Please provide a full breakdown of the total cost of this project, including VAT if applicable along with any in-kind contributions such as volunteer hours.

Item or activity	Cost (£)
Phones	960
Postage	240
Materials	3600
Refreshments	600
Equipment	500
Computers	600
Staff adverts	600
Signage	150
Publicity and advertising	700
TAX/MOT/Insurance	2964
Spares and repairs	658
Maintenance/tracking/internet	3468
Staff expenses	3720
Staff training	800
Volunteer training	3400
Uniform/badges	250
Volunteer expenses	960
Fuel	2400
Salaries	69,384
<b>Total cost of items listed above:</b>	<b>95,954</b>

22. How much funding are you applying to us for?

23. What funds have you raised so far for this project?

Source	Amount (£)
Sleep Easy raised by YMCA Suffolk	10,000
<b>Total fundraising:</b>	<b>10,000</b>

24. What other funders have you applied to for further funding for the project?

Funder	Amount (£)	Timescale for decision
<b>Total:</b>		

25. What other grants and contracts has your organisation received over the past year from either Forest Heath District Council or St Edmundsbury Borough Council?

**St Edmundsbury Borough Council  
Community Chest Grant Application Form**

Funder	Amount (£)	Reason for funding
<b>Total:</b>		

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## Community Chest Application Summary 2016/2017

Local Authority	St Edmundsbury Borough Council
Organisation	<b>YOPEY Befriending</b>
Amount Requested	<i>£5,000</i>
Total Project Cost	<i>£5,000</i>
Match Funding	None
Partnerships	Schools and Care Homes (unspecified)
West Suffolk Bid?	Yes

### Key Points

- Young People of the Year (YOPEY) aim to give young people a fairer image and heal the rift between generations. They do this by identifying positive role models and holding an annual Young People of the Year Campaign and wards ceremonies.
- Since 2015 YOPEY have been running befriending schemes in Hertfordshire and Nottinghamshire.
- YOPEY are seeking funding to set up and run a one year befriending scheme in St Edmundsbury linking two schools with a residential care home. In particular they would like to young people to learn to relate to, and not fear, elderly people living with dementia.
- YOPEY would like to see the project become sustainable after year one with the schools working closely with the care home and raising funds to support the work.

**St Edmundsbury Borough Council  
Community Chest Grant Application Form  
Part A**



*St Edmundsbury*  
BOROUGH COUNCIL

Forest Heath & St Edmundsbury councils  
**West Suffolk**  
working together

Community Chest funding supports voluntary and community groups who make a contribution to improving the quality of life for people in West Suffolk. The information you provide will help us consider your application. If you have any questions, please give us a call on 01638 719763. Before completing this form, we ask you to please read the guidelines, which are available on: <http://www.westsuffolk.gov.uk/community/community-grants.cfm>

Please return your completed, signed form and supplementary documents to:  
[richard.baldwin@westsuffolk.gov.uk](mailto:richard.baldwin@westsuffolk.gov.uk)

1. Name of your organisation(s):

2. Organisation address details

Address Ln1	Woodfarm Cottage, Bury Road		
Address Ln2	Stradishall		
Address Ln3	Newmarket (we pay Council Tax to St Edmundsbury)		
City/Town		Postcode	CB8 8YN
Main phone	01440 821654	E-mail	hello@yopey.org
Website	www.yopey.org		

Main Contact Person		Second Contact Person	
Title	Mr	Title	Ms
Forename	Tony	Forename	Jo
Surname	Gearing	Surname	Gross
Role	Founder	Role	Part-time administrator
Daytime Tel No.	01440 821654	Daytime Tel No.	01440 821654
Mobile No.	<span style="background-color: black; color: black;">XXXXXXXXXX</span>	Mobile No.	
Email	tony@yopey.org	Email	jo@youngpeopleoftheyear.org
Address Details (if different from Org address)		Address Details (if different from Org address)	
Ln1	As organisation	Ln1	As organisation
Ln2		Ln2	
Town		Town	
Post Code		Post Code	

## About your organisation

3. What local authority area(s) does your organisation work in?

We are currently running Befriending schemes in Hertfordshire and Nottinghamshire

\*Community Chest funding is offered by both Forest Heath and St Edmundsbury councils. As the decision making process is different any projects applying for funding across West Suffolk, must apply separately.

4. What is the status of your organisation?

Registered charity	✓	Charity number: 1145573
Applying for charitable status		
Company limited by guarantee		Company number:
Community Interest Company		
Part of a larger regional or national charity (Please state which one)		We have held these befriending schemes in Hertfordshire and Nottinghamshire, and are currently expanding to Suffolk & Norfolk
Constituted Community Group		
Social Enterprise		
Other (Please specify)		

5. How many people are involved in your organisation?

Management committee	6	Service users	100s
Full Time staff / workers	1	Volunteers and helpers (non-management)	10s
Part Time staff / workers	10s		

6. What is the purpose of your organisation? Please briefly describe why your organisation was set up, its aims and objectives and who primarily benefits from your organisation.

To give young people a fairer image and to heal the rift between generations. To set up young people as Positive Role Models and encourage other young people to become Great Citizens. We have been holding Young People of the Year campaigns and awards ceremonies since 2005. Our awards are known as 'YOPEYs' – Oscars for young people who give to others. In 2012 YOPEY became a charity. Since 2014 we have been running YOPEY Befriending schemes. This application is for the costs of running a YOPEY Befriending scheme in West Suffolk.

7. What was your organisation's total income for last financial year?
8. What was your organisation's total expenditure for last financial year?
9. Does your organisation have more than six months running costs? Yes
10. What are your organisation's current unrestricted reserves or savings? Varies arond  
few thousand
11. West Suffolk prioritises building resilient families and communities that are healthy and active. Please indicate which of the following areas your project contributes towards:

✓	A thriving voluntary sector and active communities who take the initiative to help the most vulnerable.
✓	People playing a greater role in determining the future of their communities.
✓	Improved wellbeing, physical and mental health.
✓	Accessible countryside and green spaces.

**About your project – why are you applying for this funding?**

12. What do you want the funding for? Please be specific. Please note that 'project' is meant to describe the project for which you are seeking funding, and not your organisation.

**To set up and run for one year a YOPEY Befriending scheme between two schools and one residential care home for the elderly in West Suffolk. In particular we want the young people to learn to relate to, and not fear, elderly people living with dementia. This will benefit West Suffolk society as the young will carry these skills into adulthood and when in the future relatives or friends get dementia – if you have two parents there is a 50 per cent chance one will get dementia – they will be better able to cope with this terrible, incurable disease and less of a burden on the state.**



13. How has the project been developed out of the community's desire to improve the lives of local people? What evidence do you have that there is a need for this project? Please include sources of evidence, including any public/user/community consultation.

One in four people past the age of 80 have dementia. Many start dementia much younger. As we are living longer the number of people living with dementia can only get bigger. When this happens the phrase we hear most often is "I have lost my parent". But it doesn't have to be this way. Yes, dementia is a progressive disease – it will only get worse – but there are things friends and relatives can do to help people with dementia. This scheme uses unrelated young people (sixth-formers and we hope to expand to Years 10 and 11) to go into care homes to befriend elderly residents.

Despite living in communal accommodation many of elderly people in residential care homes are lonely, infrequently visited by relatives if at all, and about three-quarters have dementia. We train the young people to relate to people with dementia. We take away the fear; we show them things they can do. They develop empathy and compassion and learn skills that they can take back to their families and into the wider community.

**In their adulthood, they will be better carers to the elderly than the current generation of adults!**

14. How will the project help local people to support one another?  
One in four people past the age of 80 have dementia. Many start dementia much younger. As we are living longer the number of people living with dementia can only get bigger. When this happens the phrase we hear most often is "I have lost my parent". But it doesn't have to be this way. Yes, dementia is a progressive disease – it will only get worse – but there are things friends and relatives can do to help people with dementia. This scheme uses unrelated young people (sixth-formers and we hope to expand to Years 10 and 11) to go into care homes to befriend elderly residents. Despite living in communal accommodation many of these elderly people are lonely and about three-quarters have dementia. We train the young people to relate to people with dementia. We take away the fear; we show them things they can do. They develop empathy and compassion and learn skills that they can take back to their families and into the wider community.

15. Are you working with any other organisations on this project? Yes

If yes, please state the names of these groups and the nature of the relationship.

There will be two secondary schools and one residential care home for the elderly, and possibly one day care centre if co-located with the residential centre, in West Suffolk involved in the project. But we do not know who these bodies will be until we recruit for the scheme. However, based on the success of previous YOPEY Befriending schemes, we do not think it will be difficult to find schools and a care home in West Suffolk that will want to be involved.

16. When will the project start? 2016-17 tax year

17. When will the project finish?  or is the project ongoing?  
Hopefully ongoing – see below.

If this is an ongoing project, how will it be funded and continue going when the funding ends?

Potentially ongoing forever! If we demonstrate the benefits of YOPEY Befriending to the chosen care home, I believe it will contribute in future years. We will also ask the schools that participate to fundraise to contribute to the scheme continuing after the first year funded by St Edmundsbury and the Community Chest scheme. YOPEY trialled this scheme with 2 homes and 3 schools in 2013. The company that runs the homes allowed YOPEY to expand this scheme to 4 homes and 6 schools in 2014. The same company, which owns all these homes, is now financing this for a 3rd year. Unfortunately this company does not have any care homes in West Suffolk while YOPEY is based in Stradishall, equidistant between West Suffolk's 3 main towns, Bury St Edmunds, Newmarket and Haverhill so ideally placed to work with West Suffolk schools and care homes. Schools involved in YOPEY Befriending schemes outside West Suffolk have said they could fundraise towards continuing their schemes so I do not see why West Suffolk schools could not do the same.

18. Which years funding are you applying for? 2016/17

19. How many people do you expect to benefit directly from the project on either a weekly, monthly or annual basis?

550 people for a year

20. What results (including targets/numbers) do you expect to see as a result of the funding and how do these relate to the Community Chest funding criteria?

We measure the impacts of this project by giving certificates to the young people each time they pass a befriending milestone, eg 10 hours volunteering, 20 hours, 30 hours, 40 hours, completing a Life History of a person without dementia, completing a Life History of a person with dementia etc. Once training is completed we also stay in contact with the young people (through traditional (phone etc) and new means of communication (social media) to encourage them and support them to keep going to the care home.

We also measure the impacts by staying in touch with the care home's management and senior staff, and the schools' teachers and getting feedback on how the scheme is going.

Surveying people living with dementia on the benefits of the scheme is for obvious reasons difficult but this is something we expect to tackle in the medium term.

21. What is the total cost of the project?

£5,000

Please provide a full breakdown of the total cost of this project, including VAT if applicable along with any in-kind contributions such as volunteer hours.

Item or activity	Cost (£)
Recruitment of care home and schools involved	600
Training	1500
Publicity	450
Support materials	700
Mini awards ceremony at end	350
Management of scheme for one year	1900
Savings due to this charity being based in West Suffolk	-500
<b>Total cost of items listed above:</b>	<b>5000</b>

22. How much funding are you applying to us for?

£5,000

23. What funds have you raised so far for this project?

Source	Amount (£)
--------	------------

YOPEY won £25,000 in the national Aviva Community Fund awards. We were one of five good causes to come top out of over 3,000 nationwide. This money is already being spent on five schemes in East Anglia for 2015/16. However good we are, we do not expect to win this money again. While West Suffolk is part of East Anglia we cannot guarantee to spend any of this money in this part of East Anglia, although we are confident we will. Depending on from which parts of East Anglia we get the best support, we will either spend the Community Chest money on continuing schemes established in 2015-16 into 2016-17 or we will use it to start a new scheme in West Suffolk in 2016-17.

**Total fundraising:**

24. What other funders have you applied to for further funding for the project?

Funder	Amount (£)	Timescale for decision
We spend about 10% of our time (one day in 10) on funding applications, but we do not currently have any other applications in process to fund a Befriending scheme in West Suffolk.		
<b>Total:</b>		

25. What other grants and contracts has your organisation received over the past year from either Forest Heath District Council or St Edmundsbury Borough Council?

Funder	Amount (£)	Reason for funding
None		
<b>Total:</b>		



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# Community Chest Application Summary 2016/2017

Local Authority	St Edmundsbury Borough Council
Organisation	<b>Hopton Day Care Centre</b>
Amount Requested	<i>£5,000</i>
Total Project Cost	£5,000
Match Funding	Potential fundraising effort and Volunteer Hours in the future
Partnerships	Newmarket Day Centre, CAS, Rural Coffee Caravan, GPs
West Suffolk Bid?	No

## Key Points

- Set up 24 years ago Hopton Day Centre was established to provide somewhere for the elderly and frail from local villages to meet up a least one day a week to socialise and be provided with a nutritious lunch and refreshments.
- Many elderly retired residents feel increasingly isolated whether through location, lack of mobility, ill health, families moving away or loss of a partner or close friend.
- The Centre has recently suffered from falling attendance and has been operating from reserves. They wish to embark on an active recruitment campaign to attract new members; look at fund raising and consider what other income generating streams may be available. However they recognise that this can not be achieved overnight and require an injection of money to keep them operating in the short term.
- The outcome of this project is to ensure that the Centre becomes financially self-sufficient again without compromising the service it offers.

## Community Chest Grant Application Form – Part A

Community Chest grants support voluntary and community groups who make a major contribution to improving the quality of life for people in West Suffolk. The information on this form will help us process your application. We hope you will find it quite easy to complete, but if you have any questions, please give us a ring on 01638 719763. Before completing this form, we ask you to please read the guidelines, which are available on: [www.westsuffolk.gov.uk](http://www.westsuffolk.gov.uk)

Please return your completed, signed form and supplementary documents to:

[richard.baldwin@westsuffolk.gov.uk](mailto:richard.baldwin@westsuffolk.gov.uk) or FAO. Richard Baldwin, Families and Communities, Council Offices, College Heath Road, Mildenhall, Suffolk, IP28 7EY.

Name of your organisation:

HOPTON DAY CARE CENTRE

Organisation address details

Address Ln1	HIGH STREET CHAPEL		
Address Ln 2	HIGH STREET		
Address Ln3	HOPTON		
City/Town	DISS	Postcode	IP22 2QZ
Tel No	██████████ ██████████	E-mail	
Website			

Main Contact Person		Second Contact Person	
Title	MRS	Title	MRS
Forename	LESLEY	Forename	SUE
Surname	WILLIAMS	Surname	SHORTEN
Role	CHAIRPERSON	Role	SECRETARY, VICE-CHAIR
Daytime Tel No.	██████████	Daytime Tel No.	██████████
Evening Tel No.	██████████	Evening Tel No.	
Fax No.		Fax No.	
Mobile No.		Mobile No.	
Email		Email	████████████████████
Address Details (if different from Org address)		Address Details (if different from Org address)	
Ln1	████████████████████	Ln1	██████████
Ln2		Ln2	██████████
Town	██████████	Town	██████████
Post Code	██████████	Post Code	██████████



## About your organisation

When did your organisation start?

What local authority/authorities does your organisation work in?

What is the status of your organisation?

Registered charity		Charity number:
Applying for charitable status		
Company limited by guarantee		Company number:
Community Interest Company		
Part of a larger regional or national charity (Please state which one)		
Other (Please specify)	CONSTITUTED COMMUNITY ORGANISATION	

How many people are involved in your organisation?

Management Committee	8	Members	
Full Time Staff / Workers	3	Service Users (14 on books) regularly attending	9
Part Time Staff / Workers	2	Volunteers and Helpers (non-management)	

What is the purpose of your organisation? Please briefly describe why your organisation was set up, what its aims and objectives are and who primarily benefits from your organisation.

The Hopton Day Care centre was set up about 24 years ago to provide somewhere where the elderly and frail from local villages could meet up at least one day a week to socialise and be provided with a well balanced nutritious lunch and morning and afternoon refreshments.

It was realised that many elderly retired residents felt increasingly isolated whether through location, lack of mobility, ill health, family moving away or loss of partner or friends and this could have a detrimental effect on their general well being and health.

It was also felt that offering physical and mental stimulation and providing something that people could look forward each week would play a part in preventing some of the complex health issues that could arise and thus help to reduce the demand on the care system.

It was felt that an opportunity for them to get out and meet up with others for even one day a week could have enormous and wide ranging benefits including:

- The opportunity to take part in simple exercises to improve mobility;
- Some respite for their carers;
- Entertainment and outings;
- Mental stimulation with games and conversation;
- Involvement in a family environment;
- Opportunities for health issues to be identified;
- Opportunities to provide advice on benefits, council tax etc;
- Help with dealing with correspondence and day to day issues;
- Information about support for special needs.

What was your organisation's total income for last financial year?

What was your organisation's total expenditure for last financial year?

Does your organisation have more than 6 months running costs?

No

What are your organisation's current unrestricted reserves or savings?

£4,000 in savings account and  
£2,000 in current account.

The council has a strategic priority of building resilient families and communities that are healthy and active. Please indicate which of the following areas your project contributes towards:

A thriving voluntary sector and active communities who take the initiative to help the most vulnerable;

People playing a greater role in determining the future of their communities;

Improved wellbeing, physical and mental health;

Accessible countryside and green spaces.

## About the project your organisation is seeking a grant for

What do you want the funding for? Please be specific. Please note that 'project' is meant to describe the project you are seeking funding for, and not your organisation.

Because of the nature of the organisation and the age and health of its clients numbers attending have tended to fluctuate from year to year but the centre has operated on the basis that the reserves built up in busier years are there to fund the leaner years. However two poor income years have resulted in these reserves being severely depleted and the centre cannot continue indefinitely on this basis. It recognises that it needs to embark on an active recruitment campaign, organise fund raising activities and investigate other income streams, possibly offering a lunch club. However none of these things can be achieved overnight and an injection of money would enable them to keep operating whilst they get this all underway. The aim of the project therefore is to increase membership and improve the income stream so that the centre can return to being self-sufficient in terms of its running costs as it is recognised that this is the only long term solution.

How has the project been developed out of the community's desire to improve the lives of local people?

In the 24 years the Day Care Centre has been running it has enhanced the lives of many, many elderly, vulnerable people and in many cases enabled them to remain in their homes for longer and enjoy a better quality of life. To some extent it has also reduced the burden on local health services and GPs, given carers respite and offered individuals the chance to contribute to their community by volunteering at the centre and thereby enriching their own lives. Indeed the Centre could not operate without its body of volunteers and the goodwill of the Hopton High Street Chapel who have rented their whole premises to the Day Car Centre since it started on extremely reasonable terms. Pupils from the village school get involved and visit the day care centre to entertain them and local residents are encouraged to pop in for a chat. The community do not wish to see this Centre close and when the matter was raised at local Parish Council meetings both Committee Members and members of the public attending offered to approach elderly residents they knew, who they felt would benefit from joining, and encourage them to do so. We hope to cascade this approach. There is a determination to ensure that this Centre continues to operate and if funding is made available it will give the community the time it needs to address the issues that need to get the recruitment project underway.

How will the project build the capacity of local people to support one another

24 years ago a small group of individuals identified a need in the community and in response set up this Day Care Centre and since then with the help of volunteers from the Community have continued to provide this care. During this time they widened their horizons and offered places to residents of other local villages. The Centre has been operated extremely efficiently and for a long time by a dedicated group of individuals and as a result has become a bit of a village institution and as often happens has slipped from the forefront of people's minds. I believe that this project to go out to the community for help in the recruitment of new members and also fund raising ideas and events will revitalise community involvement in the Centre and hopefully attract a new generation of volunteers to come forward to keep the centre going in the future.

How will the project support partnership working?

We would hope to liaise more with local schools/nursery for more visits from the children to heighten awareness of the Centre;

We would work with local GPs , particularly important as there have been a number of personnel changes recently, to update them on what is offered at the centre and encourage them to make referrals;

We would hold open days and fund raising activities to heighten awareness within the community and raise money;

Offer a chance for potential clients to spend a day at the Centre free of charge and encourage the local community to identify individuals and even come along and spend the day with them;

By reaching out to Housing Associations and Dementia groups for example to promote activities and advertised for new members.

Are you working with any other organisations on this project? Yes  
If yes, please state the names of these groups and the nature of the relationship.

Newmarket Day Care - hope to speak to them for ideas as they had to address similar issues;

Community Action Suffolk - for general advice;

Local GP surgeries - to encourage referrals;

Rural Coffee Caravan Project - have already had involvement s here.

When will the project start?

When will the project finish?  or is the project ongoing? Yes

If this is an ongoing project, how will it be funded and sustained when the grant ends?

It is hoped that as a result of this project new clients will be recruited, there will be more sustained fund raising and new income streams developed so the Centre becomes self-sufficient again within 2 years.

How many people do you expect to benefit directly from the project on either a weekly, monthly or annual basis?

The Day Care Centre is set up to take a maximum of 18 people each week so we would like to recruit if at all possible to this level .

What outcomes (including targets/numbers) do you expect to see as a result of a grant and how do these relate to the funds criteria and outcomes? (Please see the guidelines for outcomes.)

The object of this project is to embark on a recruitment campaign to attract more members; look at fund raising and to consider what other possible other income streams there may be. The outcome of this project is to ensure that the Centre becomes financially self-sufficient again without compromising the service it offers.

What is the total cost of the project?

£5,000 see below

How much of a grant are you applying to us for? £5,000

Item or activity	Cost (£)
<p>The actual costs in monetary terms for this project are not very high. What it requires is the goodwill of the community and an input of voluntary hours to allow people to get out and recruit new members, organise fundraising, come up with new ideas and generally raise the profile of the centre. A grant from Community Chest would allow the Centre to keep operating whilst this all takes place. It is recognised that the long term future of the centre is dependent on it becoming self-sufficient financially and has set itself the 2 year target to do this.</p>	

What funds have you raised so far for this project?

Source	Amount (£)
<p>This is an organisation which up until the last year or so has always been self-sufficient and therefore has not had a requirement to fund raise. However this will clearly be on the agenda for the future. The Committee are considering holding an open day and taking stalls at the village fete and the Christmas Fayre at Hopton Village School for example.</p> <p>It does however still have some reserves from previous year's operations and these will go towards the current operating deficit.</p>	
<b>Total fundraising:</b>	

What other funders have you applied to for further funding for the project?

Funder	Amount (£)	Timescale for decision
None at present		
<b>Total:</b>		

What other grants and contracts has your organisation received over the past year from either Forest Heath District Council or St Edmundsbury Borough Council

Funder	Amount (£)	Reason for funding
None		
<b>Total:</b>		



## Community Chest Application Summary 2016/2017

Local Authority	St Edmundsbury Borough Council
Organisation	<b>Sue Ryder</b>
Amount Requested	<i>£10,000</i>
Total Project Cost	<i>£37,118</i>
Match Funding	<i>£12,500</i>
Partnerships	Suffolk Young Carers, Alzheimers Society and Age UK
West Suffolk Bid?	Yes

### Key Points

- Sue Ryder is a registered national charity that provides specialist palliative care, nursing care and support for people with complex disabilities and long term neurological conditions. In addition to specialist care, Sue Ryder provide a range of community-based support services and activities, which aim to combat social isolation, promote peer support, provide support for carers and help establish dementia friendly communities.
- Sue Ryder are applying for funding to continue two Synergy Cafes, one in Bury and one in Haverhill which provide a life-line weekly support service for people with dementia and their family carers.
- The cafes are aimed at anyone with dementia, memory loss or confusion, to attend with a family member, friend or neighbour and a diagnosis is not needed.
- The cafes provide a relaxed and informal, safe and supportive environment for people and their carers to spend and enjoy time together and get advice and support on living with their conditions.





**St Edmundsbury Borough Council  
Community Chest Grant Application Form  
Part A**



Community Chest funding supports voluntary and community groups who make a contribution to improving the quality of life for people in West Suffolk. The information you provide will help us consider your application. If you have any questions, please give us a call on 01638 719763. Before completing this form, we ask you to please read the guidelines, which are available on: <http://www.westsuffolk.gov.uk/community/community-grants.cfm>

Please return your completed, signed form and supplementary documents to: [richard.baldwin@westsuffolk.gov.uk](mailto:richard.baldwin@westsuffolk.gov.uk)

1. Name of your organisation(s):

2. Organisation address details

Address Ln1	The Chantry		
Address Ln2	Hadleigh Road		
Address Ln3			
City/Town	Ipswich	Postcode	IP2 0BP
Main phone	01473 295200	E-mail	Rebecca.lissaman@suerydercare.org
Website	<a href="http://www.sueryder.org/care-centres/neurological-centres/the-chantry">www.sueryder.org/care-centres/neurological-centres/the-chantry</a>		

Main Contact Person		Second Contact Person	
Title	Ms	Title	Ms
Forename	Rebecca	Forename	Jo
Surname	Lissaman	Surname	Marshall
Role	Development & Funding Officer	Role	Centre Director
Daytime Tel No.	01473 295200	Daytime Tel No.	01473295200
Mobile No.	<span style="background-color: black; color: black;">XXXXXXXXXX</span>	Mobile No.	
Email	<a href="mailto:Rebecca.lissaman@suerydercare.org">Rebecca.lissaman@suerydercare.org</a>	Email	<a href="mailto:Jo.marshall@suerydercare.org">Jo.marshall@suerydercare.org</a>
Address Details (if different from Org address)		Address Details (if different from Org address)	
Ln1		Ln1	
Ln2		Ln2	
Town		Town	
Post Code		Post Code	

## About your organisation

3. What local authority area(s) does your organisation work in?

Across Suffolk, including St Edmundsbury

\*Community Chest funding is offered by both Forest Heath and St Edmundsbury councils. As the decision making process is different any projects applying for funding across West Suffolk, must apply separately.

4. What is the status of your organisation?

Registered charity	X	Charity number: 1052076
Applying for charitable status		
Company limited by guarantee		Company number:
Community Interest Company		
Part of a larger regional or national charity (Please state which one)		
Constituted Community Group		
Social Enterprise		
Other (Please specify)		

5. How many people are involved in your organisation?

Management committee	10	Service users	
Full Time staff / workers	1246	Volunteers and helpers (non-management)	12471
Part Time staff / workers	1779		

6. What is the purpose of your organisation? Please briefly describe why your organisation was set up, its aims and objectives and who primarily benefits from your organisation.

Sue Ryder – nationally

Sue Ryder is a registered national charity that provides specialist palliative care, nursing care and support for people with complex disabilities and long term neurological conditions. Our mission is to provide a range of care and support services for people with life changing conditions and palliative care needs and we campaign to improve the lives of everyone living with these conditions.

In addition to specialist care, Sue Ryder provide a range of community-based support services and activities, which aim to combat social isolation, promote peer support, provide support for carers and help establish dementia friendly communities.

Although a national charity, we respond purely to the local need at each hospice and neurological care centre.

Sue Ryder - The Chantry

The Chantry is a specialist neurological centre based in Ipswich, caring for people aged 18 and over

who have life-changing conditions affecting the brain and nervous system. We are here for people with degenerative conditions which get worse over time – such as motor neuron disease, multiple sclerosis and Parkinson’s – as well as those with acquired conditions resulting from a brain or spinal injury or stroke.

We offer a huge range of support, from slow-stream rehabilitation in our 31-bed listed building, set in over 100 acres of beautiful parkland, to day services to help people remain independent at home. Our community services include a 10 week reablement course for people with MS and Stroke; 11 weekly Synergy Café’s, offering advice and support for people with dementia, older people with other health conditions and their carers; and a Dementia Helpline service offering information and support to anyone living in Suffolk.

7. What was your organisation’s total income for last financial year?

8. What was your organisation’s total expenditure for last financial year?

9. Does your organisation have more than six months running costs? Yes

10. What are your organisation’s current unrestricted reserves or savings?

11. West Suffolk prioritises building resilient families and communities that are healthy and active. Please indicate which of the following areas your project contributes towards:

X	A thriving voluntary sector and active communities who take the initiative to help the most vulnerable.
	People playing a greater role in determining the future of their communities.
X	Improved wellbeing, physical and mental health.
	Accessible countryside and green spaces.

**About your project – why are you applying for this funding?**

12. What do you want the funding for? Please be specific. Please note that ‘project’ is meant to describe the project for which you are seeking funding, and not your organisation.

We are applying for funding to continue our two Synergy Cafés in St Edmundsbury- one in Bury and one in Haverhill – that provide a life-line weekly support service for people with dementia and their family carers.

The Haverhill café opened in September 2013 and runs every Tuesday at the Westfield Congregational Hall from 11am-3pm with an attendance of between 10-14 people. The Bury café opened in September 2014 at the British Sugar Social Club every Wednesday with a regular attendance of 12-14 people. Led by specially trained facilitators who are supported by a team of dedicated local volunteers, the cafés offers fun activities and entertainments, talks and education sessions, refreshments and lunch, and is free to attend.

The cafés are aimed at anyone living with dementia, memory loss or confusion, to attend

with a family member, friend or neighbour, and a diagnosis is not needed. The cafes provide a relaxed and informal, safe and supportive environment for people and their carers to spend and enjoy time together and get advice and support on living with their conditions. People are welcome to drop in whenever they want, although most attend for most of the day on a regular basis. We provide a programme of activities, information and advice sessions, to support people to better manage their situation; re-engage with their local community; improve their overall health and wellbeing; and live richer and more fulfilling lives.

We would like a grant from the Community Chest to help us continue the cafes from April 2016, when our current funding ends. Although we are asking for £10,000, we would be grateful for any amount to help us continue the service whilst we raise the additional funding. A commitment from the Community Chest at this time would help us lever other contributions for the cafes as we continue to appeal to other funders.

13. How has the project been developed out of the community's desire to improve the lives of local people? What evidence do you have that there is a need for this project? Please include sources of evidence, including any public/user/community consultation.

The cafes came out of an identified need for a local, community based support service for people living with dementia and their family carers. People living with dementia can often become confused and find it difficult to communicate resulting in a reluctance to go out. As dementia progresses, those living with the condition often withdraw from social interests, which can lead to social isolation for both the dementia patient and their family carers. Unfortunately, there is still some way to go in reducing the stigma surrounding the condition. 'Mainstream' leisure opportunities in the community are not always viewed as appropriate by the person with dementia and their carers, who feel they need an environment which is supportive and safe for them to be able to relax and be themselves.

By withdrawing from society and the opportunities it presents, people with dementia take part in less physical activities, social interactions, and experience significantly reduced mental and sensory stimulation. This is detrimental to the health and wellbeing of a person, and can affect memory and mental deterioration, relationships, happiness and quality of life. Family members caring for a person with dementia can also feel isolated and unsupported resulting in stress and anxiety and affecting their ability to cope. Having information on where to get help and an opportunity to meet and socialise with others in the same situation benefits both carer and cared for.

Nationally there are 850,000 people living with dementia in the UK and an estimated 670,000 people acting as their primary carers. In Suffolk alone, there are approximately 11,000 people living with dementia with an additional 8,000 family carers, and due to the ageing population, this number is increasing. It is estimated that Suffolk will see approximately 435 new cases of dementia per year, reaching 16,327 by 2025 (Suffolk County Council). With two thirds of people with Dementia living in the community, it is likely that most of these people will receive unpaid care from a friend or family member.

Synergy cafes were established to meet the particular needs of people with dementia and their family carers and they now run in 11 locations across Suffolk. Many organisations offer support for people with dementia in various forms, making it difficult for people recently diagnosed with dementia and their family members, carers and healthcare professionals to keep track of which organisations do what. It is important that healthcare organisations work together to ensure the best possible outcomes for people in Suffolk affected by dementia, which is what we do by working in 'synergy'.

The ethos of the Synergy Café is partnership working, linking in and complementing other services in the local community, so we can ensure we continue to provide the most relevant and beneficial service to people living with dementia and their families and carers. We invite a range of health and social care professionals and organisations to speak whether in an educational capacity, to share experiences or discuss support available. This includes the provision of legal and financial advice, occupational therapist and physiotherapist support, health and social care professionals, dementia specific support from GPs, Dementia Advisors and Support Workers, carers groups, and statutory public services (including emergency services). We work in close partnership with Suffolk Family Carers, Alzheimer's Society and Age UK, and last year invited over 60 other statutory and voluntary organisations to support our Synergy Cafés learning and activity programme.

At a recent conference hosted by the Debenham Project in June 2015, Professor Alistair Burns, National Director for Dementia at NHS England highlighted the need for community services such as Synergy Cafes as the current availability of community-based post diagnostic support across Suffolk is in the region of only 1,000 person sessions per month. Synergy Cafes alone have the potential to offer 500 person sessions per month (based on current attendance): the Bury and Haverhill cafes offer 80-100 person sessions per month at the moment and have the potential to offer up to 160 per month in 2016/17 as we develop and grow the service.

Synergy Cafes also recently won a Working Together Partnership Award from the Suffolk Community Foundation in recognition of its outstanding community activity as a result of collaborative working.

14. How will the project help local people to support one another?

Through offering a regular service that people with dementia and their family carers can attend on an ongoing basis, we aim to reduce their feelings of isolation and develop their peer support networks. For many attendees, the café might be one of the only times they socialise with others and certainly the only place they can feel relaxed and supported alongside their peers. At the extreme end of the scale, it may be the only time some members leave their home. Through attending the café, we have seen that their confidence to re-engage with other activities outside the home increases and, through building their social networks in the café, they make new friends and build a local support network outside of the café too.

Through our community engagement work, we will link in with other local organisations and businesses to build their awareness so that the wider community can play a part in the support of people living with dementia in their community.

15. Are you working with any other organisations on this project? Yes

If yes, please state the names of these groups and the nature of the relationship.

Yes – as described above, we work closely with our members and other organisations, particularly Suffolk Family Carers, Alzheimers society and Age UK to shape and deliver the service.

We work alongside over 60 other statutory and voluntary providers, inviting them to the Synergy Cafés to support our learning and activity programme by delivering specific support and information sessions for carers and people with dementia. In setting up the cafes we worked with The Norfolk and Suffolk Dementia Alliance to create a network of learning hubs alongside local community

initiatives such as The Debenham Project and emerging Dementia Action Alliances.

Suffolk Family Carers provide wellbeing sessions and caring for confidence courses for carers in our cafés. The Alzheimer's Society provide a dementia support worker to regularly visit our cafes to give 1:1 advice and support and group information talks and Age UK Suffolk provided input from Dementia Advisors and benefits advice. We hold regular operational meetings with these three organisations to ensure we are working together effectively and that our work is joined up, to avoid duplication, promote and make referrals to each other's services, and provide practical support to each other.

16. When will the project start? April 2016

17. When will the project finish?  or is the project ongoing?

If this is an ongoing project, how will it be funded and continue going when the funding ends?

As long as there is a need and demand for the Synergy cafés, we will continue to fundraise to keep them running. We do not charge for this service as many of our users would not be able to attend. Synergy Cafes as a whole have previously been funded by a grant from Norfolk and Suffolk Dementia Alliance match funded by Suffolk County Council, but this will end in March 2016. Although they are highly supportive of what we do and recognise the need for it to continue, it is unlikely they will have the budget to continue funding the cafes: certainly not at the previous level, and we need to diversify our funding approach to ensure we can continue this much needed service.

Our current plan is to raise funding through a mixture of grants from private Trusts and Foundations; locality budgets and local council funds; and fundraising activities through the cafés. Although attendance is free, we do charge for refreshments and lunch to cover these costs. In addition, some members make one-off donations which we are trying to make more regular: this has to be done carefully to ensure those who may be struggling financially do not feel obliged or excluded from attending. The budget is as efficient and tight as we can make it and we also benefit from in-kind support and volunteers. We are also working hard to engage more local support around each of our Synergy Cafes in Suffolk – through increased volunteering, the new Dementia Action Alliances, and other services and organisations – so that each cafe becomes more sustainable with a securer long-term future. Local fundraising is a key part of this as well as continuing to keep costs down through partnership working, linking into other services and in-kind contributions.

18. Which years funding are you applying for? 2016/17

19. How many people do you expect to benefit directly from the project on either a weekly, monthly or annual basis?

We expect 24-28 people to benefit each week and a total of 100-120 people to benefit over the year

20. What results (including targets/numbers) do you expect to see as a result of the funding and how do these relate to the Community Chest funding criteria?

**Improved wellbeing, physical and mental health** - our cafes will improve the health and wellbeing of families living with dementia in the St Edmundsbury area, by providing practical and emotional support. Our programme will include practical advice on nutrition, cooking sessions to help people adapt and 'keep on cooking', health advice from therapists, GPs and specialist nurses and organisations, individual one to one sessions with specialist carer support workers and advice for

carers on how to look after themselves. In addition, the social and peer support people will get from attending the café will have a huge impact on their wellbeing. Socialising and relaxing alongside people who understand and are going through the same challenges is beneficial to a person's health and wellbeing, improving sleep, happiness and quality of life. We expect 80-90% of attendees to increase their wellbeing, physical and mental health as a direct result of attending our café.

**A thriving voluntary sector and active communities who take the initiative to help the most vulnerable** – the people using the cafe are some of the most vulnerable and isolated in our community. The service will reduce isolation and build their peer and wider networks so that they can access the support they need. Plus, through our partnership working and community engagement, we will continue to raise awareness and engage the wider local community in supporting families living with dementia in St Edmundsbury. This will include local businesses and services not directly linked to our service. Through our work we will engage with over 40 local organisations to raise their awareness and encourage their support of people living with dementia.

With the funding we would plan to hold 100 weekly sessions that run from 11am – 3pm on Tuesdays and Wednesdays. This will include 80 educational/information talks; approximately 200 one to one advice sessions (a conservative estimate based on the last 3 months demand); and 80 fun activity/entertainment sessions.

We expect average attendance of 20-24 people per session at the beginning of the year and would like to grow this to 28-32 by the end of March 2017: with the aim of benefiting a total of 100-120 people in the St Edmundsbury area during the year. By the end of the year we aim to grow a team of 20 local volunteers, 6 per week who will contribute approximately 1,000 hours of their time, helping set and clear up, provide refreshments and lunch, and assisting with activities and crafts.

21. What is the total cost of the project? £37,118 (including in-kind)

Please provide a full breakdown of the total cost of this project, including VAT if applicable along with any in-kind contributions such as volunteer hours.

Item or activity	Cost (£)
Facilitator – 2 days per week	6,310
Assistant Facilitator – 2 day per week	5,506
Programme & Marketing Admin Assistant (pro rata across 11 cafes)	1,582
Travel costs at 45p per mile	3,520
Venue (Haverhill <b>in kind</b> value £2.5K, Bury £50 per week)	5,000
Food and refreshments (balanced by income from attendees)	4,000
Marketing – leaflet printing and distribution	200
Phone for Facilitator	100
Programme costs – guest speakers fees and expenses (often in-kind)	2,000
Training for staff (Food hygiene etc)	100
Volunteer hours <b>in kind</b> x 1000 value @ £6 per hour	6,000
Volunteers expenses	200
Monitoring and evaluation (currently in main budget as funded by SCF grant)	0
Management costs	2,600
<b>Total cost of items listed above:</b>	<b>37,118</b>

22. How much funding are you applying to us for? £10,000

23. What funds have you raised so far for this project?

Source	Amount (£)
Income from food and refreshments to balance expenditure	4,000
In-kind Volunteer hours x 1,000 valued @ £6 per hour	6,000
In-kind venue hire valued @ £50 per week for Haverhill	2,500
<b>Total fundraising:</b>	12,500

24. What other funders have you applied to for further funding for the project?

Funder	Amount (£)	Timescale for decision
The Alborada Trust	7,000	February 2016
The Tudor Trust (all Synergy Cafes – Bury & Haverhill allocation)	4,000	February 2016
Member donations	1,000	Ongoing
Local fundraising events and activities	2,000	Ongoing
Suffolk Community Foundation (Bury & Haverhill allocation)	800	December 2015
<b>Total:</b>	14,800	

25. What other grants and contracts has your organisation received over the past year from either Forest Heath District Council or St Edmundsbury Borough Council?

Funder	Amount (£)	Reason for funding
<b>Total:</b>		



# Community Chest Application Summary 2016/2017

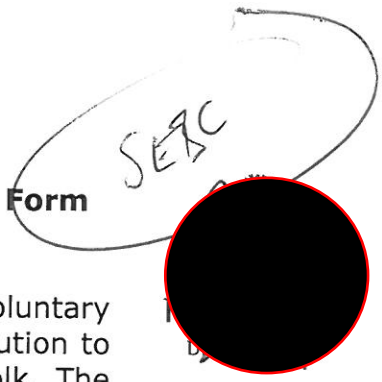
Local Authority	St Edmundsbury Borough Council
Organisation	<b>The Voluntary Network – Befriending Connect Service</b>
Amount Requested	<i>Yr1 - £9,860 / Yr2 £10,238 / Yr3 £10,800 £30,898 over three years</i>
Total Project Cost	£61,796
Match Funding	Volunteers Time
Partnerships	Age UK Suffolk along with a number of Community Organisations
West Suffolk Bid?	Yes

## Key Points

- A team of volunteers currently provide one to one support to people who would otherwise be isolated.
- Volunteers spend an hour per week offering friendship and support.
- Funding is sought to further develop the service. Some clients would benefit from extending contact beyond one to one visits. In particular many would welcome attending Day Centres or social groups but need support to help resolve any barriers such as confidence or access. Some people would simply like to go out for a cup of coffee at a garden centre.
- Referrals are received from a wide range of organisations. The proposed Befriending Connect service will enable links with a wide range of community based organisations.



**St Edmundsbury District Council  
Community Chest Grant Application Form  
Part A**



Forest Heath & St Edmundsbury councils

**West Suffolk**  
working together

Community Chest funding supports voluntary community groups who make a contribution to quality of life for people in West Suffolk. The information you provide will help us consider your application. If you have any questions, please give us a call on 01638 719763. Before completing this form, we ask you to please read the guidelines, which are available on:  
<http://www.westsuffolk.gov.uk/community/community-grants.cfm>

Please return your completed, signed form and supplementary documents to:  
[richard.baldwin@westsuffolk.gov.uk](mailto:richard.baldwin@westsuffolk.gov.uk)

1. Name of your organisation(s):

2. Organisation address details

Address Ln1	The Old Courts		
Address Ln2	147 All Saints Road		
Address Ln3			
City/Town	Newmarket	Postcode	CB8 8HH
Main phone	01638 608022	E-mail	caroline@thevoluntarynetwork.org
Website	www.thevoluntarynetwork.org		

Main Contact Person		Second Contact Person	
Title	Mrs	Title	Mrs
Forename	Caroline	Forename	Amanda
Surname	Robinson	Surname	Larcombe
Role	Manager	Role	Befriending Co-ordinator
Daytime Tel No.	01638 608022	Daytime Tel No.	[REDACTED]
Mobile No.	[REDACTED]	Mobile No.	
Email	As above	Email	amanda@thevoluntarynetwork.org
Address Details (if different from Org address)		Address Details (if different from Org address)	
Ln1		Ln1	
Ln2		Ln2	
Town		Town	
Post Code		Post Code	

## About your organisation

3. What local authority area(s) does your organisation work in?

Forest Heath and St Edmundsbury
---------------------------------

\*Community Chest funding is offered by both Forest Heath and St Edmundsbury councils. As the decision making process is different any projects applying for funding across West Suffolk, must apply separately.

4. What is the status of your organisation?

Registered charity	X	Charity number:1082478
Applying for charitable status		
Company limited by guarantee	X	Company number: 3954998
Community Interest Company		
Part of a larger regional or national charity (Please state which one)		
Constituted Community Group		
Social Enterprise		
Other (Please specify)		

5. How many people are involved in your organisation?

Management committee	4	Service users	2000
Full Time staff / workers	2	Volunteers and helpers (non-management)	200
Part Time staff / workers	24		

6. What is the purpose of your organisation? Please briefly describe why your organisation was set up, its aims and objectives and who primarily benefits from your organisation.

The Voluntary Network operates Community Transport and a Befriending Service. We provide support across Forest Heath and St Edmundsbury, with offices in both Newmarket and Haverhill.

All our services are aimed at supporting the most vulnerable members of our community. Predominantly older people, helping them to maintain their highly valued independent living. Our services promote interaction, be it socially attending day centres, social clubs or being visited by a Befriender. We also promote preventative measures, Community Transport assists people to attend medical appointments, independent active living promotes healthier lifestyle, social interaction promotes a greater sense of wellbeing reducing the onset of mental health issues.

7. What was your organisation's total income for last financial year?
8. What was your organisation's total expenditure for last financial year?
9. Does your organisation have more than six months running costs? Yes / **No**
10. What are your organisation's current unrestricted reserves or savings?
11. West Suffolk prioritises building resilient families and communities that are healthy and active. Please indicate which of the following areas your project contributes towards:

<input checked="" type="checkbox"/>	A thriving voluntary sector and active communities who take the initiative to help the most vulnerable.
<input checked="" type="checkbox"/>	People playing a greater role in determining the future of their communities.
<input checked="" type="checkbox"/>	Improved wellbeing, physical and mental health.
<input type="checkbox"/>	Accessible countryside and green spaces.

**About your project – why are you applying for this funding?**

12. What do you want the funding for? Please be specific. Please note that 'project' is meant to describe the project for which you are seeking funding, and not your organisation.

Befriending Service – Team of volunteers provide one to one support to those who would otherwise be isolated. Volunteers spend an hour per week to offer friendship and support. Volunteers are DBS checked and trained. Clients are risk assessed and matched with a suitable volunteer. We accept referrals from GPs, Social Services, Family and other voluntary organisations.

We propose to further develop the service with Befriending Connect. We have established that some Clients would benefit from extending contact beyond one to one visits. In particular, many would welcome attending Day Centres or social groups but would welcome the support of the service to help to identify and resolve any barriers – such as transport. Welcoming support of Befriender to accompany them for the first few visits –building confidence.

It is important that our service works in partnership with other community groups that improve wellbeing, not in isolation. As such the service will evolve to link in with an ever increasing community resilience.

Some would simply like to go out for a cup of coffee at a Garden Centre. Which would require a risk assessment considering access/mobility, sourcing transport, safeguarding measures in place so that volunteers can use their own vehicles.

13. How has the project been developed out of the community's desire to improve the lives of local people? What evidence do you have that there is a need for this project? Please include sources of evidence, including any public/user/community consultation.

The Befriending Service initially was operated by the Forest Heath Volunteer Centre. Placements were done on an ad hoc basis as requested. We later secured a 3 year funding arrangement to employ a dedicated co-ordinator in order to better serve demand and to extend the project across St Edmundsbury. Please find attached a summary of recent befriending activity. I am also enclosing survey results for both Clients and Volunteers and two Case Studies.

**Age UK – Loneliness in Later Life reports**

- People with a high degree of loneliness are twice as likely to develop Alzheimer's as people with a low degree of loneliness
- Loneliness can be as harmful for our health as smoking 15 cigarettes a day
- Those with strong social connections have a 50% increased likelihood of survival after an average follow-up time of 7.5 years
- Nearly 200,000 older people do not receive the help they need to get out of their house or flat

We currently have 102 volunteers involved in providing our service.

14. How will the project help local people to support one another?

We have a team of volunteers who act as Befrienders, supporting the most vulnerable members of their community. Volunteers provide a link for someone who is ordinarily quite isolated from the outside world, our survey reports that 90% of clients felt the service was vitally important to them. The Volunteers also report positive outcomes, our survey reports 49% of volunteers gained a personal greater sense of wellbeing. Volunteer roles will be further developed to include administration, conducting introduction visits, accompanying risk assessments and promotional activities. All of which extends their skillsets and engagement.

Volunteers are well placed to identify any other needs, perhaps not coping so well with mealtimes – they are able to encourage the client to take steps to seek assistance, with TVN able to signpost to the relative support agency.

15. Are you working with any other organisations on this project? **Yes**

If yes, please state the names of these groups and the nature of the relationship.

We receive referrals from a wide range of organisations as attached. We have previously been funded by Age UK Suffolk and will continue to work alongside them. Our proposed Befriending Connect service will enable us to link our Clients to many community based organisations – Haverhill and Bury St Edmunds Day Centres, Fit as a Fiddle, Haverhill Lunch Club, U3A, Davis Club, Gatehouse, Glastonbury Court, Top Time and many others. We will look to work together with local housing partnerships, social services and other healthcare providers.

16. When will the project start? April 2016

17. When will the project finish? March 2019 or is the project ongoing?

If this is an ongoing project, how will it be funded and continue going when the funding ends?

It is vital that we ensure that the one to one Befriending Service is free to our Clients. Our clients would invariably find any cost to be barrier and somewhat undermines the principle of volunteers offering their friendship.

We would looking for clients to privately fund any social activities they choose to engage with, such as Day Centres.

As such there are no revenue streams to be generated from this type of project, we would therefore look to further grant funding.

18. Which years funding are you applying for? April 2016 to March 2019

19. How many people do you expect to benefit directly from the project on either a weekly, monthly or annual basis?

Please see attached figures

20. What results (including targets/numbers) do you expect to see as a result of the funding and how do these relate to the Community Chest funding criteria?

- **A thriving voluntary sector and active communities who take the initiative to help the most vulnerable.** We will increase our number of volunteers by 20% per annum. Befriending Connect will put in place new social activities Yr1-25, Yr2-40, Yr3-55. These will engage with over 10 voluntary organisations in Yr1, to be increased thereafter.
- **People playing a greater role in determining the future of their communities.** We will increase our number of volunteers by 20% per annum. We will further increase the volunteer roles available extending skillsets, a further 4 roles. We will carry out a training analysis, identify appropriate training courses.
- **Improved wellbeing, physical and mental health.** We anticipate an increase in the number of Clients. As per anticipated growth table attached. We will carry out annual surveys, specifically identifying and monitoring the positive effect of the service.

21. What is the total cost of the project?

£61796

Please provide a full breakdown of the total cost of this project, including VAT if applicable along with any in-kind contributions such as volunteer hours.

Item or activity	Cost (£)
Please see attached Budget	
<b>Total cost of items listed above:</b>	



22. How much funding are you applying to us for?

£30898 – over 3 years

23. What funds have you raised so far for this project?

Source	Amount (£)
None	
<b>Total fundraising:</b>	

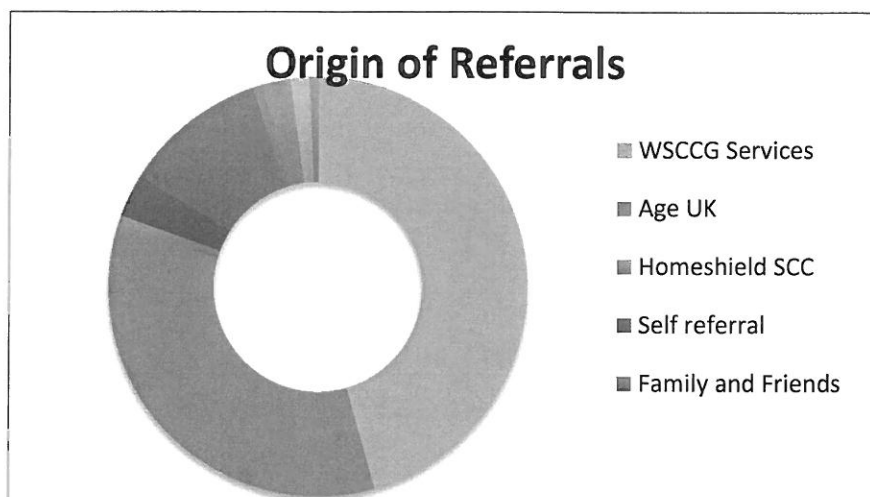
24. What other funders have you applied to for further funding for the project?

Funder	Amount (£)	Timescale for decision
Community Chest Forest Heath – 50% of 3 year total costs  We could operate each part of the service individually. However Economies of scale would be enhanced by linking the two funding streams. We would also make better use of staff and volunteer expertise	30898	December 2015
<b>Total:</b>	30898	

25. What other grants and contracts has your organisation received over the past year from either Forest Heath District Council or St Edmundsbury Borough Council?

Funder	Amount (£)	Reason for funding
St Edmundsbury District Council		Community Transport
<b>Total:</b>		





Method of Referral	Number of Clients
West Suffolk CCG Service Partners	124
Age UK Suffolk	92
Family and Friends	30
Self Referrals	9
Forest Heath District Council	4
Newmarket Day Centre	2
St Nicholas Hospice	2
Homeshield	3
Welcome Home Service	2
Others	4
<b>Total</b>	<b>272</b>

#### Breakdown of West Suffolk CC Service Partners

Referral Partner	Number of Clients
Social Services	41
ACS	27
GP	25
Community Mental Health	21
District Nurses	5
Bury South IDT	3
NSFT	2
<b>Total</b>	<b>124</b>

## Befriending Budget - St Edmundsbury

Expenditure	16-17	17-18	18-19	Notes
Salaries Co-ordinator 20 hours per week @ £9.50 yr1	4940	4940	5039	2% inc on yr 3
Management Time	550	550	561	2% inc on yr 3
NI	230	230	235	2% inc on yr 3
Training Costs	250	250	250	
Vol Exps Befriending Service	650	750	900	
Vol Exps Befriending Connect	350	450	550	
Staff Exps – Risk Assessments etc	550	650	750	
Safeguarding	270	300	350	
Rent	650	650	650	
Telephone/Mobile	240	240	240	
IT Costs	450	450	450	
Stationery	150	163	175	
Insurance	210	210	210	
Printing – Induction Packs, Marketing	300	325	350	
Postage	70	80	90	
<b>TOTALS</b>	<b>9860</b>	<b>10238</b>	<b>10800</b>	

We anticipate further involving volunteers with development support, including administration, assisting with introduction visits and general promotion of the service. Extending our volunteers skill sets and encouraging greater engagement.

We are hoping to secure a 3 year funding arrangement in order sustain and develop this service.

# Community Chest Application Summary 2016/2017

Local Authority	St Edmundsbury Borough Council
Organisation	<b>The Voluntary Network – Community Car Service</b>
Amount Requested	Yr1 - £5,310 / Yr2 - £4,434 / Yr3 - £4,304 <i>£14,048 over three years</i>
Total Project Cost	£61,796
Match Funding	In-kind contributions including management and overheads
Partnerships	Age UK Suffolk, GPs, Day Centres, Housing Associations
West Suffolk Bid?	Yes

## Key Points

- Recruit 10 volunteer drivers throughout St Edmundsbury
- Train volunteers with Minibus Driver Awareness Scheme (MiDAS), Safeguarding and regular licence / vehicle checks
- The service would be used to assist people to attend medical appointments, hospitals, health centres as well as visiting relatives and friends in nursing homes for people who find it difficult to access public transport.
- Independent active living promotes a healthier lifestyle, social interaction promotes a greater sense of wellbeing reducing the onset of mental health issues.
- The project aims to work with a range of partners including Age UK Suffolk, GP Surgeries, Day Centres, Housing Associations, Health Initiatives and social groups.
- Any journey that is more appropriate for a Dial a Ride type service will be referred accordingly ensuring that passengers are provided with a full range of travel options / support.

**St Edmundsbury Borough Council  
 Community Chest Grant Application Form  
 Part A**

Community Chest funding supports voluntary and community groups who make a contribution to improving the quality of life for people in West Suffolk. The information you provide will help us consider your application. If you have any questions, please give us a call on 01638 719763. Before completing this form, we ask you to please read the guidelines, which are available on:

<http://www.westsuffolk.gov.uk/community/community-grants.cfm>

Please return your completed, signed form and supplementary documents to:

[richard.baldwin@westsuffolk.gov.uk](mailto:richard.baldwin@westsuffolk.gov.uk)

1. Name of your organisation(s):

2. Organisation address details

Address Ln1	The Old Courts		
Address Ln2	147 All Saints Road		
Address Ln3			
City/Town	Newmarket	Postcode	CB8 8HH
Main phone	01638 608022	E-mail	caroline@thevoluntarynetwork.org
Website	www.thevoluntarynetwork.org		

Main Contact Person		Second Contact Person	
Title	Mrs	Title	Mrs
Forename	Caroline	Forename	Warwick
Surname	Robinson	Surname	Hirst
Role	Manager	Role	Chairmam
Daytime Tel No.	01638 608022	Daytime Tel No.	██████████
Mobile No.	██████████	Mobile No.	
Email	As above	Email	██████████
Address Details (if different from Org address)		Address Details (if different from Org address)	
Ln1		Ln1	
Ln2		Ln2	
Town		Town	
Post Code		Post Code	

## About your organisation

3. What local authority area(s) does your organisation work in?

Forest Heath and St Edmundsbury
---------------------------------

\*Community Chest funding is offered by both Forest Heath and St Edmundsbury councils. As the decision making process is different any projects applying for funding across West Suffolk, must apply separately.

4. What is the status of your organisation?

Registered charity	<input checked="" type="checkbox"/>	Charity number:1082478
Applying for charitable status	<input type="checkbox"/>	
Company limited by guarantee	<input checked="" type="checkbox"/>	Company number: 3954998
Community Interest Company	<input type="checkbox"/>	
Part of a larger regional or national charity (Please state which one)	<input type="checkbox"/>	
Constituted Community Group	<input type="checkbox"/>	
Social Enterprise	<input type="checkbox"/>	
Other (Please specify)	<input type="checkbox"/>	

5. How many people are involved in your organisation?

Management committee	4	Service users	2000
Full Time staff / workers	2	Volunteers and helpers (non-management)	200
Part Time staff / workers	24		

6. What is the purpose of your organisation? Please briefly describe why your organisation was set up, its aims and objectives and who primarily benefits from your organisation.

The Voluntary Network operates Community Transport and a Befriending Service. We provide support across Forest Heath and St Edmundsbury, with offices in both Newmarket and Haverhill.

All our services are aimed at supporting the most vulnerable members of our community. Predominantly older people, helping them to maintain their highly valued independent living. Our services promote interaction, be it socially attending day centres, social clubs or being visited by a Befriender. We also promote preventative measures, Community Transport assists people to attend medical appointments, independent active living promotes healthier lifestyle, social interaction promotes a greater sense of wellbeing reducing the onset of mental health issues.

7. What was your organisation's total income for last financial year?
8. What was your organisation's total expenditure for last financial year?
9. Does your organisation have more than six months running costs? Yes / **No**
10. What are your organisation's current unrestricted reserves or savings?
11. West Suffolk prioritises building resilient families and communities that are healthy and active. Please indicate which of the following areas your project contributes towards:

x	A thriving voluntary sector and active communities who take the initiative to help the most vulnerable.
x	People playing a greater role in determining the future of their communities.
x	Improved wellbeing, physical and mental health.
	Accessible countryside and green spaces.

**About your project – why are you applying for this funding?**

12. What do you want the funding for? Please be specific. Please note that 'project' is meant to describe the project for which you are seeking funding, and not your organisation.

Bury St Eds – Community Car Service

We currently operate a Community Car Service across the Forest Heath, Haverhill and neighbouring East Cambs area. We carried out over 5000 passenger journeys. There is however no Community Car Service in the Bury St Edmunds area. We are often asked to assist by Bury St Eds area residents but simply do not currently have a volunteer base in that area and as such the expenses incurred mean our current service would be costly.

We would like to establish a service, based from our Haverhill office. We would firstly look to recruit and train volunteer drivers, at least ten would be needed to start the scheme. We would then be able to market the service in the Bury St Edmunds area. Whilst there are often good transport links to West Suffolk Hospital itself from some villages not all residents can readily access public transport. Many need to travel to other destinations, alternative health centres such as Papworth or visiting relatives in nursing homes.



13. How has the project been developed out of the community's desire to improve the lives of local people? What evidence do you have that there is a need for this project? Please include sources of evidence, including any public/user/community consultation.

Our existing Community Transport services are well established, carrying out over 5000 passenger journeys. As the existing experienced operator of a Community Car Service we know the value of the service. A survey of existing passengers is currently underway. When asked what difference the service makes results to date are as follows – nb. Some passengers selected more than one option

- Maintain independence 39%
- Reduce isolation 19%
- Participate in community 19%
- Access to services 24%
- Medical Appointments 44%

Last week alone we had 5 requests from the Bury area, all of whom had been refused hospital transport and were not able to do that particular journey on the Bury Dial a Ride. None of them felt able to use public transport. As such they are faced with high taxi costs which they invariably cannot afford, leading to missed appointments and distress.

14. How will the project help local people to support one another?

We will develop a team of volunteer drivers from the Bury St Edmunds area. Drivers will receive MiDAS training, Safeguarding and regular licence/vehicle checks.

The scheme will be promoted with all relevant local organisations and health centres, providing an immediate solution. Passengers will be enabled to participate in their local community, to access local support services, to remain healthy and avoid preventable crisis points.

Support services will be better placed to assist by removing the transport barrier for those who would otherwise be isolated.

**15. Are you working with any other organisations on this project? Yes**

If yes, please state the names of these groups and the nature of the relationship.

We will develop links with local organisations in the Bury St Edmunds area. Whilst this is a relatively new area for us to provide a Community Transport service we do in fact already operate a Befriending Service in and around Bury St Edmunds.

As such we have strong links with Age Uk Suffolk and relationships with local GPs surgeries have already been established. We will look to further cement our connections with other local groups such as Day Centres, Housing Associations, Health initiatives and social groups.

We would look to refer any journey that is more appropriate for a Dial a Ride type service to the current provider, ensuring that passengers are provided with a full range of travel options/support.

16. When will the project start? April 2016

17. When will the project finish? March 2019 or is the project ongoing?

If this is an ongoing project, how will it be funded and continue going when the funding ends?

We will need to continue to seek grant funding towards this type of service. However there is a small admin charge as part of the customer charge. As patronage builds we can draw upon a more significant Admin budget to put towards our costs.

As an existing provider we can utilise our existing staff expertise and Midas trainer. We can utilise our existing database thus only incurring costs for the extra administration, training, safeguarding and marketing.

We would need to secure extra hours however in order for a member of staff to establish and then maintain such a service.

18. Which years funding are you applying for? April 2016 to March 2019

19. How many people do you expect to benefit directly from the project on either a weekly, monthly or annual basis?

Please see attached figures

20. What results (including targets/numbers) do you expect to see as a result of the funding and how do these relate to the Community Chest funding criteria?

- A thriving voluntary sector and active communities who take the initiative to help the most vulnerable. We will continue to monitor all passenger journey information, continuing to increase the passenger journeys carried out. We will develop a contact list and relationships with all relevant organisations. We will continually review and refresh this information.
- People playing a greater role in determining the future of their communities. We will aim to recruit and train 10 new volunteer drivers in year one, with a further 5 volunteers each year thereafter.
- Improved wellbeing, physical and mental health. By establishing this service we will enable passengers to readily attend health services, the predominant need of Community Car Service users. By doing so they will be able to access preventative services. We will monitor all journey purpose information.

21. What is the total cost of the project?

Please provide a full breakdown of the total cost of this project, including VAT if applicable along with any in-kind contributions such as volunteer hours.

Item or activity	Cost (£)
As per attached budget	
<b>Total cost of items listed above:</b>	

22. How much funding are you applying to us for?

23. What funds have you raised so far for this project?

<b>Source</b>	<b>Amount (£)</b>
Overheads and database costs are supported by existing services. In particular the Database which is costly for a small service but essential for one which is so administratively heavy.	
<b>Total fundraising:</b>	

24. What other funders have you applied to for further funding for the project?

<b>Funder</b>	<b>Amount (£)</b>	<b>Timescale for decision</b>
As per budget		
<b>Total:</b>		

25. What other grants and contracts has your organisation received over the past year from either Forest Heath District Council or St Edmundsbury Borough Council?

<b>Funder</b>	<b>Amount (£)</b>	<b>Reason for funding</b>
Forest Heath District Council		Community Transport
<b>Total:</b>		

## Budget Bury St Edmunds Community Car Service

### Community Car Service Bury St Edmunds

Expenditure	16-17	17-18	18-19	Notes
Salaries 5 hours a week @ £8.50	2210	2254	2254	2% inc on yr 2
NI	350	360	360	
Training Costs	800	400	400	
Safeguarding	100	100	100	
Telephone/Mobile	400	450	500	
IT Costs	250	250	250	
Stationery	600	620	640	
Insurance	300	300	300	
Marketing	800	500	500	
<b>TOTALS</b>	<b>5810</b>	<b>5234</b>	<b>5304</b>	
Admin Income	500	800	1000	
Total Cost	5310	4434	4304	

## Community Car Service

### Survey Results: October 2015

Q1). Please state the town/village/parish that you represent

Newmarket	8
Cheveley	1
Exning	3
Fordham	1
Hundon	3
Gazeley	2
Cowlinge	1
Brandon	7
Mildenhall	4
Balsham	1
Haverhill	24
Helions Bumpstead	1
Horseheath	1
Lakenheath	1
Swaffham Bulbeck	1
Sturmer	1
West Wickham	1
Clare	1

Total number of Replies: 67 to date

Q2). Please indicate your Age Group?

Under 16	
16-25	
25-64	7
65 years and over	61

#### Standard of our Service

Q3). How do you rate the Community Car Service?

xcellent	56
Good	10
Adequate	
Needs Improvement	
Poor	1

Q4). How would you rate the helpfulness of our Volunteer Drivers

Excellent	57
Good	9
Adequate	
Needs Improvement	
Poor	1

Q5). Would you recommend the service to others

Yes	67
No	

### Impact of Service

Q6). What difference does the service make to you?

Maintain Independence	26
Reduce Isolation	13
Participate in your Community	13
Access to local services	16
Attend Medical Appointments	44

Q7). If the Community Car Service was not available how would it affect your life

Very Much	38
Make things a little more difficult	22
Hardly at all	1

Q8). Please make any additional comments

--Allows contact outside the home

--No other means of transport x 3

--Allows participation in community events

--Allows me to live independently

--This service make such a difference to my life x 2

--Would like to be able to use the Dial a Ride service to go to West Suffolk Hospital

--I enjoy my journey chatting to the driver

--This service helps a lot of people, I am very grateful



# Community Chest Application Summary 2016/2017

Local Authority	St Edmundsbury Borough Council
Organisation	<b>Bury St Edmunds Volunteer Centre</b>
Amount Requested	£6,586
Total Project Cost	£6,586
Match Funding	None
Partnerships	Norfolk and Suffolk Foundation Trust as well as a good working relationship with a wide range of local charities
West Suffolk Bid?	Yes

## Key Points

- Bury St Edmunds Volunteer Centre undertake charitable activities in Bury and the surrounding area which includes: community transport and programmes to support people with mental ill health, learning disabilities and family carers.
- The BSTVC are seeking funding to deliver a project focusing on adults experiencing mental health issues. Cognitive behaviour therapy programmes as well as support groups would be made available for people living in St Edmundsbury.
- Previous work has been funded by an Awards for All grant which has now ceased and since then there has been no support of this kind in St Edmundsbury.
- Many requests from the Norfolk and Suffolk foundation Trust are received who wish to refer people onto a programme to aid their recovery and support them through difficult times.
- BSEVC is a member of Suffolk Voluntary and Statutory Partnership for Mental Health (VASP) and the Chief Officer is the chairman so has great links across this area of work.

**St Edmundsbury Borough Council  
Community Chest Grant Application Form  
Part A**



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<http://www.westsuffolk.gov.uk/community/community-grants.cfm>

Please return your completed, signed form and supplementary documents to:  
[richard.baldwin@westsuffolk.gov.uk](mailto:richard.baldwin@westsuffolk.gov.uk)

1. Name of your organisation(s):

2. Organisation address details

Address Ln1	Southgate Suite,		
Address Ln2	Ask House		
Address Ln3	2 Northgate Avenue		
City/Town	Bury St Edmunds	Postcode	IP32 6BB
Main phone	01284 766126	E-mail	<a href="mailto:chiefofficer@bsevc.co.uk">chiefofficer@bsevc.co.uk</a>
Website	www.bsevc.co.uk		

Main Contact Person		Second Contact Person	
Title	Mrs	Title	Mrs
Forename	Hazel	Forename	Sue
Surname	Pidsley	Surname	Jay MBE
Role	Chief Officer	Role	Vice chairman
Daytime Tel No.	01284 766126	Daytime Tel No.	██████████
Mobile No.	██████████	Mobile No.	
Email	chiefofficer@bsevc.co.uk	Email	██████████
Address Details (if different from Org address)		Address Details (if different from Org address)	
Ln1		Ln1	
Ln2		Ln2	
Town		Town	
Post Code		Post Code	

## About your organisation

3. What local authority area(s) does your organisation work in?

St Edmundsbury, Forest Heath, Mid Suffolk, Babergh, Ipswich, Suffolk Coastal, Waveney

\*Community Chest funding is offered by both Forest Heath and St Edmundsbury councils. As the decision making process is different any projects applying for funding across West Suffolk, must apply separately.

4. What is the status of your organisation?

Registered charity	x	Charity number: 1004198
Applying for charitable status		
Company limited by guarantee	x	Company number: 2636217
Community Interest Company		
Part of a larger regional or national charity (Please state which one)		
Constituted Community Group		
Social Enterprise		
Other (Please specify)		

5. How many people are involved in your organisation?

Management committee	5	Service users	850
Full Time staff / workers	1	Volunteers and helpers (non-management)	50
Part Time staff / workers	2		

6. What is the purpose of your organisation? Please briefly describe why your organisation was set up, its aims and objectives and who primarily benefits from your organisation.

To undertake charitable activities in Bury St Edmunds and surrounding area including:  
 Community transport including transport for frail, elderly and rurally isolated people. We have nearly 900 people who are registered to use the transport services  
 Community car service available seven days a week, provides transport for people which includes a sit and wait service.  
 Accessible minibuses for hire by voluntary and community groups.  
 We offer a programme of excursions for the year to places of interest, thus ensuring people can enjoy activities and keep living independently.  
 Programmes to support people with mental ill health, Learning disabilities and family carers across the county  
 Recruitment and support of volunteers

7. What was your organisation's total income for last financial year?
8. What was your organisation's total expenditure for last financial year?
9. Does your organisation have more than six months running costs? Yes / No
10. What are your organisation's current unrestricted reserves or savings?
11. West Suffolk prioritises building resilient families and communities that are healthy and active. Please indicate which of the following areas your project contributes towards:

	A thriving voluntary sector and active communities who take the initiative to help the most vulnerable.
	People playing a greater role in determining the future of their communities.
x	Improved wellbeing, physical and mental health.
	Accessible countryside and green spaces.

**About your project – why are you applying for this funding?**

12. What do you want the funding for? Please be specific. Please note that 'project' is meant to describe the project for which you are seeking funding, and not your organisation.

The project focuses on adults experiencing a mental health issues. We would deliver 2 x 6 week cognitive behaviour therapy programmes and 2 support groups offering ongoing support in to people living in St Edmundsbury. We have found the support group to be invaluable to those who are waiting for the 6 week programme or who have been on the programme and looking for some support to continue with their ongoing recovery. However, we have also found the support group to be very valuable to those who need some support whilst they are experiencing stress and anxiety dealing with everyday pressures. The support groups would meet monthly.

To ensure people do not become dependent on the group and therefore do not move on, we have devised a programme of solution focussed therapy which enables clients to identify their current situation, where they want to get to and how they can best be supported to make positive changes in their lives.

This will be a 3 month or 6 month programme devised for each client depending on their presenting need. Clients will be supported and encouraged to make small step changes in their thinking and behaviours which in turn will bring about changes in their feelings and emotions and how they deal with everyday

issues and relationships.

13. How has the project been developed out of the community's desire to improve the lives of local people? What evidence do you have that there is a need for this project? Please include sources of evidence, including any public/user/community consultation.

National statistics show that one in four people have a mental health issue, and in reality this could actually not include people who have short crises in their lives that lead to a temporary mental health illness. We have run support groups and programmes across the county and what we offer is unique. We have run support groups in Bury St Edmunds and Haverhill, and two programmes in the past funded for one year by Awards for All and these were well received by people attending. Since the funding ended in 2014 there had been no support of this kind in St Edmundsbury.

We receive many requests from the NSFT staff who have people who could be referred onto the programme to aid a person's recovery and support them through difficult times.

From delivering 'What About me' to groups in the past, the feedback we have received includes the following:

- I thought everyone else had the problem
- When starting the group, I thought I would be wasting my time; I have learned so much about myself I now know I had buried in my 'bag'
- If it hadn't been for the group I would never have believed my anger was my own, I always thought it was others winding me up
- I no longer have to carry my guilt
- 'This programme has been fabulously beneficial. I had no idea that life could improve. Thank you both'
- 'I feel that I have really benefited from being part of a small group to discuss problems and resolutions with. The whole atmosphere has been calm and friendly'
- 'as a result of attending the programme I feel calm'
- 'have learned a lot through this course and was pleased at being with other people who are like minded. Thank you very much!'
- 'I seem to be able to deal with my situation better'
- 'I have been given a lot of ideas by the facilitators and people attending the course that will help me. It's good to know you are not alone. The way it was presented was

excellent and I feel I have changed in several ways at the way I approach each day'

- I found it very interesting to learn about new ways to deal with things'
- 'Very good- "could do with more". Programmes like this are needed all over the place. This type of course does not happen or run by anyone else – it is unique.'
- 'I learnt a lot about how to cope.

14. How will the project help local people to support one another?

Feedback we have received from people attending similar groups, is that feeling of not being alone and that many people in our society have mental health issues at some point in their lives. People attending the programmes and support groups establish close bonds with one another and offer support to one another through friendship, experiences and offering empathy and understanding and solutions to each other. The group dynamic is a very important aspect of the delivery and through the groups there is support by the facilitators to encourage peer support to enable participants to move forward from their situation.

15. Are you working with any other organisations on this project? Yes  
If yes, please state the names of these groups and the nature of the relationship.

NSFT Integrated delivery teams will identify people who are need this type of support and refer them to us.

BSEVC has a long established relationship with many organisations, including Suffolk Family Carers, Age UK Suffolk, Crossroads Caring for Carers, Disability Resource Centre, Avenues East, The Befriending Scheme, Suffolk Wellbeing Service. BSEVC would work through these organisations by publicising our activities and working with them to identify new beneficiaries who may want to access the programmes or the support groups.

BSEVC is a member of Suffolk Voluntary and Statutory Partnership for Mental Health (VASP) and the Chief Officer is the chairman. This network is made up of over eighty organisations across the county, the Chief Officer also chairs the West Suffolk Locality Voluntary and Statutory Partnership for Mental Health. The project will be promoted through these networks in order to assure maximum reach.

In addition BSEVC is part of West Suffolk Partnership and through twice yearly events the project will be promoted to over 100 organisations working in West Suffolk.

16. When will the project start?

May 2016

17. When will the project finish?  or is the project ongoing?

If this is an ongoing project, how will it be funded and continue going when the funding ends?

18. Which years funding are you applying for?

19. How many people do you expect to benefit directly from the project on either a weekly, monthly or annual basis?

20. What results (including targets/numbers) do you expect to see as a result of the funding and how do these relate to the Community Chest funding criteria?

2 x 6 week programmes delivered to 16 people

2 x monthly support groups held in locations in Forest Heath supporting up to 30 people over the year.

40 people having received support for their mental health needs

75% of attendees feeling more positive about themselves

50% of attendees taking up other opportunities including volunteering

100% of attendees given up to date information to support them in making decisions about their future health and wellbeing

21. What is the total cost of the project?

Please provide a full breakdown of the total cost of this project, including VAT if applicable along with any in-kind contributions such as volunteer hours.

<b>Item or activity</b>	<b>Cost (£)</b>
Venue costs for programmes and support groups 36 x 2hrs @£15ph	1080
Facilitators costs Programmes 12 x2 hrs @ £30ph	720
Facilitators costs Support Groups 24x2hrs @ £22ph	1056
Mileage costs 36 sessions x 2 people x 50 miles @0.45	1620
Stationery (resources for programmes, letters/postage etc)	300
Publicity and marketing	300
Administration 50 hours @£10ph	500
Refreshments	150
Management costs inc Overheads	860
<b>Total cost of items listed above:</b>	<b>6586</b>

22. How much funding are you applying to us for?

£ 6586
--------

23. What funds have you raised so far for this project?

<b>Source</b>	<b>Amount (£)</b>
None	
<b>Total fundraising:</b>	



24. What other funders have you applied to for further funding for the project?

<b>Funder</b>	<b>Amount (£)</b>	<b>Timescale for decision</b>
None		
<b>Total:</b>		

25. What other grants and contracts has your organisation received over the past year from either Forest Heath District Council or St Edmundsbury Borough Council?

<b>Funder</b>		<b>Reason for funding</b>
None		
<b>Total:</b>		

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# Community Chest Application Summary 2016/2017

Local Authority	St Edmundsbury Borough Council
Organisation	<b>Fresh Start – New Beginnings</b>
Amount Requested	£10,200
Total Project Cost	£10,200
Match Funding	None
Partnerships	Many statutory partners, the Police, CPS, GPs along with charities such as the Sexual Abuse Referral Centre.
West Suffolk Bid?	Yes

## Key Points

- Fresh Start: New Beginnings are a registered charity who deliver a family focussed therapeutic treatment service for children who have disclosed sexual abuse.
- Referrals are received from professionals following disclosure and the family is then contacted. Following a full assessment a bespoke treatment plan is prepared by a specialist worker who will then work on a one to one basis with the child.
- There are concerns that families in the St Edmundsbury area are not accessing the services available to them.
- Funding is being sought to raise the profile of the service across St Edmundsbury and then put in place the necessary resources to deal with an increase in referrals as a result of increased awareness.

**St Edmundsbury Borough Council  
 Community Chest Grant Application Form  
 Part A**

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<http://www.westsuffolk.gov.uk/community/community-grants.cfm>

Please return your completed, signed form and supplementary documents to:

[richard.baldwin@westsuffolk.gov.uk](mailto:richard.baldwin@westsuffolk.gov.uk)

1. Name of your organisation(s):

2. Organisation address details

Address Ln1	333 Felixstowe Road		
Address Ln2			
Address Ln3			
City/Town	Ipswich	Postcode	IP3 9BU
Main phone	01473 353355	E-mail	diana@fsnb.org.uk
Website	www.f.s.-newbeginnings.org.uk.		

Main Contact Person		Second Contact Person	
Title	Mrs	Title	Mrs
Forename	Diana	Forename	Sue
Surname	Porter	Surname	Wright
Role	CEO	Role	Volunteer Fundraiser
Daytime Tel No.	01473 353355	Daytime Tel No.	██████████
Mobile No.		Mobile No.	██████████
Email	diana@fsnb.org.uk	Email	sue.wright@fsnb.org.uk
Address Details (if different from Org address)		Address Details (if different from Org address)	
Ln1		Ln1	
Ln2		Ln2	
Town		Town	
Post Code		Post Code	

## About your organisation

3. What local authority area(s) does your organisation work in?

St Edmundsbury Borough Council and all Suffolk
--

\*Community Chest funding is offered by both St Edmundsbury and St Edmundsbury councils. As the decision making process is different any projects applying for funding across West Suffolk, must apply separately.

4. What is the status of your organisation?

Registered charity	x	Charity number:1149347
Applying for charitable status		
Company limited by guarantee		Company number:
Community Interest Company		8128922
Part of a larger regional or national charity (Please state which one)		
Constituted Community Group		
Social Enterprise		
Other (Please specify)		

5. How many people are involved in your organisation?

Management committee	7	Service users (2014)	200
Full Time staff / workers	0	Volunteers and helpers (non-management)	17
Part Time staff / workers	14		

6. What is the purpose of your organisation? Please briefly describe why your organisation was set up, its aims and objectives and who primarily benefits from your organisation.

<p>This unique charity was established in 2012, formerly being a project of a national charity. The vision of the CEO, who has 20 years plus experience in this field, was to deliver a family focussed therapeutic treatment service for children who disclosed sexual abuse. The purpose is the provision of therapeutic interventions for children and young people up to 18 years at referral. Acts as a resource for children suffering from sexual behaviour problems arising from their life experiences, provides a service to secondary victims, ie. siblings, and to include children who have a parent who is imprisoned for sexually abusing other children. Provides advice, information to parents and carers to assist their understanding of the reasons for their child's feelings and behaviours and enables them to make appropriate responses. Referrals are received from professionals, following disclosure, and the family is contacted. Following a full assessment of the child's psychological needs, a bespoke treatment plan is prepared by a specialist worker who will work on a 1:1 basis with the child. Reviews and evaluations are made regularly using the skills, experience and knowledge of the specialist worker and the input of the</p>
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senior psychologist and management team. Supervision is taken regularly. The needs of the other members of the family are taken into account, with family work part of the therapeutic intervention for parents, siblings etc., Group sessions may be considered for the child/children where appropriate. Whilst the successful outcome of legal action against those who perpetrate is important, the therapeutic process for the victim/s is vital so they can move on from the point of crisis, and it is this movement that this charity puts in place. The aim is to enable families to be able to develop coping strategies, skills and abilities to heal so that the child will become a well-balanced adult who can contribute to society. If the issues are not dealt with, before adulthood the child could become dysfunctional, remain in turmoil, self-harm, have mental health problems, suicidal wishes and not be emotionally stable. The effects of this will also impact upon the economy of the country.

Following consultation with the Police and CPS new support pre-court work has been developed and a service is now available to children who are awaiting court as a witness; that wait can be up to 2 years and the child and family need appropriate support during that time. Care is taken not to alter the child's cognitive recollection of events however, so the work is delicate and sensitively managed.

The primary benefactors are the children aged 0-18 with secondary beneficiaries being family, to include grandparents, friends, teachers etc., in Suffolk, Norfolk and north Essex.

7. What was your organisation's total income for last financial year?
8. What was your organisation's total expenditure for last financial year?
9. Does your organisation have more than six months running costs? No
10. What are your organisation's current unrestricted reserves or savings?
11. West Suffolk prioritises building resilient families and communities that are healthy and active. Please indicate which of the following areas your project contributes towards:

x	A thriving voluntary sector and active communities who take the initiative to help the most vulnerable.
	People playing a greater role in determining the future of their communities.
x	Improved wellbeing, physical and mental health.
	Accessible countryside and green spaces.

## About your project – why are you applying for this funding?

12. What do you want the funding for? Please be specific. Please note that 'project' is meant to describe the project for which you are seeking funding, and not your organisation.

Funding is needed two-fold for work in the St Edmundsbury area of the West of the County.

It is realised that families in the St Edmundsbury area are not accessing the services available to them. Statistics evidence that families are not coming forward, even though a child in the family may be a victim of sexual abuse. This project is focussed on the unmet needs in St Edmundsbury and intends to address this situation thus:-

Marketing costs are sought so that FSNB can use its intellectual abilities to target the remote geographical areas of St Edmundsbury to both inform and educate professionals as well as potential service users on the service's availability in the area on an outreach basis. The marketing strategy would include CEO talks to interested audiences, appropriate distribution of the new leaflets and flyers to schools, GP surgeries, libraries, community spaces, and other appropriate settings, articles in local newspapers, radio broadcasts, meetings with individual groups etc., Any means at the disposal of the charity will be used. With funding in place the campaign will be strong yet sensitive to the nature of the subject.

Once the effectiveness of the marketing campaign is seen, funding is then needed to support the families which will inevitably come forward seeking help. Funding is needed to support the costs of the part time specialist therapists, which includes salary costs, supervision costs, report writing time, travel time to the rural areas of the county to deliver sessions local to where people live and are happy to meet, evaluation time with senior psychologist, and an element is sought for travel costs for the child and family to be able to meet the costs of getting to and from the venue. It is important, as an equal opportunity provider to ensure the victims can access the service; many are without their own transport or it would be inappropriate to use the 'family car' etc.,

In addition venue costs are sought for St Edmundsbury area outreach therapy settings.

During 2014, 200 Suffolk children reported being sexually abused with children from the West included in this number. During the period September 2014 to March 2015, 90 children and their families were referred into the service with 20.4% of those families coming from the West. 611 therapeutic sessions were delivered, with 58.9% of the referrals coming from Children's and Young People's Services, 16.6% from the Police, 10% from Health, and 14.4% from other agencies.

13. How has the project been developed out of the community's desire to improve the lives of local people? What evidence do you have that there is a need for this project? Please include sources of evidence, including any public/user/community consultation.

The services of this charity are requested by Suffolk Crime Commissioner and Norfolk Police, as well as Health and Social Services. GP's, hospitals and other agencies request the service almost on a daily basis. Families request this service provision, through their referral routes.

Works closely with the SUFFOLK and NORFOLK SARC's (Sexual Abuse Referral Centre) in Ipswich as a lead organisation. This charity is the agency to which children are referred.

In February 2015, the charity took part in a survey from the NHS England Health Needs Assessment on Children under 13years who have been sexually assaulted. They identified that there is not service for children pre court in Norfolk or Suffolk in fact in the Eastern Counties. The people interviewing us, having looked at the service we provide, asked us to consider providing the service. The police in both counties have been particularly vocal in asking us to provide a service as they are working with the children and families and witnessing them falling apart as they wait for court in some cases they are coming to us saying the child will no longer make a witness due to their extremely low emotional state and they fear the child is likely to try and kill themselves so they need us to help immediately. The government has taken away the court service from victim support so as yet there is not even any one to show the child around court.

In a recent report, John Brown of the NSPCC told the BBC News "there is not enough support for children who have been sexually abused. There is a shortfall of 50,000 places for children who need treatment. The numbers recorded of sexual offences against children in England and Wales has risen by a third", he said.

The project has been developed out of the evidenced need of the community, both at a professional level, to include statutory providers and user/beneficiary levels.



14. How will the project help local people to support one another?

The project is designed and delivered to families so that they can support one another both during the therapeutic healing process and on-going into the future. They will have learned new skills of communication, and, have come to understand what has happened to them, as a family. The family will have experienced a traumatic life changing scenario and will emerge stronger and more resilient, and able to recognise other abusive situations, and know how to manage those scenarios.

The wider family will be able to support one another, including teachers, social workers, GP's, and other significant persons in the lives of the child/children. The charity also works with the Courts, Social Services, Health Authorities, and other agencies; all working in partnership to support one another's missions.

15. Are you working with any other organisations on this project? **Yes**

If yes, please state the names of these groups and the nature of the relationship.

The partnerships worked with include many organisations, ~~to include~~ the Police in both Suffolk and Norfolk, SARCS, The Criminal Justice Systems, GP's, Survivors in Transition, a charity for adult survivors of abuse, Health Services, Police & Crime Commissioners in Suffolk and Norfolk, and Clinical Commissioning Groups in Suffolk. The charity also works with the University of Suffolk on research projects. Other partnerships have been established with local companies to include a transport company who promote the work on their vehicles sides, to other small businesses who offer in-kind support or have "dress down days" to raise funds. These are all considered professional partnerships.

16. When will the project start?

17. When will the project finish?  or is the project ongoing?  
**On-going.**

If this is an on-going project, how will it be funded and continue going when the funding ends?

It is hoped that funding will continue to be raised during the term of the grant spend so that work can continue in St Edmundsbury. Funding will be deployed to St Edmundsbury if the need in that area is seen to be the greatest, but strenuous efforts are and will be made to ensure funding is in place on an on-going basis to meet future needs. Funding is taken very seriously and an on-going programme of funding applications is managed by the CEO and fundraising officer in line with the charity's fundraising policy and strategy.

18. Which years funding are you applying for? **One initially**

19. How many people do you expect to benefit directly from the project on either a weekly, monthly or annual basis?

St Edmundsbury– initially 5 directly

20. What results (including targets/numbers) do you expect to see as a result of the funding and how do these relate to the Community Chest funding criteria?

The results we expect to see is that 5 children are freed from the traumatic situations they will have experienced as a result of being sexually abused. In addition, there will be at least 35 secondary beneficiaries who will have had an intervention, being family members, to include siblings, cousins etc.,

**A thriving voluntary sector and active communities who take the initiative to help the most vulnerable.**

Through this work, the agencies and voluntary sector members in the St Edmundsbury District Council area will have been educated about the service and will have been involved in moving people towards the service that they need. This will build strong links with this charity and the agencies in St Edmundsbury and provide the necessary and much needed links into the area that this charity is trying to establish.

**Improved wellbeing, physical and mental health**

Without doubt a child who has been sexually abused will be demonstrating the effects of that and how that manifests itself can be seen through behavioural problems or psychological issues that have either worsened or are new. The child can suffer from nightmares, flashbacks, suicidal wishes and desires, unwanted intrusive and frightening thoughts, self-harming, disruptive behaviour, at school and in other settings, anxiety, depression, self-blame, becoming a drug user, entering into prostitution, becoming an abuser themselves. The family collectively may suffer from stress related illnesses, and be unable to function adequately, relying on health services or other provisions. Through the therapeutic interventions delivered by this charity, these debilitating issues and conditions will be relieved and in many cases eradicated for good, allowing the child to regain their childhood years and move into adulthood free of the demons that may have plagued them. Evidence from a recent girl's group in Ipswich where 10 girls undertook a 10 week course, showed that of the symptoms listed above, the girls all demonstrated at least one if not multiple symptoms and at the end of the course, all girls were free of the issues, except for the "intrusive debilitating thoughts with regards to sex" which was reduced from 89% to 33% by the end of the course, such is the impact of this work.

Evaluation data produced on the charity's bespoke computerised evaluation system supplied this data.

21. What is the total cost of the project? £10,200.00

Please provide a full breakdown of the total cost of this project, including VAT if applicable along with any in-kind contributions such as volunteer hours.

<b>Item or activity</b>	<b>Cost (£)</b>
<p><b>Marketing costs</b> To include time for CEO talks, including travel to rural areas to village halls etc., materials to include leaflets and flyers, handouts, arranging and undertaking meetings, promotion to agencies, GP's (possibly talks to groups of GP's in St Edmundsbury)</p>	£2,000.00
<p><b>Therapeutic intervention costs:-</b> Assessment: making contact with family, arranging dates, liaising with relevant professionals, travel time to child's home, undertaking assessment and HCAM evaluation, manager reading and authorising plan at £260 per child x 5 children.</p>	£1300.00
<p>Therapeutic plan read backs with worker who wrote Assessment and Treatment Plan, trauma checklist completed with worker for child, to include TCL booklet, TCL scoring and analysis and supervision on treatment plan. £145 x 5 children.</p>	£725.00
<p>Individual work with children at £100 per session to include:- Sending out appointments, arranging venue, transport where needed arranged, equipment, to include new workbooks. Each session is 2.5 hours to include 1 hour 1:1 time, evaluation of session, write up by specialist worker, day to day management of case, phone and text contact if appropriate x 5 children x 10 sessions each child on average.</p>	£5,000.00
<p>Supervision – supervisor time at £50 per hour and specialist worker at the rate of £40 per hour = £90 per hour x 2 sessions per child x 5 children.</p>	£900.00
<p>Venue costs: £175.00 - hire of rooms in community spaces like libraries, community buildings etc.,</p>	£175.00
<p>Core costs of organisation, to include overheads, including utilities, admin time, management time of CEO, materials, postage, workbooks, telephone calls, meetings at 10%.</p>	£1000.00
<b>Total cost of items listed above:</b>	<b>£10,200.00</b>

22. How much funding are you applying to us for?

£10,200.00
------------

23. What funds have you raised so far for this project?

£0

Source	Amount (£)
<b>Total fundraising:</b>	
	0

24. What other funders have you applied to for further funding for the project?

Funder	Amount (£)	Timescale for decision
No funding is currently being sought for St Edmundsbury specific project. Funding is raised on the basis of the number of children and a typical treatment plan.		
<b>Total:</b>		
	0	

25. What other grants and contracts has your organisation received over the past year from either St Edmundsbury District Council or St Edmundsbury Borough Council?

Funder	Amount (£)	Reason for funding
NONE		
<b>Total:</b>		
	0	



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# Community Chest Application Summary 2016/2017

Local Authority	St Edmundsbury Borough Council
Organisation	<b>Mentis Tree</b>
Amount Requested	£9,000
Total Project Cost	£16,200
Match Funding	7,200
Partnerships	Suffolk Wellbeing Service, local GPs, CAB
West Suffolk Bid?	No

## Key Points

- Mentis Tree are a Community Interest Company who offer low cost psychological therapies to improve mental health and wellbeing.
- Funding is being sought to allow clients that are in hardship within St Edmundsbury to access free longer term therapy which is not available on the NHS.
- The services would be delivered by Acord Counselling which is provided by volunteer counsellors working towards accreditation.
- The project aims to improve the mental wellbeing of the client receiving therapy. This in turn has a positive impact on their close relationships, friends and work colleagues.
- The service has an open door referral process that can be accessed by people without a professional referral although referrals are received from a number of statutory and voluntary organisations.

**St Edmundsbury Borough Council  
Community Chest Grant Application Form  
Part A**



Community Chest funding supports voluntary and community groups who make a contribution to improving the quality of life for people in West Suffolk. The information you provide will help us consider your application. If you have any questions, please give us a call on 01638 719763. Before completing this form, we ask you to please read the guidelines, which are available on:

<http://www.westsuffolk.gov.uk/community/community-grants.cfm>

Please return your completed, signed form and supplementary documents to:

[richard.baldwin@westsuffolk.gov.uk](mailto:richard.baldwin@westsuffolk.gov.uk)

1. Name of your organisation(s):

2. Organisation address details

Address Ln1	Ask House Cornhill Suite		
Address Ln2	2 Northgate Ave		
Address Ln3			
City/Town	Bury St Edmunds	Postcode	IP32 6BB
Main phone	01284 750096	E-mail	info@mtcic.org.uk
Website	<a href="http://www.mtcic.org.uk">http://www.mtcic.org.uk</a>		

Main Contact Person		Second Contact Person	
Title	Mrs	Title	Mrs
Forename	Jane	Forename	Sue
Surname	Walden	Surname	Jay MBE
Role	Director	Role	Managing Director
Daytime Tel No.	██████████	Daytime Tel No.	██████████
Mobile No.		Mobile No.	██████████
Email	Jane.walden@mtcic.org.uk	Email	Sue.jay@mtcic.org.uk
Address Details (if different from Org address)		Address Details (if different from Org address)	
Ln1		Ln1	
Ln2		Ln2	
Town		Town	
Post Code		Post Code	



## About your organisation

3. What local authority area(s) does your organisation work in?

St Edmundsbury

\*Community Chest funding is offered by both Forest Heath and St Edmundsbury councils. As the decision making process is different any projects applying for funding across West Suffolk, must apply separately.

4. What is the status of your organisation?

Registered charity		Charity number:
Applying for charitable status		
Company limited by guarantee		Company number:7601041
Community Interest Company	✓	
Part of a larger regional or national charity (Please state which one)		
Constituted Community Group		
Social Enterprise		
Other (Please specify)		

5. How many people are involved in your organisation?

Management committee	4	Service users	152
Full Time staff / workers	2	Volunteers and helpers (non-management)	16
Part Time staff / workers	5		

6. What is the purpose of your organisation? Please briefly describe why your organisation was set up, its aims and objectives and who primarily benefits from your organisation.

MTCIC interest is in mental health and wellbeing.

The company's activities provide benefit to people within East Anglia needing low cost psychological therapies to improve their mental well-being. The company also provides opportunities for therapists to achieve professional accreditation. This is done via our low cost counselling service Acorn.

To meet these aims we generate funds by offering a wide range of services to the private, public, and voluntary sector and commercial mental health consultancy.

7. What was your organisation's total income for last financial year?
8. What was your organisation's total expenditure for last financial year?
9. Does your organisation have more than six months running costs? Yes / **No**
10. What are your organisation's current unrestricted reserves or savings?
11. West Suffolk prioritises building resilient families and communities that are healthy and active. Please indicate which of the following areas your project contributes towards:

	A thriving voluntary sector and active communities who take the initiative to help the most vulnerable.
	People playing a greater role in determining the future of their communities.
√	Improved wellbeing, physical and mental health.
	Accessible countryside and green spaces.

**About your project – why are you applying for this funding?**

12. What do you want the funding for? Please be specific. Please note that 'project' is meant to describe the project for which you are seeking funding, and not your organisation.

**We are asking for funding to allow clients that are in hardship within St Edmundsbury to access free longer term therapy which is not available on the NHS. This would be delivered by our Acorn Counselling Service. A service provided by volunteer counsellors working towards accreditation. The current cost to provide this service is £18+ Vat per session. The grant would allow 500 sessions to be given to clients. This would allow around 35 people to access the service that would not have been able to due to being in hardship.**

13. How has the project been developed out of the community's desire to improve the lives of local people? What evidence do you have that there is a need for this project? Please include sources of evidence, including any public/user/community consultation.

Since the set-up of Acorn Counselling Service in 2012 we have in the past had to turn away people who have not been able to fund the low cost of £18+VAT per session for therapy. MTCIC has supported these clients, when possible, from our own funds and by applying for grants.

With the financial position of many families not improving and the change in NHS provision over the years to short term solution focused counselling only being offered in primary care, the need for longer term counselling has increased. Longer term therapy is needed to address more complex needs such as clients that have experienced abuse, difficult relationship issues, trauma or bereavement. Nationally there has been an increase in clients coming forward to address abuse issues. These are the clients that this funding will support.

14. How will the project help local people to support one another?

This project will improve the mental wellbeing of the client receiving the therapy. This in turn will have a positive impact on their close relationships, friends and work colleagues.

The client will have a better understanding of how therapy can help them and how they can get positive support from their family and friends.

15. Are you working with any other organisations on this project? Yes

If yes, please state the names of these groups and the nature of the relationship.

We have a relationship with many organisations that come in contact with people who could benefit from our service. These organisations support people by referring them to us directly. The service does have an open door referral process that can be accessed by people without a professional referral.

We receive referrals from Suffolk Wellbeing Service, local GPs, CAB, Survivors in Transition for sexual abuse and other third sector organisations.

16. When will the project start?

17. When will the project finish?  or is the project ongoing?

If this is an ongoing project, how will it be funded and continue going when the funding ends?

As this is an ongoing project we will continue to apply to grant making organisations for ongoing funding.

As this funding is linked to a client and a time limited piece of work, the project can be stopped at any time when funding comes to an end by not offering a course of free therapy.

The project can then be restarted again when funds become available either from our own reinvestment into our social aim, Acorn Counselling Service, or when other pots of money have been identified and become available.

18. Which years funding are you applying for? April 2016-2017

19. How many people do you expect to benefit directly from the project on either a weekly, monthly or annual basis?

35 people annually

20. What results (including targets/numbers) do you expect to see as a result of the funding and how do these relate to the Community Chest funding criteria?

100% increased well-being and a reduction of mental distress

60% Improvement of interpersonal relationships

50% reduction in anxiety

50% reduction in depression

21. What is the total cost of the project?

Please provide a full breakdown of the total cost of this project, including VAT if applicable along with any in-kind contributions such as volunteer hours.

<b>Item or activity</b>	<b>Cost (£)</b>
Room Rental @ £7 per hour	6300
Volunteer expenses travel @35p	2700
Supervision	2400
Administration nominal charge to cover admin and management	4800
This project also will have 900 volunteer hours with an in-kind value of £9,000	
<b>Total cost of items listed above:</b>	16200

22. How much funding are you applying to us for?

23. What funds have you raised so far for this project?

<b>Source</b>	<b>Amount (£)</b>
From the Big Lottery £6,500 and Safer Suffolk Fund £15800 for 2015/ to March 2016 and £2500 from the Big Lottery for April 2016	£2,500
225 sessions from Clients that can fund the £18 per session	£4,050
Contribution from MTCIC funds	£650
<b>Total fundraising:</b>	£7200

24. What other funders have you applied to for further funding for the project?

<b>Funder</b>	<b>Amount (£)</b>	<b>Timescale for decision</b>
<b>Total:</b>		

25. What other grants and contracts has your organisation received over the past year from either Forest Heath District Council or St Edmundsbury Borough Council?

<b>Funder</b>	<b>Amount (£)</b>	<b>Reason for funding</b>
None		
<b>Total:</b>		

# Community Chest Application Summary 2016/2017

Local Authority	St Edmundsbury Borough Council
Organisation	<b>Relate Norfolk and Suffolk</b>
Amount Requested	<i>Yr1 - £5,000 / Yr2 £5,000 / Yr3 £5,000 £15,000 over three years</i>
Total Project Cost	£12,600
Match Funding	£7,100
Partnerships	Suffolk Wellbeing Service, Norfolk and Suffolk Foundation Trust
West Suffolk Bid?	Yes

## Key Points

- Relate Norfolk and Suffolk aim to support people to build better couple relationships by helping relationships withstand the pressures which could otherwise lead to breakdown as well as working to limit the damage, which commonly accompanies failing relationships, separations and divorce.
- Relate are seeking funding to subsidise the cost of counselling for residents of St Edmundsbury that cannot afford a fee, allowing them to provide equal access to all regardless of ability to pay. The Community Chest grant will enable Relate to support the most vulnerable couples and families in the area.
- The way relate works encourages the support between family members and helps families recognise points of potential conflict and how to handle these in a positive way and teaches how to avoid conflict. This work can support couples in their home and work life as well as supporting their children at home and school.

**St Edmundsbury Borough Council  
Community Chest Grant Application Form  
Part A**



Community Chest funding supports voluntary and community groups who make a contribution to improving the quality of life for people in West Suffolk. The information you provide will help us consider your application. If you have any questions, please give us a call on 01638 719763. Before completing this form, we ask you to please read the guidelines, which are available on:

<http://www.westsuffolk.gov.uk/community/community-grants.cfm>

Please return your completed, signed form and supplementary documents to:

[richard.baldwin@westsuffolk.gov.uk](mailto:richard.baldwin@westsuffolk.gov.uk)

1. Name of your organisation(s):

Relate Norfolk & Suffolk

2. Organisation address details

Address Ln1	53 Corbet Avenue		
Address Ln2	Norwich		
Address Ln3	Norfolk		
City/Town	Norwich	Postcode	NR7 8HS
Main phone	01603 484306	E-mail	<a href="mailto:info@relatenorfolksuffolk.co.uk">info@relatenorfolksuffolk.co.uk</a>
Website	<a href="http://www.relate.org.uk/norfolk-suffolk">http://www.relate.org.uk/norfolk-suffolk</a>		

Main Contact Person		Second Contact Person	
Title	Mr	Title	Ms
Forename	Mark	Forename	Liz
Surname	Bishop	Surname	Farrow
Role	Projects Officer	Role	General Manager
Daytime Tel No.	██████████	Daytime Tel No.	██████████
Mobile No.	██████████	Mobile No.	██████████
Email	<a href="mailto:mbishop@relatenorfolksuffolk.co.uk">mbishop@relatenorfolksuffolk.co.uk</a>	Email	<a href="mailto:lfarrow@relatenorfolksuffolk.co.uk">lfarrow@relatenorfolksuffolk.co.uk</a>
Address Details (if different from Org address)		Address Details (if different from Org address)	
Ln1		Ln1	
Ln2		Ln2	
Town		Town	
Post Code		Post Code	



## About your organisation

3. What local authority area(s) does your organisation work in?

Our Counsellors (and training workshops) are based in St Edmundsbury (in Bury St Edmunds, Short Brackland) but we also work across all of Suffolk (& Norfolk)

\*Community Chest funding is offered by both Forest Heath and St Edmundsbury councils. As the decision making process is different any projects applying for funding across West Suffolk, must apply separately.

4. What is the status of your organisation?

Registered charity	X	Charity number: 1068906
Applying for charitable status		
Company limited by guarantee	X	Company number: 3490477
Community Interest Company		
Part of a larger regional or national charity (Please state which one)		No, we are a separate charity but part of the Relate Federation
Constituted Community Group		
Social Enterprise	X	
Other (Please specify)		

5. How many people are involved in your organisation?

Management committee (volunteers)	7	Service users (2014/2015)	3010
Full Time staff / workers	1	Volunteers and helpers (non-management)	
		• Counsellors (part paid)	4
		• Administrative volunteer	1
		• Charity Shop Managers P/T (paid)	10
		• Charity shop volunteers	20
Part Time staff / workers	3		

6. What is the purpose of your organisation? Please briefly describe why your organisation was set up, its aims and objectives and who primarily benefits from your organisation.

Relate Norfolk & Suffolk's Vision is a future in which healthy relationships are actively promoted as the basis of a thriving society.

Relate Norfolk & Suffolk's Mission is to:

- Enhance the quality of couple, parental and family relationships

- Support people to build better couple relationships by helping relationships withstand the pressures which could otherwise lead to a breakdown
- Work to limit the damage, which commonly accompanies failing relationships, separation and divorce and increasing the prospect of subsequent relationships succeeding

Relate aims to deliver its services with cultural sensitivity and without discrimination and believes that:

- an individual's well-being and emotional and mental health benefit from a committed relationship
- children thrive in families where relationships are positive and free from destructive conflict
- people gain from an understanding of their sexuality expressing clear commitments is a helpful contribution to a healthy and secure couple relationship

### **Quality standards and frameworks**

Relate services operate using the Practical Quality Assurance System for Small Organisations (PQASSO) framework and external professional benchmarks including the ethical frameworks of the British Association of Counselling and Psychotherapy (BACP), the College of Sexual and Relationship Therapists (COSRT) and the Association for Family Therapy and Systemic Practice (AFT).

### **Quality assurance**

Relate has a clear track record of community work, having 75 years experience of delivering high quality therapeutic interventions in this locality. Interventions are based upon integrated training of three core modules: psychodynamic ideas, systemic ideas and understanding human sexuality. This provides Relate counsellors with a variety of therapeutic interventions and a unique understanding of individuals, couple and family relationships. All assessments and interventions are delivered in the context of the dynamics of their client relationship.

Relate provides high quality professional interventions within quality assurance structures to ensure that delivery is in line with policies and best practice guidance.

Every counsellor meets minimum standards required to remain on the Relate Register of Practitioners. All Relate counsellors are provided with casework supervision of a minimum of 18 hours a year in addition to their line management. Each supervisor consults regularly with a senior practice consultant. Relate also operate a practice helpline to ensure that every counsellor can access clinical advice on the issues they face. All Relate counsellors are professionally trained to meet the high standards of the Relate Directory of Practitioners.

7. What was your organisation's total income for last financial year?
8. What was your organisation's total expenditure for last financial year?
9. Does your organisation have more than six months running costs? No
10. What are your organisation's current unrestricted reserves or savings?

11. West Suffolk prioritises building resilient families and communities that are healthy and active. Please indicate which of the following areas your project contributes towards:

X	A thriving voluntary sector and active communities who take the initiative to help the most vulnerable.
	People playing a greater role in determining the future of their communities.
X	Improved wellbeing, physical and mental health.
	Accessible countryside and green spaces.

**About your project – why are you applying for this funding?**

12. What do you want the funding for? Please be specific. Please note that 'project' is meant to describe the project for which you are seeking funding, and not your organisation.

We are seeking funding to support our bursary in St Edmundsbury

The uptake for the services of our counsellors in both Norfolk & Suffolk increased by 10% this year.

The economic situation still continues to be a concern with lower income families having increasingly smaller amounts of disposable income. This highlights the necessity for the maintenance of our bursary fund, which supports clients unable to pay the full fee.

We are looking for funding to subsidise the cost of our counselling for residents of St Edmundsbury that cannot afford the fee, allowing us to provide equal access to all regardless of ability to pay. We believe that our services should be available to everyone irrespective of their ability to pay and we need this community chest grant to enable us to support the most vulnerable couples and families in the area.

We track fee subsidies by postcode so we know precisely what we have spent in each area. Based on the subsidy provided for St Edmundsbury residents in last year, we would expect to offer counselling to 450 adults/young people per year of which we estimate at least 75-85 would need to pay a reduced fee. Any dependent children (minimum of 50-60) will also benefit from the service: –

Research is increasingly showing a strong link between the quality of the relationship between parents and the quality of their parenting. The quality of the parent's relationship has an important impact on children's emotional, social and academic development as such children who experience sustained inter-parental conflict are at greater risk of anxiety and depression, increased aggression, hostility and antisocial behaviour, as well as lower academic performance (independent of their socio-economic status)

Our services are open to all, we see couples, individuals, young people as well as children under 10 in our family counselling setting. We are open to people of all faiths, ethnicity and sexual orientations. We seek help with subsidising our costs to allow us to offer our services to all people regardless of their ability to pay. A large part of our counsellors training is to help them to work with all different types of people, to consider cultural differences, learning disability, physical disability and mental ill-health and the different effects these have on relationships. We access interpreters when we need to if language is a barrier.

The Children's Society highlighted in its 2012 report "Good Childhood" that to have a happy childhood it was essential to have a good quality of family relationships and stability and that children who have low levels of happiness are much less likely to enjoy being at home with their family, feel safe when with their friends and feel positive about their future. Children unhappy in this way are also more likely to experience longer-term confidence and health issues with knock-on implications for a wide range of public services.

13. How has the project been developed out of the community's desire to improve the lives of local people? What evidence do you have that there is a need for this project? Please include sources of evidence, including any public/user/community consultation.

Despite the fact that the general trend for relationship counselling is falling across the country, in Norfolk & Suffolk, Relate has seen an increased demand for our services over the last year. Overall, we provided a total of 9,744 counselling hours in 2014/2015 (8,850 last year) and 3,010 people registered for Relate counselling services during the year (2,854 last year).

The increased demand for our services shows that there is a need for this project. We also provide all people that receive help with our fees an exit questionnaire. At each Trustee meeting we review the exit questionnaires and the changes to our service that clients suggest and agree any changes we need to make.

Relate nationally measures the outcomes of our services and we participated in Relate's 'Action Research' on how we have developed our initial meeting to ensure the service is tailored to the needs of the clients. St Edmundsbury clients were interviewed as part of this consultation.

Our counsellors offer a one-to-one counselling session with each of the couple, which helps us to identify issues within the relationship more quickly (including issues such as domestic violence and alcohol abuse). This enables us to provide a more efficient service to the clients and in many cases has lessened the number of counselling sessions couples require.

In fact, "action research" is the main style of working that we do we do with each counselling session being designed around the needs of the client and being tailored to their needs, with the client themselves setting the agenda. The role of the counsellor (and their Relate Supervisor), in addition to the

therapeutic work is in monitoring progress against the client's original goals, which we ask them to state at the first session. So, whilst our services are not open to 'public consultation' each of our clients is consulted on a regular basis as part of our service to them and our ongoing provision is shaped by this method.

The new measuring outcomes work we do asks clients about the extent to which the counselling met their needs and in future, we will be better able to monitor this data and use it to improve our service to clients.

We ask our clients for feedback, including asking how we might improve our services in the future and all feedback we receive goes to the Trustee meetings for their consideration.

We work in partnership with the Norfolk Wellbeing Service on their initiative to increase access to psychological therapies (IAPT), which requires clients to complete a form at the end of counselling for clients to comment about the services we provide and how successful the counselling was.

The Way We Are Now: The State of the UK's Relationships 2015 survey of the nation's Relationships, which Relate jointly commissioned with Relationships Scotland and Marriage Care, offers a rich and varied insight into the home lives, working lives and sex lives of people across the UK. The survey is one of the largest of its kind, representing the views of over 6,000 people and over 450 relationship support practitioners.

The survey offers a unique perspective on how we conduct our relationships, what makes us happy and unhappy and what the key strains on our relationships are. It also demonstrates the clear links between relationships and areas traditionally considered to fall within the remit of public policy.

Relate Nationally has created an infographic to show the key findings from our "The Way We Are Now: The state of the UK's relationships 2015 report",

<http://www.relate.org.uk/policy-campaigns/our-campaigns/way-we-are-now-2015/uks-relationships-2015-pictures>

Last year, an independent evaluation of relationship support services demonstrated clear financial and emotional benefits to individuals and society as a whole. Specifically, the Department for Education-commissioned report found that Relate's couple counselling services deliver £11.40 of benefit for every £1 spent. This is calculated by looking at what costs are saved by reducing the likelihood of relationship breakdown. Many of the savings made benefit the public purse because of the additional costs in housing, welfare benefits, schooling and employment services.

Relate's approach is designed around acting early with parents and families to positively influence longer-term life outcomes, as stated in your own strategy "there is a growing awareness of the importance of acting early – both in preventing problems, but also in determining life outcomes. It is often issues such as loneliness, work related mental health that can spiral out of control, causing crises at a later stage. Likewise investing in good relationships between parents and children and effective parenting techniques play a role in

determining social skills, educational and health outcomes and more that have a lifelong benefit. This understanding is growing and is starting to work its way into policy.”

#### 14. How will the project help local people to support one another?

Relate’s work is primarily preventative in that couples and families often come to us for help when they are still together and there is hope for reconciliation and in many cases, Relate can help clients to work together to resolve the issues to the benefit of the family and the wider community. In situations where the relationship has the potential to become harmful (such as in abusive relationships), we can support the victim to end the relationship safely thereby reducing the risk of the need for costly ‘emergency’ interventions at a later date.

Relate’s approach is to empower individuals to reduce the dependency culture and a creating a society better skilled in managing healthy relationships. We know from the work we have done with the Suffolk Wellbeing Service that our work leads to a stronger economy and fewer health inequalities.

As you will know, just like the NHS, Relate has tailored its services around the needs of the clients and promoted prevention over cure. Our locally-based counsellors work with families to teach them techniques which can be used in the future as self-help and solutions and ultimately our work reduces the necessity for further resources for both the individuals and society as whole. It has been proven that Relate’s work reduces the demand for other council and public services

The way Relate works encourages the support between family members and helps families recognise points of potential conflict and how to handle these in a positive way and teaches how to avoid conflict. We know that the work we do can support couples in their home and work life as well as supporting their children at home and school.

Relate Norfolk & Suffolk was created to ensure the sustainability of the previous separate Relates across Norfolk & Suffolk, but we have retained our ‘locality’ emphasis, working in each of our original locations, working with local counsellors and retaining our original local phone numbers. This sense of us belonging to and being part of the local community is very important to us and we believe it is to our clients too. We always ask for feedback and our clients love it that we have a place in Bury St Edmunds. Our local Trustees (who are volunteers) prioritise feedback from our clients as a way of involving them in shaping future services and projects.

There have been several studies which strongly support Relate approach to supporting local families and parenting in which the most important factor we consider is the improvement of our clients’ health and wellbeing.

And as you refer to in your own strategy (Young Foundation study, 2009) the better equipped parents feel able to engage with their children in an encouraging and supportive manner, the better they will be able to influence a child’s

conduct, educational achievement and health. We know that this will also yield long-term gains for the parents and their children in terms of employment, housing, income, relationship stability and a child's own parenting skills in the future.

Our website provides some examples of the kinds of cases Relate deals with and we think that this provides strong evidence of prevention / early intervention approaches being used, to build resilience and avoid the need for crisis interventions later on: <http://www.relate.org.uk/norfolk-suffolk>

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15. Are you working with any other organisations on this project? Yes

If yes, please state the names of these groups and the nature of the relationship.

On the surface of it we do not work directly with other partner organisations on this project specifically, however our counsellors are very proactive in working with other organisations in supporting our clients. We have really effective partnerships and active referral mechanisms in place with a range of organisations in Suffolk including:

- A very cost effective working relationship with our team of self-employed counsellors.
- Working in Partnership with the Suffolk Wellbeing Service has provided a source of income and referrals which has proved to be very effective to clients.
- The last year has seen a significant increase in our partnership working, having received over 80 active referrals from the Norfolk & Suffolk NHS Foundation Trust under the Wellbeing Service.

This partnership recognises the significant contribution relationship, youth and family counselling contributes to the health and well-being of families. All Relate counselling in West Suffolk is provided by Relate qualified and supervised counsellors. A lot of other organisations signpost people to us for help and rely on having our service available including West Suffolk's GPs, Health Visitors, School Family Workers, Children Centre Staff, Social Workers, CAB and the police all signpost people to our services. Where we have clients that are victims of domestic abuse then we work with the other local organisations such as the police DV unit and Leeway to provide the best possible help and advice.

We also work in partnership with other organisations for specific projects e.g. NSFT in Norfolk & Suffolk on the wellbeing services, Suffolk Young People's Health Project (4YP) for young peoples counselling in the Suffolk Wellbeing service, Families House (part of BREAK charity) and under contract with CAFCASS to support separated families going through the Court system.

16. When will the project start?

April 2016

Ongoing

17. When will the project finish? or is the project ongoing?

If this is an ongoing project, how will it be funded and continue going when the funding ends?

Ultimately, our Trustee Board would like us to move away from the necessity to receive grant funding and we are working towards having a contract-led budget. This is going to take time and although we have been successful in developing contracts with Suffolk County Council's Early Help teams to support families with young children and the wellbeing Services contracts, we still need to receive some grant funding to support clients who need our bursary fund.

We are also hoping that the economy will improve sufficiently that more clients will be able to make more of a contribution themselves and our counsellors do discuss this with each client.

To help further support the bursary, we set up a fourth charity shop last year, which is directly helping to subsidise the costs of client appointments. However, to maintain the service at its present level, the charity will require grant support from St Edmundsbury Council, which is so vital to us in helping local families.

18. Which years funding are you applying for? 2016/2017 + ongoing

19. How many people do you expect to benefit directly from the project on either a weekly, monthly or annual basis?

Between 75 and 85 in St Edmundsbury

20. What results (including targets/numbers) do you expect to see as a result of the funding and how do these relate to the Community Chest funding criteria?

We will be able to provide a monitoring report to inform the review of the project and identify any amendments that may be needed, to include:

- Client activity (Statistics on numbers of sessions attended) and we anticipate being able to support 75 clients directly plus their children (minimum of 65) indirectly each year with a reduced fee from the bursary. (Showing evidence of need backed up with community support for the project)
- Although relationship counselling is nothing new, our style of working is always evolving and we have recently amended our assessment criteria for all new clients to offer one-to-one sessions for every client to help reduce the risk of abuse and control. As the country's largest provider of relationship counselling, Relate prides itself on being innovative. Each contract is tailor-made and outcome focussed to measurable and to demonstrate that it has met the client's goals. (This shows you that the project is new in its approach and promotes innovation plus that the project



has strong element of capacity building for individuals)

- Client-reported improvement in wellbeing for at least 60% of the clients (based on results of the outcomes measurement tool (CORE10 / CORE YP) which measures the clients levels of stress / anxiety / depression at the start and end of counselling) (Showing that the project has a strong element of capacity building for individuals and the wider family)
- Client feedback / quotes (Questionnaire) (Showing capacity building and community support)
- Cost analysis (including client contributions)
- Critical incidents, safeguarding issues, complaints, compliments and feedback (Showing strong evidence of the project having clear outcomes that fit with West Suffolk's priorities for families and communities)
- Examples of partnership working with other voluntary sector organisations (showing that the project has tangible links with the local third sector as well as involving strong partnership working)

21. What is the total cost of the project?

Please provide a full breakdown of the total cost of this project, including VAT if applicable along with any in-kind contributions such as volunteer hours.

Item or activity	Cost (£)
Average cost of counselling for the 75 people needing help with the cost of relationship counselling	£12,600
<b>Total cost of items listed above:</b>	<b>£12,600</b>

22. How much funding are you applying to us for?

23. What funds have you raised so far for this project?

Source	Amount (£)
Client contribution towards that cost	£4,530
Counsellor subsidised contribution to cost	£1,260
Relate Norfolk & Suffolk shops contribution to cost	£1,310
<b>Total fundraising:</b>	<b>£7,100</b>

24. What other funders have you applied to for further funding for the project?

Funder	Amount (£)	Timescale for decision
We apply to other local authorities to cover other areas e.g. South Norfolk, King's Lynn & West Norfolk, Forest Heath		
<b>Total:</b>		

25. What other grants and contracts has your organisation received over the past year from either Forest Heath District Council or St Edmundsbury Borough Council?

Funder	Amount (£)	Reason for funding
St Edmundsbury	£5,000	Core funding grant for 4 years from April 2011.  We lease 9 Short Brackland, Bury St Edmunds from the Council and have done so since 1999
<b>Total:</b>	5,000	

# Community Chest Application Summary 2016/2017

Local Authority	St Edmundsbury Borough Council
Organisation	<b>Suffolk Rape Crisis</b>
Amount Requested	<i>Yr1 - £31,000 / Yr2 - £31,000 £62,000 over two years</i>
Total Project Cost	£71,360.79
Match Funding	In-kind overhead costs
Partnerships	West Suffolk Domestic Abuse Forum, Ferns Sexual assault Referral Centre, Suffolk Constabulary
West Suffolk Bid?	Yes

## Key Points

- Suffolk Rape Crisis is an independent charity member of Rape Crisis (England and Wales), the national umbrella organisation for a network of specialised support centres for women and girls across the country.
- Independent of government, the NHS, the Police and local authorities, their purpose is to respond to sexual violence against women and girls by offering them high-quality and specialised support after the trauma of any form of sexual violence or abuse, recent or historic.
- Suffolk Rape Crisis are seeking funds to continue and expand the provision of specialist counselling services for survivors of rape and sexual abuse in Bury St Edmundsbury and for the establishment of therapeutic group work serving the town and surrounding areas.
- They are the only organisation to provide expert, professional specialist sexual violence counselling in Suffolk, which is free at source to the service user.

**St Edmundsbury Borough Council  
Community Chest Grant Application Form  
Part A**



Community Chest funding supports voluntary and community groups who make a contribution to improving the quality of life for people in West Suffolk. The information you provide will help us consider your application. If you have any questions, please give us a call on 01638 719763. Before completing this form, we ask you to please read the guidelines, which are available on:

<http://www.westsuffolk.gov.uk/community/community-grants.cfm>

Please return your completed, signed form and supplementary documents to:  
[richard.baldwin@westsuffolk.gov.uk](mailto:richard.baldwin@westsuffolk.gov.uk)

1. Name of your organisation(s):

2. Organisation address details

Address Ln1	13-15 Tower Street		
Address Ln2			
Address Ln3			
City/Town	Ipswich	Postcode	IP1 3BE
Main phone	01473 231200	E-mail	admin@suffolkrapecrisis.org.uk
Website	<a href="http://www.suffolkrapecrisis.org.uk">www.suffolkrapecrisis.org.uk</a>		

Main Contact Person		Second Contact Person	
Title	Ms	Title	Ms
Forename	Polly	Forename	Selina
Surname	Kane	Surname	Wagstaff
Role	Project Coordinator	Role	Trustee
Daytime Tel No.	01473 231200	Daytime Tel No.	██████████
Mobile No.	██████████	Mobile No.	██████████
Email	<a href="mailto:projectcoordinator@suffolkrapecrisis.org.uk">projectcoordinator@suffolkrapecrisis.org.uk</a>	Email	██████████
Address Details (if different from Org address)		Address Details (if different from Org address)	
Ln1	As Organisation	Ln1	As Organisation
Ln2		Ln2	
Town		Town	
Post Code		Post Code	

## About your organisation

3. What local authority area(s) does your organisation work in?

We serve women and girls from across Suffolk – currently providing services in Ipswich, Lowestoft and Bury St Edmunds

\*Community Chest funding is offered by both Forest Heath and St Edmundsbury councils. As the decision making process is different any projects applying for funding across West Suffolk, must apply separately.

4. What is the status of your organisation?

Registered charity	✓	Charity number: 1137355
Applying for charitable status		
Company limited by guarantee		Company number:
Community Interest Company		
Part of a larger regional or national charity (Please state which one)		
Constituted Community Group		
Social Enterprise		
Other (Please specify)		

5. How many people are involved in your organisation?

Management committee	7	Service users	370
Full Time staff / workers	5	Volunteers and helpers (non-management)*	6
Part Time staff / workers	0	*existing- recruitment currently under way	

6. What is the purpose of your organisation? Please briefly describe why your organisation was set up, its aims and objectives and who primarily benefits from your organisation.

Established in 2010 to meet the pressing need within Suffolk due to the lack of any form of specialist provision for female survivors of rape or sexual abuse, Suffolk Rape Crisis is an independent charity member of Rape Crisis (England and Wales), the national umbrella organisation for a network of specialised support centres for women and girls across the country.

Independent of government, the NHS, the police and local authorities, our purpose is to respond to sexual violence against women and girls by offering them high-quality and specialised support after the trauma of any form of sexual violence or abuse, recent or historic, believing each woman and girl who comes to us and staying alongside them as they put their lives back together.

The charity's objects are:

- a) To relieve the sickness and distress of women and girls who have suffered any form of sexual violence
- b) To promote education and research in the subject of rape and its effects on the victim, whether physical, medical, psychological, or social and to train women as counsellors so as to be able to cope with the problems of rape victims by the provision of medical, legal, and emotional counselling

Our Aims:

Suffolk Rape Crisis (SRC) is a feminist organisation run by women for women, which aims to:

- Support women survivors of rape or sexual abuse to gain and maintain control over their lives
- Raise awareness about all forms of sexual abuse committed against women and girls, regardless of their background or circumstances
- Provide information, guidance, training, and expertise within the community
- Contribute to policy initiatives and strategies aimed at improving the service provision for women survivors
- Actively challenge the values, beliefs and behaviours which contribute to women's oppression
- Work in partnership with local service providers and communities to promote the values of SRC

The primary beneficiaries of our organisation are:

- Women and girls aged 14 and over who survivors of recent or historic rape, sexual violence and/or abuse

Secondary beneficiaries include:

- Volunteers
- Professionals, community groups and schools
- Statutory agencies including local authorities, health and criminal justice

7. What was your organisation's total income for last financial year?
8. What was your organisation's total expenditure for last financial year?
9. Does your organisation have more than six months running costs? No
10. What are your organisation's current unrestricted reserves or savings?
11. West Suffolk prioritises building resilient families and communities that are healthy and active. Please indicate which of the following areas your project contributes towards:

✓	A thriving voluntary sector and active communities who take the initiative to help the most vulnerable.
	People playing a greater role in determining the future of their communities.
✓	Improved wellbeing, physical and mental health.
	Accessible countryside and green spaces.

**About your project – why are you applying for this funding?**

12. What do you want the funding for? Please be specific. Please note that 'project' is meant to describe the project for which you are seeking funding, and not your organisation.

We are applying for funding to continue and expand the provision of specialist counselling services for survivors of rape and sexual abuse in Bury St Edmunds and for the establishment of therapeutic group work serving the town of Bury St Edmunds and surrounding areas.

We wish to request funding to enable us to deliver 15 sessions of counselling in Bury St Edmunds each week for two years, and to provide three eight week post-therapy group programmes in the town per year over two years.

Suffolk Rape Crisis has been providing specialist counselling to survivors since 2013. In response to a growing number of referrals for this service from the St Edmundsbury area, we opened our outreach provision there in early 2014. We are the only organisation to provide expert, professional specialist sexual violence counselling in Suffolk, which is free at source to the service user. We are also the only organisation to offer up to six month's counselling in response to national and international research findings and best practice guidance which state that a longer support intervention produces better and longer lasting outcomes to aid a survivor in her recovery. We are also the only organisation to provide Pre-

Trial Therapy, which enables women and girls to receive support while they are part of a case proceeding through the criminal justice system.

Our counselling service delivers face-to-face support to women/girls in regular, weekly, one hour sessions for up to 25 weeks, enabling survivors of sexual violence to fully explore and address the cause(s) of their often very destructive and damaging mental health problems. We help each service user to put in place coping mechanisms and approaches which build on their strengths and assets to prevent future crises and enable huge improvements in their wellbeing and functionality which extend beyond the individual to her wider family and community relationships.

In accordance with our service users' needs and wishes, we also wish to establish a post-therapy support group in Bury St Edmunds. We are currently piloting a group in Ipswich which is going very well. This group enables women and girls who have ended their engagement with the Counselling service to continue to receive professional and peer support on a regular basis to build supportive connections in their community and strengthen their resilience and healing.

We use only fully qualified (to at least Diploma level, preferably Degree), accredited, registered and insured paid sessional counsellors, with at least 400 hours post-qualifying experience in sexual violence or a related discipline (i.e. trauma or abuse). Our Counsellors have impressive relevant qualifications and experience including working at CARA (Centre for Action on Rape and Abuse), BSc (Hons) and Diplomas in Integrative Counselling and Person Centred Counselling, Psychology BSc and a wide range of professional training courses. All staff and volunteers also undergo OCN accredited specialist training as part of their induction and have full DBS checks, alongside regular clinical and line management supervision.

SRC are organisational members of BACP (British Association for Counselling & Psychotherapy), demonstrating that we adhere to the Ethical Framework for Good Practice in counselling and psychotherapy. In July this year we also achieved 100% verified compliance with the Rape Crisis National Standards, a set of 79 measures mapped against criteria including the Supporting People QAF, BACP, PQASSO, NASASV and CASA.



13. How has the project been developed out of the community's desire to improve the lives of local people? What evidence do you have that there is a need for this project? Please include sources of evidence, including any public/user/community consultation.

Due to the extremely confidential nature of our work, we cannot disclose any details of the individuals who we assist, and many of the women and girls coming to us have not told anyone, even their nearest and dearest, what has happened to them. We are often the first people they have disclosed rape or sexual abuse to, and the only source of help for them to regain control and become empowered within their own lives, more healthy, resilient and with improved relationships within their family and wider community.

Suffolk Rape Crisis has received support from the local community in both setting up and delivering services in St Edmundsbury. This has included support from the wider community through local grant-making bodies including the Police & Crime Commissioner and the Suffolk Community Foundation, and community fundraising efforts including recent events at the SO Bar and Oakes Barn which between them raised nearly £600 to support our work in Bury St Edmunds. We are also pro-active members of the West Suffolk Domestic Abuse Forum and are taking part in the Coercive Control Conference at The Apex in October 2015, by invitation.

Originally delivering two sessions per week in Bury St Edmunds, we now provide nine regular sessions each week. This significant expansion has, however, not been enough to keep up with the exponentially increasing demand for the service, with the waiting list to receive counselling in the Bury St Edmunds area currently standing at 14, equating to a 6-9 month wait for this vital enabling support at a crucial time when a survivor has made the hugely brave step of coming forward. This funding will enable us to address our ever-growing waiting list and also publicise the service more widely (for example putting our information in the women's toilets of pubs and clubs in the St Edmundsbury district), something we are not able to do at present because we do not have a capacity to respond to the increased demand this would stimulate.

The need for specialist, high quality therapeutic services for victims of sexual violence across Suffolk is pressing and growing rapidly. Between March 2014 and February 2015, there were 8,477 violent and/or sexual offences reported within Suffolk. In 2014, there were 869 serious sexual offences and 306 'other' sexual offences reported. During 2014/15, 46 rapes and 34 sexual assaults were reported in the St Edmundsbury district, a year-on-year increase of over 70% from 47 total reported offences in 2013/14. (source: UKCrimeStats.com/Suffolk Constabulary)

In January 2013, the Ministry of Justice (MoJ), Office for National Statistics (ONS) and Home Office released its first ever joint Official Statistics bulletin on sexual violence, entitled An Overview of Sexual Offending in England and Wales. It reported that 28% of women who are victims of the most serious sexual offences never tell anyone about it. Our experience within the Rape Crisis movement shows that only around 15% of women and girls who experience sexual violence report to the Police. That equates to 533 rapes and sexual assaults taking place in St Edmundsbury each year as an extrapolated estimate from the above reported offences figures.

There was a 61% rise in police recorded sexual offences in Suffolk between 2013/14 and 2014/15, the ninth biggest increase out of the 43 forces in England and Wales and following a mere 3% rise the previous year. (source: ONS)

The 'Understanding domestic abuse in Suffolk' report commissioned by the Suffolk PCC and published in 2015, found that sexual abuse was common and was disclosed by nearly half the participants. Almost a third of the participants had been raped. The report concluded that given the prevalence of sexual abuse in domestic violence/abuse cases, and the long-term consequences and impact this can have on survivors, the failure to provide an adequately funded and geographically distributed support infrastructure in Suffolk around this raises real causes for concern.

Many women and girls will sadly never tell anyone what has happened to them. But, for those who do receive counselling the outcomes are significant. Feedback received about our Counselling service has shown that:

- 96% stated the service met/exceeded their needs
- 100% stated their counsellor was knowledgeable, understanding and approachable and that their sessions were safe and confidential

The feelings/issues our service users stated as having experienced prior to counselling are:

- Low self esteem 84% of respondees
- Flashbacks 80%
- No self confidence / Depressed 68%
- Isolated 60%
- Unable to have good relationships 52%
- Never spoken about this before 44%
- Eating problems / Unable to work 36%
- Suicidal / Drinking too much 28%
- Other 4%

The feelings/changes in issues once they had finished counselling were:

- Able to make a decision about the future - 76% of respondees
- More in control 72%
- More able to cope 68%
- More self confident 60%
- A lot better 56%
- Like myself more 52%
- More informed 48%
- Able to work 32%
- Self harming/drinking less 16%

Additional feedback included:

"I am so grateful to have been able to access your service - it has been invaluable in my recovery."

"I got more out of the Rape Crisis Centre than I could ever have imagined, I am now so very much proud of myself and content with my life"

"The counselling service was a major help for me."

"I don't know what I would have done without your help"

Service User Focus Groups held in Ipswich and Bury St Edmunds in September 2015 also stated that post-therapy support and not having to wait to receive counselling were top priorities for them, having experienced the service first hand.

#### 14. How will the project help local people to support one another?

The development of regular, professionally facilitated therapeutic group work will enable survivors in the Bury St Edmunds area to come together to both receive support and support each other. This will, for some, be the first time they have disclosed that they are survivors to anyone in the community, and the group will operate under strict confidentiality to protect the safety and wellbeing on the participants.

Although the face-to-face Counselling service itself, by its very nature, is totally confidential, the positive effects of counselling on an individual are wide-reaching. Counselling can prevent or decrease mental health problems by addressing the cause(s) of emerging or longstanding problems, improve family and wider relationships and increase functionality (e.g. ability to work), therefore improving community resilience and cohesion. There is also the possibility of service users becoming volunteers either with us or other organisations – a high proportion of former service users attending our Focus Groups expressed a desire to 'give something back'.

15. Are you working with any other organisations on this project? Yes

If yes, please state the names of these groups and the nature of the relationship.

Although we will be the sole delivery organisation for this project, we work closely with a range of partners to identify and meet the needs of survivors in West Suffolk.

As mentioned above, we are members of the West Suffolk Domestic Abuse Forum, a multi-agency group which shares information and best practice, cross-refers and identifies emerging trends, enabling us to inform and influence key decision-makers in the area and wider afield.

We work closely with the Ferns, the Sexual Assault Referral Centre for Suffolk, from whom we receive the majority of our agency referrals for counselling support.

We also work with Suffolk Constabulary, specifically the specialist Gemini teams. We are currently working with them to develop a coordinated approach to notifying and information sharing for service users receiving Pre-Trial Therapy.

We are currently seeking funding from the Big Lottery to deliver a multi-agency training programme to enable professionals to work sensitively and effectively with survivors, in partnership with Suffolk Refugee Support, Survivors in Transition and Suffolk Mind. We have also started discussions around potential joint working with Fresh Start – New Beginnings.

As members of Rape Crisis England and Wales we receive and share information, good practice, expertise and opportunities on a regular basis, as well as receiving guidance and support around maintaining our services against the robust and comprehensive service and management quality criteria of the National Standards.

16. When will the project start?

1 April 2016

17. When will the project finish?  
or is the project ongoing?

31 March 2018 in the first instance

If this is an ongoing project, how will it be funded and continue going when the funding ends?

We anticipate that the project will be ongoing and a comprehensive Fundraising Strategy is included in our 2015-18 Business Plan, which is due to be finalised in Early October 2015. This strategy sets out our plans to secure both continuation

and expansion funding from both statutory sources and grant-giving trusts.

The expansion of our services in Bury St Edmunds will provide not only vital services directly to survivors of rape and sexual abuse, but also valuable evidence regarding the needs and benefits of the service to help secure future funding.

18. Which years funding are you applying for?

2016-17 and 2017-18

19. How many people do you expect to benefit directly from the project on either a weekly, monthly or annual basis?

Minimum 50 Annually

20. What results (including targets/numbers) do you expect to see as a result of the funding and how do these relate to the Community Chest funding criteria?

Please find below a summary of the anticipated outputs, outcomes and impact we would expect to see as a result of this funding over the one year grant period.

### **Outputs**

- Counselling sessions delivered directly in Bury St Edmunds – 720 (15 p.w. over 48 weeks to allow for holidays) per year – 1440 total
- Percentage of women/girls proceeding from Initial Assessment Meeting to receiving regular counselling – 85%
- Percentage of women/girls completing their counselling programme (25 sessions) – 90%
- Number of women/girls directly benefiting from counselling – 38 per year – 76 total
- Post-therapy Group Work undertaken – 3 x 8 week programmes involving at least 4 women per group – 12 per year - 24 total
- Number of Service User Focus groups held – 2 per year – 4 total (held jointly with Forest Heath)

### **Outcomes**

These outcomes are 100% service user led and reflect the feedback regarding personal 'distance travelled' and service quality provided at the end of their engagement with the counselling service. Percentages are based on feedback received to date.

- At least 75% of service users will state that they are more able to make decisions about the future following their counselling
- At least 70% of service users will state that they feel more in control following their counselling
- At least 65% of service users will state that they feel more able to cope following their counselling
- At least 55% of service users will state that they feel more confident following their counselling
- At least 50% of service users will state that they feel 'a lot better' following their counselling
- At least 50% of service users will state that they feel they are less isolated within their local community
- At least 45% of service users will state that they feel more informed following their counselling
- At least 30% of service users will state that they are able to work following their counselling
- At least 15% of service users will state that they are drinking and/or self harming less following their counselling
- At least 15% of service users will state that they have experienced another positive outcome following their counselling (e.g. improved self image and identity)
- At least 95% of service users will state that the counselling service met or exceeded their needs
- At least 95% of service users will state that they were able to talk freely about how they felt
- At least 95% of service users will state that they felt their counsellor was knowledgeable
- At least 95% of service users will state that their counselling sessions felt safe and confidential
- At least 95% of service users will state that they felt their counsellor was knowledgeable

Please note – we are currently undertaking a review of our service user

evaluation feedback methodology so the above outcome categories could change slightly. They will, however, become more robust, including a measure around the potential for service users to become volunteers in either our or other community-based services.

### **Impact**

As part of our service user evaluation review, and following on from feedback received in recent Service User Forums, we will be introducing a follow-up call (where safe and appropriate to do so) to all women and girls who have completed their counselling programme with us.

Although yet to be finalised, it is anticipated that this call will take place six months after their engagement has ended and will seek to measure the medium-term impact of the service on their wellbeing, functionality and family and community relationships. It is envisaged that the call will cover areas similar to those covered in the initial end-of-engagement feedback so that short and longer term impact can be compared. We expect to have this in place by early 2016.

If, as funders, you would like to see any additional outcomes measured that are relevant to the service we would be happy to consider and potentially include these as part of our outcomes measurement review.

### **Contribution to Strategic Objectives**

The project will directly contribute to the aims and objectives of West Suffolk's strategies in the following ways:

Families & Communities Strategy:

- By empowering individuals to gain and maintain control over their lives
- By reducing the dependency on crisis services (e.g. short term mental health interventions)
- By reducing health inequalities
- By providing a community-based solution within the locality
- By delivering a model of support that is based on exploring people's strengths and assets and building on these
- By preventing, or greatly lessening the negative impact of emerging and manifesting problems by addressing the cause, rather than the symptoms
- By reducing isolation and mental health problems
- By positively impacting on relationships with families, children and the wider community
- By reducing the impact of crime
- By promoting self-reliance and improving resilience
- By working in partnership with other community-based statutory and voluntary organisations to provide a holistic approach
- By directly providing support around specific life events

Strategic Plan Priorities:

- By contributing towards providing a thriving voluntary sector and active communities who take the initiative to help the most vulnerable
- By directly improving wellbeing, physical and mental health

Equality Scheme:

- By contributing to West Suffolk's duty and commitment to eliminate unlawful discrimination, harassment and victimisation, advancement of equality of opportunity and the fostering of good relationships under the Equality Act 2010
- Supporting impact screening and assessment
- Involving and consulting with underrepresented groups (e.g. women, LGBT people)

21. What is the total cost of the project? £ 71.360.79

Please provide a full breakdown of the total cost of this project, including VAT if applicable along with any in-kind contributions such as volunteer hours

Item or activity	Cost (£)
<b>Counselling Sessions – direct costs</b> (all below costs are per session x 1440 for the two year grant period):	
Sessional Counsellor Fees - £25.00	£36,000.00
Clinical Supervision - £3.00	£4,320.00
Service User Accessibility Fund (transport & parking) - £1.00	£1,440.00
Counsellor expenses - £1.25	£1,800.00
Outreach Venue Hire - £5.00 (current cost of BSE venue p.h.)	£7,200.00
Counsellor fees for attending Team Meetings - £1.50	£2,160.00
Training - £0.25	£360.00
Resources & professional subscriptions - £0.33	£475.20
Service User Crisis Fund - £0.21	£302.40
Contribution to overheads – incl. insurance, printing, telecoms, CMS database, IT, accounting, legal fees - £3.76	£5,405.76
<b>Post-Therapy Group Work – direct costs</b> (all below costs are per 8 week programme x 6 for the two year grant period)	
Venue Hire - £80.00 (2 hrs per week)	
Sessional Counsellor fees - £400	£480.00
Service User Accessibility Fund - £16.00	£2,400.00
Refreshments - £80.00	£96.00
	£480.00
Total	<u>£62,919.36</u>
<b>Additional Costs associated</b>	
Counselling Coordinator salary/on costs - £33,622 p.a. / 7 districts	£9,606.28
Contribution to core costs and Corporate Support	£18,596.00
<b>Total cost of items listed above:</b>	<b>£91,094.64</b>

22. How much funding are you applying to us for?

£62,000.00  
(£31,000.00 per year)



23. What funds have you raised so far for this project?

Source	Amount (£)
<p>Our grant request does not include overheads such as central office accommodation, service charges, rates, office equipment, governance costs and contribution to salaries of corporate support staff (Project Coordinator, Finance &amp; Administration Co-ordinator). We have not included these core running costs in our grant request in accordance with grant guidelines, and will be seeking funding elsewhere for these.</p> <p>We have secured funding only to run the substantive aspects of our county-wide Counselling service (including continuing existing provision serving St Edmundsbury) until March 2016, with the exception of £5,000 p.a. towards counselling session in Lowestoft, funded by Lloyds Bank Foundation until April 2017 and £2,000 from the Martineau Fund to provide counselling sessions in Ipswich, which runs until July 2016.</p> <p>We have applied for funding for the line management, development and quality assurance of the Counselling service (included as a 1/7 cost above) by the post of Counselling Coordinator from the Safer Suffolk Fund and will be applying for specific grant funding elsewhere for the cost balance of this post. It has therefore not been included in our grant request.</p> <p>We will cover the £919.36 direct delivery costs of the project not included in our grant request from our own unrestricted funds.</p> <p>West Suffolk Community Chest support is not only a vital part of our fundraising plan income-wise, but is also the first opportunity to secure continuation and expansion funding for our services post-early 2016. This vital support will therefore not only provide crucial services, but also set a clear message and example of support to other potential funders, including District and Borough authorities across Suffolk.</p>	
<b>Total fundraising:</b>	

24. What other funders have you applied to for further funding for the project?

<b>Funder</b>	<b>Amount (£)</b>	<b>Timescale for decision</b>
<p>We plan to/ are in the process of approaching each local authority to support direct service provision in their local area as funding opportunities arise. These include:</p> <ul style="list-style-type: none"> <li>○ Mid Suffolk District Council – Discretionary Fund</li> <li>○ Forest Heath District Council – Community Chest</li> <li>○ Babergh District Council – Discretionary and Community Project Grants</li> <li>○ Suffolk Coastal District Council – Revenue Grants</li> <li>○ Ipswich Borough Council – Community Cash Grants</li> </ul> <p>We are/will also be approaching local and national grant-giving organisations for support with our helpline, core and corporate support costs. These include:</p> <ul style="list-style-type: none"> <li>○ Suffolk Community Foundation</li> <li>○ Geoffrey Watling Charity</li> <li>○ John Gilpin Trust</li> <li>○ Mrs Smith &amp; Mount Trust</li> <li>○ Genesis Community Foundation</li> <li>○ Dulverton Trust Fund</li> <li>○ Oak Trust</li> <li>○ Henry Smith Charity</li> <li>○ Esmee Fairbairn Foundation</li> <li>○ Garfield Weston Foundation</li> <li>○ People’s Postcode Trust</li> <li>○ The Rayne Foundation</li> <li>○ Santander Foundation</li> <li>○ The Big Lottery (Reaching Communities)</li> </ul> <p>Our fundraising strategy is clearly set out in our 2015-18 Business Plan and we will be prioritising these actions over the coming months.</p>		<p>Individually dependent on deadlines and panel dates</p>
<b>Total:</b>		

25. What other grants and contracts has your organisation received over the past year from either Forest Heath District Council or St Edmundsbury Borough Council?

Funder	Amount (£)	Reason for funding
According to our records, we have never received any grants or contracts from either Forest Heath District Council or St Edmundsbury Borough Council		
<b>Total:</b>	0.00	

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# Community Chest Application Summary 2016/2017

Local Authority	St Edmundsbury Borough Council
Organisation	<b>Suffolk Mind</b>
Amount Requested	<i>Yr1 - £8,854.72 / Yr2 - £8,854.72 £17,709.44 over two years</i>
Total Project Cost	£22,709.44
Match Funding	£9,230.73
Partnerships	Havebury Housing, RHS, One Haverhill, Castle Manor Partnership, Norfolk and Suffolk Foundation Trust
West Suffolk Bid?	Yes

## Key Points

- Suffolk Mind continues to play an integral part in building mental wellbeing resilience for everyone in Suffolk. Services include; Healthy Mind Counselling, Dementia Counselling, Supported Mental Health Housing, Courses and Workshops, Peer Support Networks.
- Funding is being sought to further develop the 'Get up and Grow' Project which was piloted in Bury St Edmunds and Haverhill during 2015. The project encourages people to be active outdoors in the fresh air by taking part in weekly gardening sessions on Suffolk Mid allotments. This is called 'Ecotherapy'.
- Ecotherapy significantly improves mental health and wellbeing, reducing stress and mental health symptoms, reducing social isolation and giving individuals support and structure to live happier and healthier lives.

**St Edmundsbury Borough Council  
Community Chest Grant Application Form  
Part A**



Community Chest funding supports voluntary and community groups who make a contribution to improving the quality of life for people in West Suffolk. The information you provide will help us consider your application. If you have any questions, please give us a call on 01638 719763. Before completing this form, we ask you to please read the guidelines, which are available on:

<http://www.westsuffolk.gov.uk/community/community-grants.cfm>

Please return your completed, signed form and supplementary documents to:

[richard.baldwin@westsuffolk.gov.uk](mailto:richard.baldwin@westsuffolk.gov.uk)

1. Name of your organisation(s):

2. Organisation address details

Address Ln1	Hyntle Barn, Hill Farm, Silver Hill		
Address Ln2			
Address Ln3			
City/Town	Hintlesham	Postcode	IP8 3NJ
Main phone	0300 111 6000	E-mail	<a href="mailto:info@suffolkmind.org.uk">info@suffolkmind.org.uk</a>
Website	<a href="http://www.suffolkmind.org.uk">www.suffolkmind.org.uk</a>		

Main Contact Person		Second Contact Person	
Title	Miss	Title	Ms
Forename	Kobe	Forename	Sarah
Surname	Borich	Surname	Savine
Role	Business development Advisor	Role	Volunteer and Ecotherapy Manager
Daytime Tel No.	01473 656059	Daytime Tel No.	01284 748047
Mobile No.	<span style="background-color: black; color: black;">XXXXXXXXXX</span>	Mobile No.	
Email	Kobe.borich@suffolkmind.org.uk	Email	Sarah.savine@suffolkmind.org.uk
Address Details (if different from Org address)		Address Details (if different from Org address)	
Ln1		Ln1	
Ln2		Ln2	
Town		Town	
Post Code		Post Code	

## About your organisation

3. What local authority area(s) does your organisation work in?

Suffolk CC
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\*Community Chest funding is offered by both Forest Heath and St Edmundsbury councils. As the decision making process is different any projects applying for funding across West Suffolk, must apply separately.

4. What is the status of your organisation?

Registered charity	X	Charity number: 1003061
Applying for charitable status		
Company limited by guarantee		Company number:
Community Interest Company		
Part of a larger regional or national charity (Please state which one)		
Constituted Community Group		
Social Enterprise		
Other (Please specify)		

5. How many people are involved in your organisation?

Management committee	10	Service users	
Full Time staff / workers	33	Volunteers and helpers (non-management)	51
Part Time staff / workers	24		

6. What is the purpose of your organisation? Please briefly describe why your organisation was set up, its aims and objectives and who primarily benefits from your organisation.

Mental health and wellbeing are increasingly talked about in our everyday lives and there is wider recognition that they are relevant to all of us. Suffolk Mind continues to play an integral part in building mental wellbeing resilience for everyone in Suffolk. We strive to deliver high quality services and to develop new ones that address unmet needs. We have a range of services including: Healthy Mind Counselling (HMC), Dementia Counselling, Supported Mental Health Housing, Courses and Workshops, Peer Support Network (PSN), and the Waves Service. Suffolk Mind's mission statement is 'Mental wellbeing for all'. Our vision is to be a forward thinking, needs-led, evidence driven sustainable charity that promotes and protects mental wellbeing for all, providing a range of innovative services and programmes.

7. What was your organisation's total income for last financial year?


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8. What was your organisation's total expenditure for last financial year?

9. Does your organisation have more than six months running costs? Yes / No

10. What are your organisation's current unrestricted reserves or savings? £1791129

11. West Suffolk prioritises building resilient families and communities that are healthy and active. Please indicate which of the following areas your project contributes towards:

X	A thriving voluntary sector and active communities who take the initiative to help the most vulnerable.
	People playing a greater role in determining the future of their communities.
X	Improved wellbeing, physical and mental health.
X	Accessible countryside and green spaces.

### About your project – why are you applying for this funding?

12. What do you want the funding for? Please be specific. Please note that 'project' is meant to describe the project for which you are seeking funding, and not your organisation.

We know that being active outside in the fresh air promotes both physical and mental health and wellbeing. With this knowledge, we have been running a pilot project during 2015 called 'Get up and Grow' in Bury St Edmunds and Haverhill that encourages people to be active outdoors in the fresh air by taking part in weekly gardening sessions on our allotments. This is called 'Ecotherapy'.

Ecotherapy significantly improves mental health and wellbeing, reducing stress and mental health symptoms, reducing social isolation and giving individuals support and structure to live happier and healthier lives. We actively participate in social media to help the project grow and reach more people in the community; Our Facebook page has over 300 followers. We would use the Community Chest fund to continue these two Ecotherapy projects in 2016 and 2017. In addition, there is some scope (subject to funds) at the Haverhill project to benefit the wider community working in partnership with The Royal Horticultural Society and One Haverhill. We can only do this if we continue to tend our Haverhill plot.

The Haverhill plot (Team Haverhill)

After conducting our own ethnographic research, we became aware that Haverhill had a specific need to support mild to moderate mental ill health in its own community. Knowing that there was a need for wellbeing services, we teamed up with the local housing association Havebury, who provided a plot and garage for us to begin Get up and Grow in Haverhill. We have funded the initial set up costs and now have six participants each week supported by one session



worker and one volunteer.

We have the opportunity to develop a much larger area next to our plot (at present overgrown with bramble) into a useable physical space that could be enjoyed by the whole community. The RHS have funded a brush cutter to make a start on the area and we hope to forge pathways through the bramble to the mature fruit trees and soft fruit bushes together with a seating area. Local charity 'One Haverhill' will be helping by supplying some young volunteers who are NEEP (Not in Education or Employment). With funds and advice from RHS, we could develop this into a useable green space to be enjoyed by everyone in the community.

Bury St Edmunds (Team Bury)

We worked together with the local mental health partnership (NSFT) and Haverbury to provide a plot for men only. This was following the success of men only mental health support group with mild to moderate mental health problems. We have six men registered to this plot but the sessions have not been able to take place so far as the NSFT session worker has been moved and not replaced. This meant that there was no sessional worker in place to attend weekly and the men stopped attending. NSFT have no further funding to support this and their existing men's group closed due to lack of resources. We know that there is need, as our waiting list for the men's plot is growing. We recognise that there is a gap in services for men with mild to moderate mental health issues, hence why we would like to use Community Chest funding to keep Haverhill running for two years. We will use funds to develop the land next to the plot and also to relaunch the Bury men's allotment group with a sessional support worker ready for the next growing season.

13. How has the project been developed out of the community's desire to improve the lives of local people? What evidence do you have that there is a need for this project? Please include sources of evidence, including any public/user/community consultation.

We took part in extensive ethnographic research in Haverhill and also consulted with the men attending the existing men's mental health support group run by the local mental health team (NSFT; this group has now closed due to lack of resources).

Views from Haverhill residents, professionals and community representatives were obtained during 121 meetings and through separate email communications. Two main themes emerged; the desire for more locally based services and facilities, and improved access to local and non-local services. Volunteer-led mental health support was identified as a service that was needed. 'Get up and Grow' provides this easy access, free community service within walking distance of the town centre, which aims to improve the wellbeing of local people with mild to moderate mental health issues.

'Get up and Grow' targets Haverhill's need for improved volunteer supported mental health services in the area. According to the West Suffolk Clinical Commissioning Group's 2013 report, Haverhill is one of the more deprived communities in Suffolk; Haverhill South, North and East are ranked amongst the

20% most deprived wards in Suffolk. Haverhill South is the most deprived ward in St. Edmundsbury. Given the known association between social and economic inequalities, and health inequalities, this deprivation increases the risk of poor health amongst the residents of Haverhill.

We know that men are less likely to access mental health services in comparison to women from our own research on service take up at Suffolk Mind. Below are statistics in relation to this:

- Men have measurably lower access to the social support of friends, relatives and community (References: R. Boreham and D. Pevalin).
- Almost three quarters of people who kill themselves are men (Reference: ONS).
- 73% of adults who 'go missing' are men (Reference: University of York).
- Men are nearly three times more likely than women to become alcohol dependent (8.7% of men are alcohol dependent compared to 3.3% of women) (Reference: HSCIC).
- Men are three times as likely to report frequent drug use than women (4.2% and 1.4% respectively) and more than two thirds of drug-related deaths occur in men (Reference: Information Centre).
- Men are nearly 50% more likely than women to be detained and treated compulsorily as psychiatric inpatients (Reference: Information Centre).

The Mental Health Foundation suggests that these statistics indicate that male emotional and psychological distress may sometimes emerge in ways that do not fit comfortably within conventional approaches to treatment and diagnosis that currently exist. They also show that men may be more likely to lack some of the known precursors of good mental health, such as a positive engagement with education or the emotional support of friends and family.

These men may fail to recognise or act on warning signs, and may be unable or unwilling to seek help from support services. At the further end of the spectrum they may rely on unwise, unsustainable self-management strategies that are damaging not only to themselves but also to those around them.

The information above is why we feel that it is so important to create a 'Men's only' group in Bury St Edmunds, but also support men to access 'Get up and Grow' in Haverhill. The benefit of a project like 'Get up and Grow' is that it is not a conventional approach, which historically does not work for men (as statistics above suggested). Ecotherapy is a great and unique way to engage men in wellbeing services in Suffolk.

14. How will the project help local people to support one another?

We have asked the participants at Team Haverhill what this project has meant to them. Their replies are as follows;

*It's about bringing people together - I am enjoying it.*

*It's a good opportunity to get out and socialise with people and I've learned more about how to be a nurturing kind of gardener. (Rather than the slash it and burn it kind!)*

*Taking responsibility for a piece of land and being proud of my achievements. I feel that I am achieving a goal. I like making decisions together.*

*I really look forward to my weekly visit and I always go home feeling much brighter. Thank you for a wonderful service in Haverhill.*

Local residents living nearby have also taken a keen interest in our project and regularly come and chat to us about their memories of the land and they also keep an eye on our plot during the days when we are not there and help water crops mid week.

15. Are you working with any other organisations on this project? **Yes** / No

If yes, please state the names of these groups and the nature of the relationship.

- Havebury Housing Partnership – providing two plots and one garage. Free of charge for 2015.
- The Royal Horticultural Society – providing on going advice with regards to the ground and growing and developing the bramble land next to the plot. Their community adviser donates her time to our project as part of her work.
- One Haverhill – a project with young NEEP people, supporting them to become engaged with volunteering and community work.
- Castle Manor Partnership (local school) – providing community engagement assistance.
- Norfolk and Suffolk Partnership (NSFT) – local mental health partners

16. When will the project start?

17. When will the project finish?  or is the project ongoing?

If this is an ongoing project, how will it be funded and continue going when the funding ends?

Originally we anticipated that these projects would be volunteer led only. We have learnt over the past six months that this might not be possible, certainly in the early development stages of setting up new plots and engagement with the local community. The Haverhill plot has thrived due to a sessional worker being on site and being consistent. The Men's Group did not thrive without a sessional worker and the men (most in secondary mental health care) could not lead the project without support due to the nature of their mental health illness. We now hold a waiting list for the men's plot.

Unless after two years we have developed a peer lead or volunteer led group that is truly sustainable, we will continue to work together with other charities and local partners and write funding bids to support a sessional worker on plot. We will consult with the participants about their views on this.

18. Which years funding are you applying for? 2016 and 2017

19. How many people do you expect to benefit directly from the project on either a weekly, monthly or annual basis?

10 People a week- 12 a year  
with leavers and joiners  
per plot.

20. What results (including targets/numbers) do you expect to see as a result of the funding and how do these relate to the Community Chest funding criteria?

Get up and Grow will directly benefit individuals by:

- Providing activities which will increase individuals' motivation through by giving hope, inspiration and meaning as well as reducing mental and physical inactivity.
- Encouraging individuals to be physically active through structured horticultural activity.
- Supporting individuals to connect with new skills and abilities they may not be aware they have, thus giving a sense of pride and achievement, improving mental wellbeing as well as increasing self-belief, beyond being defined by their mental ill health issues.
- Providing individuals support with their personal mental health and wellbeing through volunteer, staff and the allotment community support.
- Provide a supportive environment that will enable individuals to connect with each other in new activities with others thus decreasing social isolation and increasing confidence and self-esteem.
- Provide physical spaces, which can be cultivated by individuals for the enjoyment of the wider community regardless of the season.
- Helping them give back to the wider community through the cultivation of

physical spaces.

- Help participants to build resilience and use ecotherapy to help themselves stay and keep mentally well all year.

We would like 8 participants a week per plot, one volunteer, and one sessional worker. 10 per week on each plot.

We would estimate that 12 people in a growing season would benefit plus any young NEEP people if we extend Haverhill project.

21. What is the total cost of the project?

Please provide a full breakdown of the total cost of this project, including VAT if applicable along with any in-kind contributions such as volunteer hours.

Item or activity	Cost (£)
<b>For a two year project in Haverhill and Bury Men's Group</b>	
<b>Two sessional facilitators 3 hours a week 46 weeks @ £17 an hour. Mileage to max of £30 a month.</b>	<b>£10824.00</b>
<b>3 volunteers 3 hours each per week each (time is donated but out of pocket expenses included) travel expenses paid to a maximum of £30 a month</b>	<b>£2160.00</b>
<b>Project Manager time and supervision of volunteers @ 2 hours per week 46 weeks @ £15.37 an hour</b>	<b>£2828.00</b>
<b>Central costs contribution (insurance, HR, Administration etc) @12%</b>	
<b>Total cost of items listed above:</b>	<b>£17709.44</b>

22. How much funding are you applying to us for?

23. What funds have you raised so far for this project?

Source	Amount (£)
<b>Suffolk County Council Underspend 2014-15</b>	£3650
<b>Suffolk Community Foundation</b>	£4780.73
<b>The Royal Horticultural Society has purchased a good quality Brush cutter and are funding a live willow bench with demonstration on November the 5<sup>th</sup>. We will be inviting the public to join us for this. Their community adviser donates her time to our project.</b>	£800
<b>Total fundraising:</b>	<b>9230.73</b>

24. What other funders have you applied to for further funding for the project?

<b>Funder</b>	<b>Amount (£)</b>	<b>Timescale for decision</b>
<b>The Ganzoni Charitable Trust (to develop bramble land, skip hire, fencing, pond, seating, signage etc)</b>	<b>£5,000</b>	<b>Four month decision</b>
<b>Total:</b>	<b>£5,000</b>	

25. What other grants and contracts has your organisation received over the past year from either Forest Heath District Council or St Edmundsbury Borough Council?

<b>Funder</b>	<b>Amount (£)</b>	<b>Reason for funding</b>
<b>Total:</b>		

**Community Chest  
Application Summary  
2016/2017**

Local Authority	St Edmundsbury Borough Council
Organisation	<b>Suffolk Young People's Health Project (4YP)</b>
Amount Requested	<i>Yr1 - £23,670 / Yr2 - £24,140 / Yr3 - £24,600 £72,410 over three years</i>
Total Project Cost	£72,410
Match Funding	None
Partnerships	SCC Integrated Team and Norfolk and Suffolk Foundation Trust (Mental Health)
West Suffolk Bid?	No

**Key Points**

- 4YP provide and coordinate services that improve the social, emotional and physical health and wellbeing of 12 – 25 year olds in Suffolk. They aim to equip vulnerable young people with the knowledge, skills, confidence, resilience and aspirations they require to lead healthier, safer, happier lives.
- This project will see their established counselling service rolled out in schools and other venues where young people aged 12 – 25 years of age will have access to specialist short-term therapeutic services in order to intervene in and prevent poor emotional health.
- The project responds to the needs of young people and demand from community networks which include GPs, families and other professionals who guide young people in making referrals to 4YP.

**St Edmundsbury Borough Council  
Community Chest Grant Application Form  
Part A**



*St Edmundsbury*  
BOROUGH COUNCIL

Forest Heath & St Edmundsbury councils

**West Suffolk**  
working together

Community Chest funding supports voluntary and community groups who make a contribution to improving the quality of life for people in West Suffolk. The information you provide will help us consider your application. If you have any questions, please give us a call on 01638 719763. Before completing this form, we ask you to please read the guidelines, which are available on:  
<http://www.westsuffolk.gov.uk/community/community-grants.cfm>

Please return your completed, signed form and supplementary documents to:  
[richard.baldwin@westsuffolk.gov.uk](mailto:richard.baldwin@westsuffolk.gov.uk)

1. Name of your organisation(s): Suffolk Young People's Health Project (4YP)

2. Organisation address details

Address Ln1	14 Lower Brook Street		
Address Ln2			
Address Ln3			
City/Town	Ipswich	Postcode	IP4 1AP
Main phone	01473 252607	E-mail	enquiries@syphp.org.uk
Website	www.4yp.org.uk		

Main Contact Person		Second Contact Person	
Title	Ms	Title	Miss
Forename	Dawn	Forename	Cherry
Surname	Henry	Surname	Finch
Role	Chief Executive	Role	Operational Manager
Daytime Tel No.	01473 252607	Daytime Tel No.	01473 252607
Mobile No.	07795237730	Mobile No.	N/A
Email	dawn.henry@syphp.org.uk	Email	cherry.finch@syphp.org.uk
Address Details (if different from Org address)		Address Details (if different from Org address)	
Ln1	N/A	Ln1	N/A
Ln2		Ln2	
Town		Town	
Post Code		Post Code	



### About your organisation

3. What local authority area(s) does your organisation work in?

Operational in St Edmundsbury (based in Ipswich Borough Council)

\*Community Chest funding is offered by both Forest Heath and St Edmundsbury councils. As the decision making process is different any projects applying for funding across West Suffolk, must apply separately.

4. What is the status of your organisation?

Registered charity	✓	Charity number: 1084286
Applying for charitable status		
Company limited by guarantee	✓	Company number: 3954918
Community Interest Company		
Part of a larger regional or national charity (Please state which one)		
Constituted Community Group		
Social Enterprise		
Other (Please specify)		

5. How many people are involved in your organisation?

Management committee	9	Service users (varies; approx. at any one time:)	25
Full Time staff / workers	9	Volunteers and helpers (non-management)	15
Part Time staff / workers	13		

6. What is the purpose of your organisation? Please briefly describe why your organisation was set up, its aims and objectives and who primarily benefits from your organisation.

We provide and co-ordinate services that improve the social, emotional, and physical health and wellbeing of 12-25 year olds in Suffolk. Filling gaps in local provision, we address needs identified by beneficiaries – vulnerable young people (YP) disadvantaged by health inequalities. They told us at a conference with health professionals in 1996 the need for a one-stop-shop of wide-ranging holistic intervention and prevention services in environments suited to young people. 4YP was set up in response.

We aim to equip young people with the knowledge, skills, confidence, resilience, aspirations, and coping mechanisms they require to lead healthier, safer, happier lives, engage in positive relationships, make informed choices, move away from exploitation, and (re)enter pathways to education, employment, and volunteering to better fulfil their potential.

7. What was your organisation's total income for last financial year?
8. What was your organisation's total expenditure for last financial year?
9. Does your organisation have more than six months running costs? Yes / **No**
10. What are your organisation's current unrestricted reserves or savings? £11,417
11. West Suffolk prioritises building resilient families and communities that are healthy and active. Please indicate which of the following areas your project contributes towards:

✓	A thriving voluntary sector and active communities who take the initiative to help the most vulnerable.
✓	People playing a greater role in determining the future of their communities.
✓	Improved wellbeing, physical and mental health.
	Accessible countryside and green spaces.

**About your project – why are you applying for this funding?**

12. What do you want the funding for? Please be specific. Please note that 'project' is meant to describe the project for which you are seeking funding, and not your organisation.

This project will see our established counselling service rolled out in young person-focussed venues (e.g. schools) accessible to YP from St Edmundsbury. We'll provide an accessible, specialist short-term therapeutic service for YP aged 12-25, to intervene in and prevent poor emotional health. We will offer 1,974 sessions over three years, supporting at least 246 YP in this locality. The principle of prevention is embedded in this project, which is designed to empower YP, equipping them with the emotional resilience and tools required to improve and take responsibility for their health and wellbeing. As a young person-focussed project, number of sessions offered is flexible, responsive to individuals' needs, averaging 6-8. Location-specific, this will provide much more timely interventions for St Eds' YP, where as they may currently wait up to 4-6 months for an appointment, because of such high demand (appointments are offered in chronological order of referral). The service is confidential, non-judgemental, delivered in safe, comfortable environments. One-to-one appointments are a clinical hour, offered at a suitable, regular time each week. They're delivered by Counsellors impartial, qualified, experienced in working with young people, and following British Association of Counselling & Psychotherapy (BACP) guidelines.

13. How has the project been developed out of the community's desire to improve the lives of local people? What evidence do you have that there is a need for this project? Please include sources of evidence, including any public/user/community consultation.

The West Suffolk Families and Communities Strategy (2013) highlights a need for communities to be better skilled, more resilient, and to take the lead in reducing health inequalities. These stronger communities start with healthier individuals, able to help themselves and one another, for which a basis of emotional wellbeing is pivotal.

This is a community-led project, responding to the needs of YP and demand from community networks, inc. the YP, GPs, families, and other professionals, who guide YP from St Edmundsbury in making referrals to 4YP.

We experience high demand for counselling support from St Eds; from Bury, Haverhill, and Ixworth alone, 20 YP are currently attending appointments and another 16 are on the waiting list. This local demand is increasing; since October 2009 we have received 231 referrals, 51% within the last year.

YP repeatedly tell us they want emotional health support available in their community; including 100+ YP from the National Citizen Service we spoke with just this week at a local community event, including many from West Suffolk.

"Three quarters of adult mental illness begins before the age of 18" (Children & Young People Now, 2015). Almost half of our St Eds referrals are aged 15 and 16, evidencing the need for local interventions at a young age.

We know from the diversity of the YP we support that poor emotional health transcends culture, demographics, and income brackets. However, the economic strain, caused by high levels of local deprivation (Hidden Needs, 2011), exacerbates poor mental and emotional health (DfE, 2014). This "can disrupt learning, underpin truancy, increase rates of school exclusion, and lead to the abuse of alcohol and drugs" (BACP, 2014), poor physical health (MindEd, 2014), and an increase in anti-social and risk-taking behaviour (Public Health Suffolk, 2013). With less than 20% achievement of 5 A\*-C GCSEs in Haverhill, and at 4%+ Bury having the highest benefit claimant rates (State of West Suffolk, 2013), there is a need for preventing poor emotional health to address and reduce barriers to achievement and engagement in education.

Volunteer Counsellors and youth workers regularly help and enquire about supporting our charity, identifying a need and presenting a desire to improve the lives of those in their community (and beyond).

#### 14. How will the project help local people to support one another?

We utilise our assets – passionate and experienced staff, strong management, robust evaluation methods, skills and expertise – to support the local community. This is a service communities cannot provide themselves. It requires valid training, qualifications, experience. However, positive emotional health provides a framework from which YP can support themselves, their families, and communities.

These YP are less likely to engage in poor/anti-social behaviours, instead feeling a sense of citizenship and pride in their locale; both socially and the built/natural environment. Improved communication leads to stronger, more supportive family units, more reliant on each other than public services.

More confident, resilient YP are more active members of the community and build supportive social networks. Often passionate to help others, beneficiaries engage in volunteering. YP are equipped to independently face challenges, and can therefore support others to do the same; even a listening ear can make all the difference, with people feeling respected and less isolated. Benefits of improved emotional health are therefore exponential.

15. Are you working with any other organisations on this project? **Yes / No**

If yes, please state the names of these groups and the nature of the relationship.

We partner with Integrated Teams, the Norfolk and Suffolk Foundation Trust (mental health), and have developed working relationships with a number of schools to target counselling in the west of the county. This enables us to access buildings for gratis to provide support in response to referrals and need in the locality. This is, however, built upon flexibility. With support from St Edmundsbury Borough Council, we will offer a more permanent 4YP counselling presence in the locality. This will build upon the westwards development of a counselling service we have been able to establish in 2015, which so far has reached to central Bury (specific work with Suffolk Wellbeing Service), Hadleigh, and Sudbury. This has proven to generate more referrals from the YP that require such a service, supporting those in need.

16. When will the project start?

17. When will the project finish?  or is the project ongoing?

If this is an ongoing project, how will it be funded and continue going when the funding ends?

The support of St Edmundsbury would enable us to create a highly robust provision. We plan for this project, once established, to become a reliable and ever-present service in St Eds, ensuring YP have support in place when and where they need it. Positive outcomes from the first two years of this (pilot) project will facilitate continuation funding.

As such, we will aim to secure ongoing funding utilising grants on a local and wider scale, but also involving the communities supported in fundraising.

This generates income through the coordination of events, volunteers, corporate sponsorship, and online/text donations. YP in particular will be eager to volunteer their time to support, organise, and participate in events as a result of improved confidence and social skills gained from counselling.

As in other parts of Suffolk, we will endeavour to build further partnerships with schools in the locale, some of whom may fund support for vulnerable YP from their catchment.

18. Which years funding are you applying for? 2016/17, 2017/18, 2018/19 (March-April)
19. How many people do you expect to benefit directly from the project on either a weekly, monthly or annual basis? 82 per year
20. What results (including targets/numbers) do you expect to see as a result of the funding and how do these relate to the Community Chest funding criteria?

As a result of early intervening and preventative support for their emotional health, over the course of the three year grant:

82 YP (min) will benefit from improved levels of confidence, self-esteem, emotional resilience, and ability to cope with difficult situations;

82 YP (min) will lead healthier, safer lives, decreasing engagement in harmful, risk-taking, anti-social behaviour;

82 YP (min) will know what makes, and engage in, relationships of trust and care (e.g. friends, family).

These outcomes compliment the Community Chest targets and Families and Communities Strategy, underpinning more resilient, cohesive, supportive communities. YP will be more accountable for their health, reducing demand on crisis-response/dependency on public sector services for acute health matters at a later stage, reducing associated costs, e.g. £2148 per person per year average cost of service provision for people suffering from all mental health disorders, including young people, and the £222 average cost of ambulance call out, per incident (Source: New Economy, 2015). On the contrary, young people will better engage with and attain in education, and as YP and as adults later in life will be better equipped with the resilience and skills to enter the job market, combating worklessness and economic deprivation in West Suffolk.

21. What is the total cost of the project? £72,410

Please provide a full breakdown of the total cost of this project, including VAT if applicable along with any in-kind contributions such as volunteer hours.

Item or activity	Cost (£)		
	Year 1	Year 2	Year 3
Salary costs	19,080	19,460	19,850
Clinical supervision	650	660	670
Travel	500	510	520
Phone & IT	325	340	340
Training, CPD	250	250	250
Stationery & postage	150	150	150
Materials	75	80	80
Publicity	100	100	100
Management	2,540	2,590	2,640
	<b>23,670</b>	<b>24,140</b>	<b>24,600</b>
<b>Total cost of items listed above:</b>	<b>72,410</b>		

22. How much funding are you applying to us for? £72,410

23. What funds have you raised so far for this project?

Source	Amount (£)
N/A	N/A
<b>Total fundraising:</b>	<b>0</b>

24. What other funders have you applied to for further funding for the project?

Funder	Amount (£)	Timescale for decision
N/A	N/A	N/A
<b>Total:</b>	<b>0</b>	<b>0</b>

25. What other grants and contracts has your organisation received over the past year from either Forest Heath District Council or St Edmundsbury Borough Council?

Funder	Amount (£)	Reason for funding
N/A	N/A	N/A
<b>Total:</b>	<b>0</b>	<b>0</b>



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# Community Chest Application Summary 2016/2017

Local Authority	St Edmundsbury Borough Council
Organisation	<b>REACH Community Projects</b>
Amount Requested	<i>Yr1 - £5,000 / Yr2 - £5,000 £10,000 over two years</i>
Total Project Cost	£55,658
Match Funding	£35,300
Partnerships	MENCAP, the Papworth Trust, Avenues East, HMP Highpoint
West Suffolk Bid?	No

## Key Points

- REACH Community Projects exists to tackle poverty in and around Haverhill. REACH stands for 'Restore, Encourage, Action in the Community and Hope'. The vision is to uncover and resolve the root issues for people and lift them out of poverty, restoring dignity and reviving hope.
- REACH are looking to secure funding to run a supported volunteer programme within their foodbank.
- The Foodbank is a very popular project and a team of volunteers are needed to collect food, weigh and sort food, pack boxes and distribute to local collection points.
- There are a number of vulnerable volunteers who require a little extra support to enable them to volunteer, ie. Those with physical or learning difficulties and mental health issues. The Foodbank also works with HMP Highpoint taking inmates on placements whilst serving their sentence, naturally this requires constant supervision.

**St Edmundsbury Borough Council  
Community Chest Grant Application Form  
Part A**



Community Chest funding supports voluntary and community groups who make a contribution to improving the quality of life for people in West Suffolk. The information you provide will help us consider your application. If you have any questions, please give us a call on 01638 719763. Before completing this form, we ask you to please read the guidelines, which are available on:

<http://www.westsuffolk.gov.uk/community/community-grants.cfm>

Please return your completed, signed form and supplementary documents to:  
[richard.baldwin@westsuffolk.gov.uk](mailto:richard.baldwin@westsuffolk.gov.uk)

1. Name of your organisation(s):

2. Organisation address details

Address Ln1	8 Lime Grove Estate		
Address Ln2	Falconer Road		
Address Ln3			
City/Town	Haverhill	Postcode	CB9 7XU
Main phone	01440 712950	E-mail	<a href="mailto:info@reachhaverhill.org.uk">info@reachhaverhill.org.uk</a>
Website	<a href="http://www.reachhaverhill.org.uk">www.reachhaverhill.org.uk</a>		

Main Contact Person		Second Contact Person	
Title	Mr	Title	Mrs
Forename	Henry	Forename	Ann
Surname	Wilson	Surname	Merrigan
Role	Projects Director	Role	Operations Manager
Daytime Tel No.	01440 712288	Daytime Tel No.	01440 712950
Mobile No.	██████████	Mobile No.	██████████
Email	<a href="mailto:henry@reach-cp.org">henry@reach-cp.org</a>	Email	<a href="mailto:ann@reach-cp.org">ann@reach-cp.org</a>
Address Details (if different from Org address)		Address Details (if different from Org address)	
Ln1	1-3 Wisdom Facilities Centre	Ln1	
Ln2	42 Hollands Road	Ln2	
Town	Haverhill	Town	
Post Code	CB9 8SA	Post Code	

## About your organisation

3. What local authority area(s) does your organisation work in?

Haverhill and district

\*Community Chest funding is offered by both Forest Heath and St Edmundsbury councils. As the decision making process is different any projects applying for funding across West Suffolk, must apply separately.

4. What is the status of your organisation?

Registered charity	✓	Charity number: 1115810
Applying for charitable status		
Company limited by guarantee	✓	Company number: 5867649
Community Interest Company		
Part of a larger regional or national charity (Please state which one)		
Constituted Community Group		
Social Enterprise		
Other (Please specify)		

5. How many people are involved in your organisation?

Management committee	3	Service users	200+
Full Time staff / workers	2	Volunteers and helpers (non-management)	68
Part Time staff / workers	2		

6. What is the purpose of your organisation? Please briefly describe why your organisation was set up, its aims and objectives and who primarily benefits from your organisation.

REACH Community Projects exists to tackle poverty in and around Haverhill. We have worked in the community since 2005 on a number of projects that are still on-going and launched REACH in January 2010 to bring all our projects together into one organisation.

REACH stands for 'Restore, Encourage, Action in the Community and Hope'. Our vision is to uncover and resolve the root issues of the people we see and lift them out of poverty, restoring dignity and reviving hope. We do this through 6 key activities/projects:

- REACH Resource Centre, a drop-in centre open weekdays providing a warm welcome and practical support for people struggling with poverty, debt, family problems and much more
- REACH Money Advice - Debt counselling, budgeting and money management support
- Foodbank, providing emergency food parcels to families and individuals in need
- Furniture Bank, providing and delivering good quality second hand furniture to families and individuals in crisis
- Starter Packs – Providing essential bedding & kitchenware
- Client Aid – Financial assistance through donation based projects such as Acts 435 & Warm Homes

Healthy People (gas & electricity grants)

7. What was your organisation's total income for last financial year?
8. What was your organisation's total expenditure for last financial year?
9. Does your organisation have more than six months running costs? Yes / **No**
10. What are your organisation's current unrestricted reserves or savings? £20,000
11. West Suffolk prioritises building resilient families and communities that are healthy and active. Please indicate which of the following areas your project contributes towards:

✓	A thriving voluntary sector and active communities who take the initiative to help the most vulnerable.
	People playing a greater role in determining the future of their communities.
✓	Improved wellbeing, physical and mental health.
	Accessible countryside and green spaces.

**About your project – why are you applying for this funding?**

12. What do you want the funding for? Please be specific. Please note that 'project' is meant to describe the project for which you are seeking funding, and not your organisation.

We are looking to secure £5000 towards the total cost of £23,000 to run our supported volunteer programme within the Foodbank.

The Foodbank exists to provide a safety net for unexpected crisis such as benefit delay/change, debt, unemployment, relationship breakdown etc. Sadly for those already struggling financially a sudden change in circumstances can result in families not having enough money to buy food. The Foodbank provides emergency food for 3 days of nutritionally balanced meals, thus allowing time for other agencies to get involved.

The Foodbank is an essential tool within the REACH projects, first as an intervention based project to alleviate the misery that poverty can bring whilst we tackle the root causes of the crisis and ultimately begin to lift people out of poverty. Secondly, as an excellent way of anyone regardless of ability can get involved with.

The Foodbank is a very popular project and we need a team of volunteers to collect the food, ie. food collections that happen periodically throughout the year. We need volunteers to weigh and sort the food, pack the boxes at the warehouse and finally at the distribution centre where the food is collected by clients.

We currently have a team of 68 volunteers working within the REACH projects. 60 are involved with delivering this project at the warehouse and the distribution centre. Of the 60 volunteers, 13 have been recipients of a food box (a further 3 are engaged in other areas of the REACH projects), 4 are supported volunteers (ie. those needing extra support to enable them to volunteer, for example physical or learning disabilities) and 24 are either U/18 or vulnerable volunteers, ie. those with mental health or learning disabilities who can work with others or alone but need supervision. Through our volunteer program, we are able to assist approx. 1200 people per year with emergency food following a short term crisis.

(We also partner with HMP Highpoint on their 'Breaking the Cycle' re-offending initiative by taking inmates on placement with us whilst serving their sentence. Naturally, this requires constant supervision while they are volunteering at the Foodbank.)

In addition to helping families in need, we also believe in providing volunteer opportunities for anyone regardless of their social status and ability. A number of our volunteers are members of the community who have retired from their day job and are looking at filling their time helping others in the community, but we also actively encourage volunteers who struggle with life issues whether it's disability, ill health etc., to enable them to contribute to society. We are looking to increase the number of supported volunteers as well as those who are vulnerable, but this needs managing. Therefore we are seeking funding towards our supported volunteer programme.

13. How has the project been developed out of the community's desire to improve the lives of local people? What evidence do you have that there is a need for this project? Please include sources of evidence, including any public/user/community consultation.

"Nearly 1 in 5 children in our community are living in poverty. Families living on our doorstep are unable to feed their children. This is a disgrace and we must take action now".  
Cllr Roger Andre - Haverhill Town Mayor (February 2015) (1).

On a recent visit to a local school in Haverhill, Head Teacher Caroline Zwierzchowska-Dod stated that the most pressing issue facing local families is 'making ends meet' (Clements Primary School, situated in the Haverhill South Ward). (1)

Poverty related issues lie at the heart of Haverhill South - the area where the highest number of our clients are from and where our collection point/distribution centre is situated (REACH Resource Centre). This is backed up by national statistics(2). Haverhill Foodbank has been up and running since October 2008 and is an essential part of REACH Community Projects. Sadly poverty related issues are affecting our local community(2) and look like continuing for the foreseeable future(3). The Foodbank exists to provide emergency food for families and individuals in crisis. A crisis can happen through a sudden change in circumstances, ie. Ill health, redundancy, benefits change, debt, homelessness, domestic violence and low income.

Food is donated by the local community and this is sorted into food boxes ready for distribution at the food collection point (REACH Resource Centre). We partner with many front line care professionals who will refer clients to us for food help. It isn't just about a box of food, at REACH our highest priority to get to the root of the problem and begin to lift them out of poverty and we do this through a number of different projects.

On one hand, we need the food packed to assist families and individuals in crisis, whilst providing a volunteer project within the local community.

We are seeing an increase in the number of people asking for volunteer application forms especially from organisations who care for those struggling with mental health issues and learning difficulties.

Notes:

1 <http://www.endchildpoverty.org.uk/why-end-child-poverty/poverty-in-your-area>

2 ([www.neighbourhood.statistics.gov.uk](http://www.neighbourhood.statistics.gov.uk)) show that Haverhill South is the most deprived ward in St Edmundsbury and is ranked amongst the 20% most deprived wards in Suffolk with Education Deprivation being in the lower 5% region nationally, crime around the 15% and Employment & Income Deprivation scoring in the lower 20's (23 & 25 respectively). In addition, a recent report by 'End Child Poverty' showed that Haverhill South has the highest number of children living in poverty in St Edmundsbury

<http://www.endchildpoverty.org.uk/why-end-child-poverty/poverty-in-your-area> It's not just one part of Haverhill that suffers from the effects of poverty, 3 out of the 4 Haverhill wards are classed as experiencing higher levels of poverty than the rest of the county - <http://www.westsuffolkccg.nhs.uk/wp-content/uploads/2013/09/FINAL-Haverhill-Health-Needs-Assessment.pdf>

3 According a research report for Action for Children, The Children's Society and NSPCC child poverty is likely to continue rising beyond 2015 <http://www.ekklesia.co.uk/files/intheeyeofthestorm.pdf> this coupled with the accelerated role out of Universal Credit in early 2015 <https://www.gov.uk/government/news/plans-announced-for-accelerated-rollout-of-universal-credit-after-success-in-north-west> the future looks grim for many low income families.

14. How will the project help local people to support one another?

For many of our volunteers, feeling a sense of belonging is crucial. One young man who was homeless when he came to us said, "it's good to have something on my CV". Ben who is partially sighted and volunteers with us 2 days a week, said "I enjoy helping people, it's my favourite thing" and Dean a vulnerable young man with learning difficulties recently stole the show at a volunteer get together when he stood up and said "Thank you for letting me help at the Foodbank. I came in my suit and I got the job. I enjoy helping people". For Dean and for Ben they both see this as a job, and both see their involvement with the Foodbank as a way of contributing to society and help others in need.

15. Are you working with any other organisations on this project? **Yes / No**

If yes, please state the names of these groups and the nature of the relationship.

We partner with a number of agencies who care for those with special needs. Through this partnership we have been able to begin to develop a supported volunteer programme with agencies such as MENCAP, the Papworth Trust and Avenues East. We also partner with Highpoint Prison and their 'Breaking the Cycle' initiative to reduce re-offending (with some excellent results too!). In addition to this we also partner with the Job Centre regarding work experience, Samuel Ward Academy where we provide volunteering opportunities for their Duke of Edinburgh Award students.

In addition to the above, our referral partners are vital in delivering the project to those in need, such as Job Centre Plus, the Health Visiting team, Citizens Advice Bureau, Cartwheels Children's Centre (and family support workers, Social Services, Genesis Housing, Julian Support, the Bury Drug Advisory Service amongst others.

We also partner with Suffolk County Council on their Local Welfare Assistance scheme, Warm Homes Healthy People to provide vulnerable people with gas & electricity.

Lastly, we couldn't manage this project without the long term partnership we have with a number of key organisations such as Royce Group who have provided the warehousing we are in free of charge since 2005! We also rely on Community Money Advice & Advice UK for our debt counselling support, the Trussell Trust (network of Foodbanks), Acts 435 (on-line client aid fund), Haverhill & District Churches Together for their support and volunteers.

16. When will the project start?

April 2016

17. When will the project finish?  Or is the project ongoing?

If this is an ongoing project, how will it be funded and continue going when the funding ends?

We are continuing to build relationships locally with local business, regular supporters, local churches as well as investing in income generation projects such as REACH Services – this is in infancy and still being trialled. This includes gardening, odd jobs etc., currently for a local church congregation (River of Life Community Church) as well as the basic maintenance of the Chalkstone Community Centre. We recognise the need to diversify and generate our own income streams and for the first time this year have undertaken our own fundraising activities which have generated just over £2000.

18. Which years funding are you applying for?

19. How many people do you expect to benefit directly from the project on either a weekly, monthly or annual basis?

20. What results (including targets/numbers) do you expect to see as a result of the funding and how do these relate to the Community Chest funding criteria?

To achieve 'a thriving voluntary sector and active community who take the initiative to help the most vulnerable' we expect the following:

- Distribute 700+ boxes of food and feed between 1000-1200 people in the year and address short-term hunger
- Provide at least 5 volunteering opportunities to vulnerable, marginalised and socially excluded people
- Provide at least 5 volunteering opportunities to our clients

In addition, we also expect to do the following:

- Improve health and wellbeing amongst our clients and volunteers
- Restore dignity and revive hope
- Support the more vulnerable people in our locality and provide a safety net when clients have nowhere else to turn

We also signpost a considerable amount of clients to other agencies as well as REACH resources such as debt & budgeting, furniture and form completion to enable clients to tackle the root of their problem.

21. What is the total cost of the project?

Please provide a full breakdown of the total cost of this project, including VAT if applicable along with any in-kind contributions such as volunteer hours.

<b>Item or activity</b>	<b>Cost (£)</b>
<b>Staffing costs</b> (Projects Director 8 hrs p/w; Operations Manager 16 hrs p/w; REACH Worker – deliveries etc., 4 hrs p/w)	<b>18216.00</b>
<b>Volunteer hours</b> (based on 30 volunteers, each working 2 hrs p/w over 48 weeks)	<b>23000.00</b>
<b>Operational costs</b> (van, training, client aid, subscriptions)	<b>3650.00</b>
<b>Office, overhead, premises costs</b> (warehousing, utilities, insurances, stationery)	<b>7772.00</b>
<b>Capital costs</b> (repairs, renewals & IT purchases)	<b>960.00</b>
<b>Publicity costs</b>	<b>100.00</b>
<b>Other costs</b> (IT support & professional fees)	<b>1960.00</b>
<b>Total cost of items listed above:</b>	<b>55658.00</b>

22. How much funding are you applying to us for?

£5000.00

23. What funds have you raised so far for this project?

<b>Source</b>	<b>Amount (£)</b>
Regular giving (based on previous years)	1300.00
River of Life Community Church	1800.00
One-off gifts (based on previous years)	3500.00
Gift Aid	200.00
Warehousing costs (gift in kind)	5500.00
Volunteer hours	23000.00
<b>Total fundraising:</b>	<b>35300.00</b>

24. What other funders have you applied to for further funding for the project?

<b>Funder</b>	<b>Amount (£)</b>	<b>Timescale for decision</b>
We have the following already in place and will apply again next year:		
Rope Trust (until February 2016)	£4000	February 2016
Henry Smith (until August 2016)	£8000	August 2016
Martineau Family Fund (May 2016)	£2000	May 2016
<b>Total:</b>	<b>£14000</b>	



25. What other grants and contracts has your organisation received over the past year from either Forest Heath District Council or St Edmundsbury Borough Council?

<b>Funder</b>	<b>Amount (£)</b>	<b>Reason for funding</b>
Rent funding until March 2016	3750.00	Rent funding
<b>Total:</b>	3750.00	

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# Community Chest Application Summary 2016/2017

Local Authority	St Edmundsbury Borough Council
Organisation	<b>Gatehouse Caring in East Anglia</b>
Amount Requested	<i>Yr1 - £5,000 / Yr2 - £5,000 / Yr3 £5,000 £15,000 over three years</i>
Total Project Cost	£50,000
Match Funding	£33,500
Partnerships	SCC, Womens Aid, Catch 22, Probation Service, West Road Church, ACT and HEART
West Suffolk Bid?	No

## Key Points

- Gatehouse aims to help those in material, emotional and practical need in the area and raise awareness of the causes of social injustice by undertaking voluntary work in the fields of practical help, social welfare and education. Projects include the Bury Day Centre, Furniture Store, Memory Café as well as Christmas lunches and hampers for the disadvantaged.
- Gatehouse are seeking funding for the furniture store project which is a complete home furnishing service for disadvantaged families and individuals.
- Referrals come from Housing Associations, Social Care Services, Health Teams, CAB and the Probation Service with 3200 people helped each year.
- By providing the re-use service it enables local people to pass on unwanted furniture and clothing to people within their community directly. Gatehouse also work closely with the recycling centre to ensure all reusable items are captured saving a large amount going to landfill. Additionally the free collection service helps to reduce fly tipping.

**St Edmundsbury Borough Council  
Community Chest Grant Application Form  
Part A**



Community Chest funding supports voluntary and community groups who make a contribution to improving the quality of life for people in West Suffolk. The information you provide will help us consider your application. If you have any questions, please give us a call on 01638 719763. Before completing this form, we ask you to please read the guidelines, which are available on:

<http://www.westsuffolk.gov.uk/community/community-grants.cfm>

Please return your completed, signed form and supplementary documents to:

[richard.baldwin@westsuffolk.gov.uk](mailto:richard.baldwin@westsuffolk.gov.uk)

1. Name of your organisation(s):

2. Organisation address details

Address Ln1	Gatehouse		
Address Ln2	Dettingen Way		
Address Ln3			
City/Town	Bury St Edmunds	Postcode	IP33 3TU
Main phone	01284 754967	E-mail	<a href="mailto:info@gatehouse.org.uk">info@gatehouse.org.uk</a>
Website	www.gatehouse.org.uk		

Main Contact Person		Second Contact Person	
Title	Mrs	Title	Miss
Forename	Amanda	Forename	Lyn
Surname	Bloomfield	Surname	Davies
Role	CEO	Role	Finance & administration
Daytime Tel No.	01284 754967	Daytime Tel No.	01284754967
Mobile No.	██████████	Mobile No.	
Email	<a href="mailto:info@gatehouse.org.uk">info@gatehouse.org.uk</a>	Email	
Address Details (if different from Org address)		Address Details (if different from Org address)	
Ln1		Ln1	
Ln2		Ln2	
Town		Town	
Post Code		Post Code	

### About your organisation

3. What local authority area(s) does your organisation work in?

St Edmundsbury, babergh, mid Suffolk, forest heath

\*Community Chest funding is offered by both Forest Heath and St Edmundsbury councils. As the decision making process is different any projects applying for funding across West Suffolk, must apply separately.

4. What is the status of your organisation?

Registered charity	x	Charity number:1154412
Applying for charitable status		
Company limited by guarantee		Company number:
Community Interest Company		
Part of a larger regional or national charity (Please state which one)		
Constituted Community Group		
Social Enterprise		
Other (Please specify)		

5. How many people are involved in your organisation?

Management committee	6	Service users	500+
Full Time staff / workers	2	Volunteers and helpers (non-management)	100+
Part Time staff / workers	10		

6. What is the purpose of your organisation? Please briefly describe why your organisation was set up, its aims and objectives and who primarily benefits from your organisation.

Gatehouse was founded in 1986 (then called St Louis Family service) our projects aim to help all those in material, emotional and practical need in our area and to raise awareness of the causes of social injustice by undertaking voluntary work in the fields of practical help, social welfare and education.

7. What was your organisation's total income for last financial year?

██████████

8. What was your organisation's total expenditure for last financial year?

9. Does your organisation have more than six months running costs? / No

10. What are your organisation's current unrestricted reserves or savings?

11. West Suffolk prioritises building resilient families and communities that are healthy and active. Please indicate which of the following areas your project contributes towards:

x	A thriving voluntary sector and active communities who take the initiative to help the most vulnerable.
	People playing a greater role in determining the future of their communities.
x	Improved wellbeing, physical and mental health.
	Accessible countryside and green spaces.

### About your project – why are you applying for this funding?

12. What do you want the funding for? Please be specific. Please note that 'project' is meant to describe the project for which you are seeking funding, and not your organisation.

The Gatehouse furniture store project.

This project is a complete home furnishing service to disadvantaged families and individuals living on benefits or low income and has been running successfully since 1986.

The project relies on donated furniture and household items which our van collects from all over West Suffolk, parts of Essex, Norfolk and East Cambridge. The items are then displayed in our large warehouse so 'customers' who are on low income can choose for themselves before we make the delivery to their homes. We do not make a charge but 'customers' are asked for a donation towards our running costs.

Referrals come from Housing offices, Social Care, Health Teams, CAB, Probation Service etc. and every year over 3200 families and individuals are helped.

The project is staffed by 2 co-ordinators (1 full and 1 part time) and a part time project worker and a number of invaluable volunteers. Full statistics are kept to monitor who uses the store and the amount of items collected and delivered, at the end of each year we use recommended weight advice to estimate the tonnage saved from landfill.

13. How has the project been developed out of the community's desire to improve the lives of local people? What evidence do you have that there is

a need for this project? Please include sources of evidence, including any public/user/community consultation.

The project has derived from the recognition of statutory, church and voluntary representatives of the community that the recipients of the service of Gatehouse are genuinely in need and that Gatehouse is an appropriate body to fill that void. The evidence of the need for the project comes from the range of referrals that we receive in addition to the people who contact us or present themselves as in need of domestic goods. By way of example, many on low income would not be able to afford furniture or curtains for their home or toys for their children if they had to purchase items from retail establishments. A further example was when a lady whose home had been destroyed and her dogs killed by fire needed urgent assistance in the provision of domestic items pending settlement from her insurers. Gatehouse was able to meet her needs, not only materially but in alleviating the emotional stress that she was suffering. Annually Gatehouse undertakes surveys of the donors and recipients of its services – these users, together with partner organisations, resoundingly highlight the necessity and value of the service.

14. How will the project help local people to support one another?

By providing the re use service, we enable local people to pass on unwanted furniture and clothing to people within their community directly. We work closely with the recycling centre to ensure we capture all reusable items that are given in locally, we are also able to save over 80 tonnes from landfill each year and our **free** collection service reduces fly tipping in the area by those that are unable to afford other means of disposal of unwanted items. Our project helps the local economy by encouraging through volunteering those with low confidence and skills to develop and return to the workplace and our partnership working with local business in the town encourages employment as they know that we have strong values, good business sense and professional boundaries.

15. Are you working with any other organisations on this project? Yes

If yes, please state the names of these groups and the nature of the relationship.

Suffolk County Council, Womens Aid, Catch 22, ACT, Probation service, CYPS, West Road Church , HEART,

16. When will the project start?

17. When will the project finish?  or is the project ongoing?

If this is an ongoing project, how will it be funded and continue going when the funding ends?

Gatehouse will continue to work with local businesses and look for grants and funding from local trust and agencies to continue to run, expand and create additional services as the need presents itself.

18. Which years funding are you applying for? 16/17,17/18,18/19

19. How many people do you expect to benefit directly from the project on either a weekly, monthly or annual basis?

20. What results (including targets/numbers) do you expect to see as a result of the funding and how do these relate to the Community Chest funding criteria?

Targets and numbers are not set by Gatehouse because it is a needs-based service that is being offered. Our aim is to be able to offer the services when called upon. Financial support is essential to underpin the delivery of services over and above the running costs. Therefore, staff have to be trained to the extent that they are fit for purpose, new developments such as upgraded technology have to be purchased and storage facilities provided.



21. What is the total cost of the project?

Please provide a full breakdown of the total cost of this project, including VAT if applicable along with any in-kind contributions such as volunteer hours.

<b>Item or activity</b>	<b>Cost (£)</b>
Salary	34000
Motor Expense	4000
Heat/Light/Power	1100
Building cost(insurance/office/maintenance etc)	10270
Waste Disposal	630
<b>Total cost of items listed above:</b>	
	50000

22. How much funding are you applying to us for?

23. What funds have you raised so far for this project?

<b>Source</b>	<b>Amount (£)</b>
Recycling –Clothing/metal/wood	2000
Local Business partnerships	1500
Expected client Donations	30000
<b>Total fundraising:</b>	
	33500.00

24. What other funders have you applied to for further funding for the project?

<b>Funder</b>	<b>Amount (£)</b>	<b>Timescale for decision</b>
Henry smith	10000	Dec 2015
Fredrick Hiam CT	250	Mar 2016
<b>Total:</b>		

25. What other grants and contracts has your organisation received over the past year from either Forest Heath District Council or St Edmundsbury Borough Council?

<b>Funder</b>	<b>Amount (£)</b>	<b>Reason for funding</b>
St Eds	4000	Core Funding
<b>Total:</b>		4000

## Community Chest Application Summary 2016/2017

Local Authority	St Edmundsbury Borough Council
Organisation	<b>HomeStart Mid Suffolk</b>
Amount Requested	<i>Yr1 - £13,250 / Yr2 - £9,800 £23,050 over two years</i>
Total Project Cost	£303,845
Match Funding	£246,209 Big Lottery Funding
Partnerships	Big Lottery, Childrens Centres, CAB, CAS, West Suffolk Hospital, Family Support Advisors
West Suffolk Bid?	Yes

### Key Points

- HomeStart aims to give support to families who may be struggling to cope with a variety of challenges including post-natal illness, disability, isolation, the demands of parenting young children, bereavement and multiple births.
- HomeStart work by providing one to one support to families through their staff and volunteers, and through running Family Groups, which are designed to provide activities and support for children and parents, as well as developing social networks and support groups within local communities.
- The success of a large Big Lottery application has allowed HomeStart Mid Suffolk working alongside HomeStart South Suffolk to expand their services to the west of the county.
- As part of the project £57,636 in match funding has to be achieved to complete the remaining two years of the scheme.
- The project is due to finish in November 2017 by which time the project will have gained a great deal of information on the local needs of families which will be shared with SEBC and continuation funding from the Big Lottery will be sought to help sustain the work.

**St Edmundsbury Borough Council  
Community Chest Grant Application Form  
Part A**



Community Chest funding supports voluntary and community groups who make a contribution to improving the quality of life for people in West Suffolk. The information you provide will help us consider your application. If you have any questions, please give us a call on 01638 719763. Before completing this form, we ask you to please read the guidelines, which are available on:

<http://www.westsuffolk.gov.uk/community/community-grants.cfm>

Please return your completed, signed form and supplementary documents to:

[richard.baldwin@westsuffolk.gov.uk](mailto:richard.baldwin@westsuffolk.gov.uk)

1. Name of your organisation(s):

Home-Start Mid Suffolk
------------------------

2. Organisation address details

Address Ln1	Principal's House		
Address Ln2	Kerrison		
Address Ln3	Thorndon		
City/Town	Suffolk	Postcode	IP23 7JG
Main phone	01379 678 552	E-mail	
Website	office@homestartmidsuffolk.org.uk		

Main Contact Person		Second Contact Person	
Title	Mrs	Title	Miss
Forename	Mandy	Forename	Sarah
Surname	Logan	Surname	Walker
Role	Scheme Coordinator	Role	Trustee
Daytime Tel No.	01379 678 552	Daytime Tel No.	██████████
Mobile No.		Mobile No.	
Email	mandy@homestartmidsuffolk.org.uk	Email	██████████ ██████████
Address Details (if different from Org address)		Address Details (if different from Org address)	
Ln1		Ln1	
Ln2		Ln2	
Town		Town	
Post Code		Post Code	

## About your organisation

3. What local authority area(s) does your organisation work in?

Mid Suffolk, Forest Heath, St Edmundsbury (and in Ipswich with our partner South Suffolk Home-start).

\*Community Chest funding is offered by both Forest Heath and St Edmundsbury councils. As the decision making process is different any projects applying for funding across West Suffolk, must apply separately.

4. What is the status of your organisation?

Registered charity	√	Charity number: 1127760
Applying for charitable status		
Company limited by guarantee	√	Company number: 6674059
Community Interest Company		
Part of a larger regional or national charity (Please state which one)		
Constituted Community Group		
Social Enterprise		
Other (Please specify)		

5. How many people are involved in your organisation?

Management committee	7	Service users	49
Full Time staff / workers	5	Volunteers and helpers (non-management)	59
Part Time staff / workers	1		

6. What is the purpose of your organisation? Please briefly describe why your organisation was set up, its aims and objectives and who primarily benefits from your organisation.

Home-Start Mid Suffolk (HSMS) aims to give support to families who may be struggling to cope with a variety of challenges including post-natal illness, disability, isolation, the demands of parenting young children, bereavement or multiple births. Many parents with whom Home-Start engages struggle to cope with everyday tasks, and this in turn leads to unhappy children, or children who become at risk. Our support helps to prevent these difficulties from escalating into crises, and crises from developing into family breakdown. We work to strengthen families by helping parents to help themselves: to become happier, more confident parents, fully engaged with their children. This in turn improves the health and welfare of the children.

We work by providing one-on-one support to families through our staff and volunteers, and through running Family Groups, which are designed to provide activities and support for children and parents,

as well as to develop social networks and support groups within local communities, many of which are rural and isolated. We currently achieve this through a team of over 50 trained volunteers selected for their experience/understanding of parenting, supervised and supported by staff co-ordinators.

Each volunteer will visit a family in their home each week with co-ordinators supporting this work by regularly reviewing families, ensuring the level of support is appropriate and relevant in meeting the initial aims negotiated with the family. In addition we offer families who do not wish to have a home visiting volunteer, the opportunity to receive confidential, non-judgmental support through our weekly Family Group meetings, where they have the opportunity to speak in confidence to our Family Group Leader/volunteer.

Our volunteers play a crucial role in the front-line delivery of our services. Without our volunteers we wouldn't exist! They are an essential part of everything that we do at Home-Start. All are members of the local community and are parents themselves and can thereby truly empathise with the difficulties some parents face. Volunteers move on to be trained by our experienced accredited trainer to a national NOCN Level 2 standard. This involves an 8 week (40 hours) training programme where volunteers are trained how to actively listen, provide non-judgmental support, build confidence and create trusting relationships with the families and also includes certified Safeguarding training. Volunteer's skills are identified and are individually matched with a local family. The volunteers themselves receive regular six-weekly feedback and supervision meetings, carried out by one of our Family Co-ordinators, ensuring that we remain focused, not only on a positive outcome for our families but also on our volunteers' health and well-being.

The families receive regular visits and reviews, ensuring that the journey to improving life for both parents and children is on track. The reviews are a collaborative way of working between staff, volunteers and families, all working toward the achievement of positive, desired outcomes and a better, brighter future for children.

Families and children are at the centre of the work that we do. We use a well-established monitoring and evaluation system, MESH, developed by Home-Start UK to provide evidence on the difference our support makes for families. The outcomes we see from our work with families include:

- Parents have increased confidence in their parenting abilities and manage their children's behaviour more effectively;
- Parents are more involved in their children's development and learning;
- Parents have improved the lifestyles of their families, for instance through healthier eating, improved social interaction, or better day-to-day running of the home;
- Parents have entered into adult education or work due to increased self-esteem and confidence;
- Improved emotional health and well-being of both children and parents;
- Families have increased their ability to access support services within their local area (this can also show the acknowledgement that they can benefit from asking for help), eg, Children's Centre, parent groups, credit union, food bank, library;
- Children have happier relationships with their parents;
- Children's needs are better met and their development is enhanced through their parents' ability to provide play opportunities for them (as a result they become more 'school ready');
- Children have been removed from the Child Protection register;

- A reduction in social care interventions.

In 2014 we started to extend the services we offer families into West Suffolk, which we are managing as the Stepping Stones project. More details about this and why we are requesting funding to support this project can be found in the sections below.

7. What was your organisation's total income for last financial year?

8. What was your organisation's total expenditure for last financial year?

9. Does your organisation have more than six months running costs? Yes / No

10. What are your organisation's current unrestricted reserves or savings?

11. West Suffolk prioritises building resilient families and communities that are healthy and active. Please indicate which of the following areas your project contributes towards:

√	A thriving voluntary sector and active communities who take the initiative to help the most vulnerable.
√	People playing a greater role in determining the future of their communities.
√	Improved wellbeing, physical and mental health.
	Accessible countryside and green spaces.

### About your project – why are you applying for this funding?

12. What do you want the funding for? Please be specific. Please note that 'project' is meant to describe the project for which you are seeking funding, and not your organisation.

We are about to enter year two of our three year project and we are seeking funding for the remaining two years. The total cost to deliver the remaining two years of the project is £303,845 (£149,500 year two and £154,345 year three) - full details of this can be found at Q21.

The success of the Lottery application was a great achievement for ourselves and for Home-Start South Suffolk with whom we are working in Partnership. We are leading the delivery of the project (Stepping Stones) as it has been our desire to expand our services Westwards to St Edmundsbury and Forest Heath for some time as we recognise there is a need here; however until 2014 funding has held us back from covering this part of Suffolk.

We are delighted to have the opportunity to help more families in West Suffolk, and are very

happy to have received funding from the Big Lottery to enable us to do this. However we have to raise matched funding of £57,636 to complete the remaining two years of the project. 20% of this matched funding (£11,500) will be raised by our partners South Suffolk (as they will be working with approximately 20% of the families who will be based in Ipswich) and we are therefore asking for £23,050 from St Edmundsbury Borough Council (and the same amount from Forest Heath District Council) to cover the shortfall.

We will continue to deliver our home visiting service in Mid Suffolk via other funding streams.

13. How has the project been developed out of the community's desire to improve the lives of local people? What evidence do you have that there is a need for this project? Please include sources of evidence, including any public/user/community consultation.

Our experienced family co-ordinators, working closely with families in St Edmundsbury and Forest Heath, helped to identify the need to move to the West Suffolk area where there is not currently a Home-Start scheme running or any other similar service. A survey was sent out to all volunteers and families receiving a service from Home-Start Mid or South Suffolk (summer 2012). These questionnaires were enhanced through home visiting, group discussion and focus groups plus feedback from volunteers. We have observed from our reports from volunteers who are currently supporting families that there is a very clearly identified need to help to prepare their children for school.

It is well documented that far too many pre-school children are seriously ill prepared for primary education, and this is particularly evident in areas of deprivation. Our own survey of 14 primary schools showed that up to 86% of children starting primary school failed to meet the government targets of 'preparation for entry' for primary reception/ foundation levels.

Following our research we wanted to focus on this serious issue not only within our existing areas of Mid Suffolk, but to expand into West Suffolk, where we know there are areas of high deprivation so far not being addressed (as evidenced in the report on 'Hidden Needs' in Suffolk (Cambridge University, 2011), combined with rural isolation as we see in Mid Suffolk.

In addition to the above we continually consult with families, volunteers and referrers through our monitoring process (a monitoring system, MESH, developed to measure the 'journey' a family has travelled whilst being supported by Home-Start).

There is no service similar to Home-Start in West Suffolk, and from all the evidence obtained when researching this project we are confident that we can make a difference to families in this area.

We were pleased to receive a letter of support for our intended expansion into West Suffolk from St Edmundsbury Council dated the 22<sup>nd</sup> January 2014.

It is for all of these reasons that we launched the Stepping Stones project, an early intervention programme which aims to address some of the problems around ensuring children are 'school ready' when they enter primary education. Stepping Stones builds on our successful home visiting service by adding specific help for parents who are struggling to



get their child capable of starting school. This could be due to behaviour problems, parental stress, isolation, poor parenting skills in general or simply not knowing what is expected of a child when he/she starts school.

14. How will the project help local people to support one another?

We work to strengthen families by helping parents to help themselves. We help to build up the parent's confidence to help them get back on their feet, and doing things for themselves that they weren't feeling able to do.

Our main aim is to help prepare children for primary school in areas of communication, cognitive development, behaviour and reading. We are doing this by delivering strategies for the parents of young children that will prepare their children for entry into school as well as developing the family unit into a strong, self-supporting unit.

We will be running a Family Group which offers the opportunity for parents to meet, socialise and potentially support others and be more involved in their local community.

The letter of support from St Edmundsbury Borough Council in January 2014 noted that the 'Home-Start model, which relies on the recruitment of local volunteers, is an excellent fit with our strategy which is founded on an asset based approach to working with communities, capacity building and the delivery of services to the community by the community at a very local level'.

15. Are you working with any other organisations on this project? Yes/ No

If yes, please state the names of these groups and the nature of the relationship.

Home-Start South Suffolk – we have a partnership agreement with them for the Stepping Stones project but we are the delivery agent for this.

Big Lottery – are the main funder and we must monitor, evaluate and report our findings on a regular basis as the project progresses.

We are also working closely with organisations in West Suffolk including Children's Centres, Citizens Advice Bureaus and Community Action Suffolk. We are also working hard to connect with local schools and have so far shared details about the work we do at Home-Start, our referral packs, and details of how parents might wish to volunteer. We are also starting to develop links with Family Support Advisors in schools, for example at Barrow and Tollgate primary schools. It is in our plan to continue to develop these links and to work more closely with schools going forward.

We are also keen to strengthen our links with health service providers as our work fits closely with early intervention strategies and are in early discussions with West Suffolk Hospital to see where we could work collaboratively.

We are also keen to explore linking with existing groups in the community and are discussing the possibility of working with West Road Church who have a large number of volunteers interested in learning more about Home-Start.

16. When will the project start?

This is a three year project which started in November 2014. The funding we are seeking is for years two and three (i.e. from November 2015 to November 2017)

17. When will the project finish?  
ongoing?

30 November 2017

or is the project

If this is an ongoing project, how will it be funded and continue going when the funding ends?

The Stepping Stones project will finish at the end of November 2017 however, the ongoing evaluation throughout the lifecycle of this project will identify if there is an ongoing need for Home-Start support for families in West Suffolk and how this should be delivered. Following the initial monitoring of outcomes during year one we are already raising our intention to re-apply for continuation funding from the Lottery and are discussing this with Jamie Conway from the Big Lottery to understand about how we should best approach this.

We use an evaluation and monitoring tool (MESH) to help evaluate the work we are doing and help to identify areas of need. The data we collect provides real evidence of the positive difference that family support from a Home-Start volunteer makes to parents and children, among families who have complex and long term needs. It also demonstrates the highly challenging family contexts within which volunteers are operating. We would be willing to work with St Edmundsbury Borough Council and share our findings to provide a clear picture of both the results of the work we are doing but also to be clear about what it is that local families need and want going forward.

18. Which years funding are you applying for?

Years two and three - November 15 – November 17

19. How many people do you expect to benefit directly from the project on either a weekly, monthly or annual basis?

We are hoping to work with 75 new families in year two and 100 in year three (225 families in total for the 3 year project). We are planning that approximately 40 families will be living in the Ipswich area with the remaining 185 being split equally across the St Edmundsbury and Forest Heath Areas.

20. What results (including targets/numbers) do you expect to see as a result of the funding and how do these relate to the Community Chest funding criteria?

The outcomes all relate to the Community Chest funding criteria in that the overall aim of the project meets the requirement to improve the quality of life of people living in West Suffolk.

The strategic plan for West Suffolk for 2014-16 includes *priority 2 - Resilient families and communities that are healthy and active. We want to see:*

1. *a thriving voluntary sector and active communities who take the initiative to help the most vulnerable;*
2. *people playing a greater role in determining the future of their communities;*
3. *improved wellbeing, physical and mental health;*

The work of the stepping stones project, strengthening families by helping parents to help themselves, supports priority 2 as can be seen from the outcomes laid out below:

<p>Outcome 1 - Parents living in rural areas will be supported to provide an effective home learning, pre-school programme for their children</p>	<p>1a: parents are supported by volunteers to identify the necessary areas of development their children need to be school ready</p> <p>A total of 225 different families by end of project [50 families Year 1, a further 75 families year 2, and a further 100 families year 3]</p> <p>1b: parents will be provided with a volunteer mentor to support their understanding of their children's needs in relation to school readiness</p> <p>A total of 225 different families by end of project [50 families Year 1, a further 75 families year 2, and a further 100 families year 3]</p> <p>1c: Families, parents and children, will be ready for children to commence school</p>
<p>Outcome 2 - Children have the required skills in preparation for school allowing focus on education rather than social and behavioural needs</p>	<p>2a: parents encourage their children's expansion of play materials to stimulate learning</p> <p>2b: children practice their improved social and emotional skills, enhanced by parents improved skills in discipline and managing children's behaviour</p> <p>2c: children develop their individual practical, social and emotional skills and are ready for school</p>
<p>Outcome 3 - Volunteers will enhance their skills through training that leads to qualifications and/or life-long learning and/or return to work</p>	<p>3a: volunteers will attend a course of accredited training and on-going training enhancing their potential for 'return to work' (35 accredited volunteers in project lifetime)</p> <p>3b: Previous parents are actively recruited to become volunteers and access potential HE or 'return to work' through volunteering experiences</p> <p>3c: all volunteers can access accreditation and improve and activate a comprehensive CV evidencing their working potential</p>

benefitting their communities	
Outcome 4 - Local communities will benefit from the improved lifestyles of families, thereby reducing the need for statutory intervention	<p>4a: there will be a higher attendance at relevant groups</p> <p>4b: families participating in community activities will add to the decrease in referral to TAC/CAF/CiN (reduction in Hardiker tier)</p> <p>4c: families will be supported by their local communities thereby reducing isolation and supporting them with family life</p>
<p>Outcomes 1 and 2 will be achieved by the volunteers working toward the aims set by the Co-ordinator (in negotiation with the parent). These are the aims that will evidence the outcomes. Volunteer's diary sheets and Co-ordinators review/endings will identify the achievements.</p> <p>Outcomes 3 will be achieved by the volunteers themselves but evidenced through information from the Co-ordinators training (PREP) and on-going supervision.</p> <p>Outcome 4 will be achieved through the confidence building given by both volunteers and Co-ordinators. Information will be gathered on signposting and actual attendance to groups/activities/events/supported by other agencies and organisations. Volunteer's diary sheets and Co-ordinators review/endings will identify the achievements.</p>	

21. What is the total cost of the project?

£149,500 (year two)
£154,345 (year three)
= £303,845

Please provide a full breakdown of the total cost of this project, including VAT if applicable along with any in-kind contributions such as volunteer hours.

<b>Item or activity</b>	<b>Cost (£) year two</b>	<b>Cost (£) year three</b>
Salaries, NI and pensions	£106,019	£109,199
Volunteer and parent training	£11,700	£12,100
Volunteer and staff recruitment	£2,500	£2,500
Fixtures and fittings	£1,275	£1,125
Volunteer and Staff Travel	£11,750	£14,000
Consultancy and Advice (inc evaluation)	£2,500	£3,000
Marketing	£1,500	£1,000
Specialised staff training	£1,500	0
	£10,756	£11,421
Share of scheme overheads		

22. How much funding are you applying to us for?

£ 13,250 year two
£ 9,800 year three
<b>£ 23,050 Total</b>

23. What funds have you raised so far for this project?

<b>Source</b>	<b>Amount (£)</b>
Big Lottery Year two	£116,549
Big Lottery Year three	£129,660
<b>Total fundraising:</b>	<b>£246,209</b>

24. What other funders have you applied to for further funding for the project?

<b>Funder</b>	<b>Amount (£)</b>	<b>Timescale for decision</b>
Forest Heath District Council Community Chest	£23,050	December 2015
Home-Start South Suffolk fundraising contribution (20%)	£11,500	December 2015
<b>Total:</b>	<b>£34,550</b>	

25. What other grants and contracts has your organisation received over the past year from either Forest Heath District Council or St Edmundsbury Borough Council?

<b>Funder</b>	<b>Amount (£)</b>	<b>Reason for funding</b>
We applied for a grant from St Edmundsbury Borough Council Community Chest and are waiting to hear	5000	Support for year one of our project
<b>Total:</b>	5000	

# Community Chest Application Summary 2016/2017

## APPENDIX 18

Local Authority	St Edmundsbury Borough Council
Organisation	<b>Suffolk West CAB</b>
Amount Requested	<i>£182,000</i>
Total Project Cost	£434,020
Match Funding	£104,046
Partnerships	Newmarket CAB, SNAP, Garland Street Drop-In, Turning Point
West Suffolk Bid?	Yes

## Key Points

- The Citizens Advice Bureau (CAB) service provides free information, advice and advocacy to all members of the local community. The aim is to provide the information and advice that clients need at the time they need it, and to target resources towards providing casework for those unable to manage their problems themselves.
- SWCAB are seeking funding to continue to provide services which are rooted in and developed from a professional organisation made up of 80% volunteers.
- The Bureau are reviewing the ways clients access services based on ensuring clients see the most appropriate agency, are enabled to help themselves if they are capable of doing so, and providing support to the remainder based on their needs.

**St Edmundsbury Borough Council  
Community Chest Grant Application Form  
Part A**



Community Chest funding supports voluntary and community groups who make a contribution to improving the quality of life for people in West Suffolk. The information you provide will help us consider your application. If you have any questions, please give us a call on 01638 719763. Before completing this form, we ask you to please read the guidelines, which are available on:

<http://www.westsuffolk.gov.uk/community/community-grants.cfm>

Please return your completed, signed form and supplementary documents to:  
[richard.baldwin@westsuffolk.gov.uk](mailto:richard.baldwin@westsuffolk.gov.uk)

1. Name of your organisation(s):

2. Organisation address details

Address Ln1	The Risbygate Centre		
Address Ln2	90 Risbygate Street		
Address Ln3			
City/Town	Bury St Edmunds	Postcode	IP33 3AA
Main phone	01284 767572	E-mail	Jane.ballard@swcab.org.uk
Website	www.suffolkwestcab.org.uk		

Main Contact Person		Second Contact Person	
Title	Mrs	Title	Miss
Forename	Jane	Forename	Janine
Surname	Ballard	Surname	Pinel
Role	District Manager	Role	Operations Development Manager
Daytime Tel No.	01284 767572	Daytime Tel No.	01284 767572
Mobile No.	██████████	Mobile No.	
Email	<a href="mailto:Jane.ballard@swcab.org.uk">Jane.ballard@swcab.org.uk</a>	Email	<a href="mailto:Janine.pinel@swcab.org.uk">Janine.pinel@swcab.org.uk</a>
Address Details (if different from Org address)		Address Details (if different from Org address)	
Ln1		Ln1	
Ln2		Ln2	
Town		Town	
Post Code		Post Code	



## About your organisation

3. What local authority area(s) does your organisation work in?

St Edmundsbury and Forest Heath

\*Community Chest funding is offered by both Forest Heath and St Edmundsbury councils. As the decision making process is different any projects applying for funding across West Suffolk, must apply separately.

4. What is the status of your organisation?

Registered charity	<input checked="" type="checkbox"/>	Charity number: 1144118
Applying for charitable status	<input type="checkbox"/>	
Company limited by guarantee	<input checked="" type="checkbox"/>	Company number: 7645392
Community Interest Company	<input type="checkbox"/>	
Part of a larger regional or national charity (Please state which one)	<input type="checkbox"/>	We are a separate charity affiliated to national Citizens Advice, which audits our quality and organisation to ensure that we meet certain standards.
Constituted Community Group	<input type="checkbox"/>	
Social Enterprise	<input type="checkbox"/>	
Other (Please specify)	<input type="checkbox"/>	

5. How many people are involved in your organisation?

Management committee	9	Service users	5582
Full Time staff / workers	1	Volunteers and helpers (non-management)	115
Part Time staff / workers	18		

6. What is the purpose of your organisation? Please briefly describe why your organisation was set up, its aims and objectives and who primarily benefits from your organisation.

The Citizens Advice Bureau (CAB) service provides free information, advice and advocacy to all members of the local community. The aim is to provide the information and advice that clients need at the time they need it, and to target our resources towards providing casework for those unable to manage their problems themselves. We aim to help clients with all the issues that result from their problems, rather than just the single reason for their contact, in order to ensure they can move forward and be as independent as possible.

The dual aim is to promote change locally and nationally through social policy work by utilising the vast network of bureaux across the country to lobby parliament/other organisations. We are also working to reduce discrimination and ensure that people are treated fairly regardless of age, gender, disability or race.

Bureaux are independent charities but work within the criteria laid down in the Citizens Advice membership scheme - quality of advice audit standards, management and

organisational standards.

We provide advice in Bury St Edmunds, Haverhill, Brandon and Mildenhall, and feel that it is important to continue to have a presence in each of these towns.

As well as information and advice across the full range of enquiries, we provide casework in welfare benefits, money advice, employment, housing, consumer and child support problems.

The bureau helps people to make decisions in their lives through providing information about their options, including better off calculations, the affordability and impact of various housing choices and the results of pension choices, for example.

We feel that preventative work is very important, and provide 1:1 budgeting advice for people who are concerned they may be falling into debt, and also for people who have had help with their debts but need to ensure they can create a manageable budget which will work long term.

We have a strong financial capability team providing money management training to community groups and front line workers in other agencies, again to try and prevent the future development of debt problems and contribute towards financially stable communities. The team also have a focus on raising awareness of choices in energy costs and saving, and how to change tariffs or switch providers, as well as promoting use of the credit union as an alternative to high interest or payday loan providers.

Our project work includes:

- MS project: providing primarily welfare benefit and money advice casework, but covering the full range of advice, with access to bureau caseworkers in other disciplines. This is about enabling clients with MS or their families and carers to have access to specific caseworkers over a long period of time, to help them to deal with in work benefits and money issues, but also power of attorney, disability benefits and any other problems such as access to pension guidance. This project is funded by two local MS Society branches, and has been running since 2008.
- 'Advice on prescription': providing advice within two GP surgeries in Haverhill, since research has shown that many of the clients through this route would not have separately sought advice from a CAB, and almost 20% of visits to GP's are generated by non-health issues for which people need practical help. This is a one year pilot project currently.
- Rural Moneysmart financial capability: working with Newmarket CAB, we are providing money management training across the rural areas of Forest Heath, including establishing connections with a wide range of village organisations and small community groups, promoting information and advice from Citizens Advice as a first port of call for people with problems, and enabling links between the groups to provide people with wider options for specific support. Following an initial year, this is in the first year of a two year project.

Suffolk West CAB works with bureaux across Suffolk, with the bureaux managers meeting regularly to determine how our services can be developed in the future. Our main project is to ensure wider access to information and advice by telephone throughout the county, with all bureaux agreed to gradually linking into a single telephone service over the next six months. This will provide a much higher level of response for all the residents of Suffolk, with backup from Citizens Advice' national call centres, than has been possible to date.

In addition the bureaux are working on a project to develop advice provision in the majority of GP surgeries across the county, a further opportunity to expand the availability of practical help at the time it is needed, since many people are still unaware of the range of free help available, or turn to bureaux at a point of crisis when their options may be more limited.

Locally, Suffolk West is developing closer links with Newmarket CAB, initially in the

provision of financial capability work in the Newmarket area, but also in supporting the bureau to train and support their own financial capability workers who will then join a joint team run by Suffolk West to enable money management training to be fully provided throughout both St Edmundsbury and Forest Heath.  
 We have jointly identified the rapidly growing area of Red Lodge as one that could benefit from a regular advice outreach, and this is currently under discussion with Newmarket CAB with a view to trialling it in 2016 as potentially a shared fortnightly session at the Millennium Centre with both bureaux attending once a month.

7. What was your organisation's total income for last financial year?

8. What was your organisation's total expenditure for last financial year?

9. Does your organisation have more than six months running costs? ~~Yes~~/ **No**

10. What are your organisation's current unrestricted reserves or savings?

11. West Suffolk prioritises building resilient families and communities that are healthy and active. Please indicate which of the following areas your project contributes towards:

<input checked="" type="checkbox"/>	A thriving voluntary sector and active communities who take the initiative to help the most vulnerable.
<input checked="" type="checkbox"/>	People playing a greater role in determining the future of their communities.
<input checked="" type="checkbox"/>	Improved wellbeing, physical and mental health.
<input type="checkbox"/>	Accessible countryside and green spaces.

**About your project – why are you applying for this funding?**

12. What do you want the funding for? Please be specific. *Please note that 'project' is meant to describe the project for which you are seeking funding, and not your organisation. ADAPTED TO GRANT FUNDING APPLICATION*

All the information, advice, advocacy, training and outreach that Suffolk West provides is rooted in and developed from a professional organisation that is made up of approximately 80% volunteers. We have a small number of paid staff to ensure that there are proper management and financial reporting systems, recruitment and training of staff and volunteers, and supervision and support to our volunteers. We have no paid administrative staff, and have greatly reduced the number of our paid staff, so that our only paid caseworkers are money advisers, since they have to meet time requirements for their professional qualification as debt relief order intermediaries.  
 Over the last few years we have responded to the changing landscape of client needs and availability of funding to ensure that we have a strong core of staff, and appropriate premises for our needs.  
 We have conducted a review of our service delivery both within the organisation and externally, and earlier this year have piloted some different ways of working which we are now in the process of instituting, in order to ensure that everyone

is seen initially as soon as possible to determine the best way of providing help to them and reduce the amount of time clients spend waiting to be seen. This is based on ensuring clients see the most appropriate agency, are enabled to help themselves if they are capable of doing so, and providing support to the remainder based on their needs.

We are also changing our opening hours to enable greater emphasis on telephone advice since we are aware that in a rural area, with transport problems, an aging population and a larger number of people with caring responsibilities, immediate help by telephone is a priority.

We are continually applying for a variety of funding throughout the year, and our success can vary depending on the strength of the economy and the level of competition in a particular year. We apply for grant funding to ensure that we are able to ensure the operation of a professional core service.

Recent Citizens Advice research into the impact and benefit of individual bureaux has shown that for every £1 invested in SWCAB, we are delivering £15.79 in public value.

13. How has the project been developed out of the community's desire to improve the lives of local people? What evidence do you have that there is a need for this project? Please include sources of evidence, including any public/user/community consultation.

Every year the bureau surveys our clients across the four sites to see whether we are delivering the service they need, how easy they find it to contact us, and where else they might find help if not from us – amongst other questions. In addition last year we asked the Rural Coffee Caravan to use a similar questionnaire with people who were not already bureau clients. The results of both are:

Preferred method of contact: phone 35%, followed by face to face 21%, and email 11% (with the remainder divided between skype locally, website, etc)

Other sources of help: the majority said they did not know where else they might get this help, with a few suggesting solicitors, and a lot of single responses regarding the internet, Jobcentre Plus, other towns

Consultation with all of our volunteers identified the following consensus of opinion:

- we should be enablers rather than encouraging dependency
- we need to identify and focus on priority clients, and do more signposting to other services who focus on single areas of advice or client groups
- it is crucial for us to provide more telephone and email services
- face to face help is still very much needed

Client surveys showed that the majority of our clients are town-based, so we clearly need to address the issue of access for rural potential clients. In addition to the prioritisation of telephone advice, we are also looking at providing more outreach, to take the service to the clients, where there is sufficient need to warrant it. Local transport in some areas can be easier for people than the longer distances to the larger towns, ie. carers with limited time, or the availability of local lifts for short trips.

Universal Credit is a digital by default benefit, and various statutory bodies are becoming harder to reach by telephone (such as HMRC), so providing help with accessing information, reporting changes and form filling is increasingly needed.

The reduction in legal aid has also created greater need for legal form filling as well as advice. Redesigning our service to build in an information assistant role which will provide this help as part of our training process is one way of ensuring we can provide the service. We are also planning to provide more help with public access PC's in our reception areas, and to work more closely with the local authority in Haverhill and

Mildenhall in providing initial help and direction to clients, to reduce waiting times and avoid duplication of work.

The county draft poverty strategy outlines five aims identified through extensive research, all of which we are addressing: through improving people's financial skills, addressing people's longer term problems when they present for food/fuel vouchers (as well as providing this immediate help), improving family income levels through income maximisation checks (minimum wage/benefit checks/tax coding etc), improving people's skills and employment prospects through supported volunteering, and reducing health inequalities through our MS project and work in GP surgeries.

Welfare reform impact: benefits enquiries have overtaken debt as the single largest enquiry (34%) and the changes to disability benefits, with some further changes to assessment descriptors to come in December, mean that the depth of work required is extensive, and fewer people are able to manage this on their own. We are no longer able to routinely attend welfare benefit tribunals, unless clients are very vulnerable and have no other support, but produce detailed submissions and ensure that clients have someone to take with them. However, the training and development of volunteer benefit caseworkers is both lengthy and expensive, compared with other areas of advice.

Housing: 7% of our enquiries are about housing but they reflect a real issue with private rental, cost, availability, repairs and landlord issues, amongst other housing problems. Shelter will shortly begin delivering housing advice to legally aidable clients at our bureau, which will be very helpful.

Provision of work experience: we provide work experience for students at the upper schools in BSE and Haverhill, and also West Suffolk College, as well as the Priory School in BSE which takes students from a wide surrounding area for whom we provide support to the level required. Both the students and the bureau gain from this experience, finding it useful and valuable in terms of the availability of future references and an understanding of different career paths.

#### 14. How will the project help local people to support one another?

The most usual reason that prospective volunteers give is that they want to help their local community. Encouraging more people to do this through our volunteer recruitment campaigns, and making more people aware of our public access website and the other sources of help available will enable more local support. As well as being valuable to the community, our volunteers gain through continuing in a professional role after retirement, and maintaining a social life through the bureau, or gaining new skills and becoming more employable, with potential references for a prospective employer. It combats loneliness following retirement, and gives people self-worth, as well as contributing over £500,000 in value to the bureau at current job market rates.

The creation of a central network of groups and resources contributes to self-reliance within local communities, with individuals contributing information, and the bureau developing community connections through projects like rural Moneysmart, but also through work in GP surgeries, where we can link into other resources such as mental health support, support for carers, and district nurses. Organisations like Homestart which are now working in this area, will also be able to link into these resources.

More outreach work will take advice to the communities, but will also hopefully demonstrate the benefits of volunteering.

15. Are you working with any other organisations on this project? **Yes / No**

If yes, please state the names of these groups and the nature of the relationship.

**Suffolk County Citizens Advice bureaux** – through joint strategic development

- providing a joint adviceline for the county, with each bureau joining the line at their own pace
- working on social policy campaigns jointly, particularly in consumer issues with Trading Standards to whom we supply monthly reports of consumer problems as a county, and also work on identifying and reporting scams
- submitting joint bids for funding to improve and extend our services

**Newmarket CAB** in particular - Working on developing synergies between our services (in addition to the joint working identified above, on financial capability and prospective joint outreach)

\* Aiming to co-ordinate opening hours and telephone hours so the Forest Heath area is covered for access throughout the week

\* Agreed on joint evaluation at the end of first year (2016-17) to assess community needs and the impact of service delivery changes, and agree bureaux focus for the following year

\* Planning on joint work on housing to be a major focus for both bureaux (FHDC/SEBC Homelessness strategy) with Newmarket CAB attending the Forest Heath housing forum and SWCAB attending the St Edmundsbury housing forum

Solicitors within BSE and Haverhill: we have arrangements in both towns to ensure clients have access to initial free legal advice. In BSE this is through arranging appointments with solicitors in their offices, and in Haverhill we have rotas for several solicitor firms to provide monthly appointment sessions in our bureau

SNAP: this organisation provides support to clients whose housing is threatened, and they provide regular drop in sessions in Brandon, and Haverhill (soon to be re-started)

As well as the above, we work regularly with most of the statutory and voluntary agencies locally, both large and small, and through some of our project work we are building relationships with new areas for us, such as the probation service.

Garland Street drop in: we are involved in new initiatives such as this weekly Friday drop in for people to access a range of support organisations with a regular presence by the housing team.

Turning Point welcome café: this is a starting point for people with addiction problems, and since we have always worked well with organisations like Focus 12, we would like to start attending this drop in also.

16. When will the project start?

Ongoing

17. When will the project finish?  or is the project ongoing?

If this is an ongoing project, how will it be funded and continue going when the funding ends?

SWCAB funding has traditionally been supported by a combination of grants from different local councils, with St Edmundsbury providing the largest element. Over the last ten years we have been increasingly sourcing additional funding from a variety of project work to supplement the growing cost of providing a service on which greater requirements are being made, both in terms of advice and meeting professional demands for management and regulation. These additional sources of funds have become more difficult since the recession and less reliable, but we continue to bid for funds to deliver either specific elements of our core service, or extensions to it. We have a good track record and in the current year the percentage of core v project funding is 71%/29%, but we have no guarantee that we will maintain any specific success rate, which means our total funding is always insecure, but we are trying to ensure that we have reliable funding for our core service.

18. Which years funding are you applying for? April 2016 – March 2017

19. How many people do you expect to benefit directly from the project on either a weekly, monthly or annual basis?

20. What results (including targets/numbers) do you expect to see as a result of the funding and how do these relate to the Community Chest funding criteria?

Changing the way in which we work with clients should result in more clients enabled to deal with their problems themselves, which will build their future capability. This should also create greater awareness of trusted sources of information, such as Citizens Advice' public advice website, and through publicising the numbers of small and specific agencies working in the area and facilitating these links, we are building independence. We will also be improving people's health through helping to resolve their practical problems which has an impact on their mental health and therefore areas such as family relationships and attendance at work.

Recent Citizens Advice 2014 survey of over 2,700 clients provides the following evidence of this:

*86% of people experienced positive change in their lives following advice  
2 in every 3 clients reported that their problem was either partly or completely sorted out*

Prioritising the telephone and increasing the amount of outreach work we are doing should result in increased client numbers for advice.

Unique clients: 5628 in 14-15, *increasing to 7,000*

Enquiries dealt with: 18,544 in 14-15, *increasing to 21,500*

Expanding the financial capability team should also increase the number of money

management sessions we are able to deliver, in which we will aim to empower the following numbers of people to understand household finances and avoid debt.  
Via front line workers: 72 in 14-15, *increasing to 95*

End users: 345 in 14-15, *increasing to 415*

Since we are finding that volunteer numbers are dropping (which is being experienced by many agencies reliant on volunteers) we will be continuing to run our recruitment drive to ensure that we have regular numbers of people coming through our training process. We will aim to be training the following numbers of people throughout the year:

New volunteers: 19 started training in 14-15, with 11 finishing and volunteering (74 approached the bureau expressing interest in volunteering)

*Aim for 20 to finish training*

We have been very successful in enabling our volunteers to move into paid work, and will be monitoring the extent that this increases over the following year. This has been one of the great strengths of our supported volunteering to build confidence and skills in people who may either never have been employed, or would like to return to paid employment after a long break.

21. What is the total cost of the project?

Please provide a full breakdown of the total cost of this project, including VAT if applicable along with any in-kind contributions such as volunteer hours.

<b>Item or activity</b>	<b>Cost (£)</b>
Salaries	275,000
Staff and volunteer expenses (primarily travel expenses)	38,000
Office expenditure	29,200
Premises costs	79,500
Governance costs	10,220
Other – publicity costs/AGM etc	2,100
<b>Total cost of items listed above:</b>	<b>434,020</b>



22. How much funding are you applying to us for?

£182,000
----------

23. What funds have you raised so far for this project?

Source	Amount (£)
Mid Suffolk District Council	5,100
Suffolk County Council	73,600
South Cambs District Council	5,500
The above councils have provided grant funding in previous years and we would hope they will continue to do so, but we do not have confirmation yet or exact figures.	
Suffolk County Council have confirmed continued funding with a percentage reduction, but have not confirmed a final amount since a cost of living increase may be added.	
Forest Heath District Council (Year 2 of a 2 year project shared with Newmarket CAB – amount listed under point 25) MS project (unconfirmed but currently anticipated)	19,846
<b>Total fundraising:</b>	104,046

24. What other funders have you applied to for further funding for the project?

Funder	Amount (£)	Timescale for decision
We will be applying to Suffolk County Council and other health sources for funding to continue and expand the GP surgeries advice project	24,000	February/March 2016
We will also be applying for further Energy Best Deal and Big Energy Savings Network funding for financial capability work which will be tendered later this year.	25,000	March 2016 September 2016
During the year we will be bidding for funds from: Suffolk Community Foundation (in different projects)	10,000	
Level of donations and fundraising normally anticipated during the year	9,524	
<b>Total:</b>	78,524	

25. What other grants and contracts has your organisation received over the past year from either Forest Heath District Council or St Edmundsbury Borough Council?

Funder	Amount (£)	Reason for funding
15-16 Rural MoneySmart project £30,000 (shared with Newmarket CAB) 2 year funding to include 2016-17, so mentioned under point 23	£30,000	To promote community services across Forest Heath, linking in local residents and community groups to create a stronger and more resilient community. Deliver community money management skills training.
St Edmundsbury BC annual grant £181,800	£181,800	} To provide free information and advice services to local residents in Bury St Edmunds, Haverhill, Brandon and Mildenhall. This includes some casework support in money advice, benefits, consumer and housing.
Forest Heath DC annual grant £39,650	£39,650	
<b>Total:</b>	250,650	

# Community Chest Application Summary 2016/2017

Local Authority	St Edmundsbury Borough Council
Organisation	<b>Coffee Caravan</b>
Amount Requested	£2,196
Total Project Cost	£2,196
Match Funding	None
Partnerships	Age UK Suffolk, Suffolk Family Carers, Sue Ryder, Alzheimer's Society
West Suffolk Bid?	Yes

## Key Points

- The Coffee Caravan aims to combat rural isolation by visiting rural locations and holding events that act as a catalyst for people to talk with one another and fostering community spirit.
- The Coffee Caravan would like to deliver four special village visits (villages not yet specified) to celebrate the Queens 90<sup>th</sup> Birthday. The whole community will be invited to attend a cream tea 'on the green' or in their village hall, with a royal theme using photos, music, artefacts and film footage.
- Communities losing so many amenities often struggle to find ways of bringing people together.
- Increasingly there is a need for communities to come together to find their own solutions to the problems of isolation and that begins with opportunities for conversations and discussion for everyone in the community in a non-intimidating friendly atmosphere. Attendees will have the opportunity to say what they would like to see in their community in the way of activities and support.

**St Edmundsbury Borough Council  
Community Chest Grant Application Form  
Part A**



Community Chest funding supports voluntary and community groups who make a contribution to improving the quality of life for people in West Suffolk. The information you provide will help us consider your application. If you have any questions, please give us a call on 01638 719763. Before completing this form, we ask you to please read the guidelines, which are available on:

<http://www.westsuffolk.gov.uk/community/community-grants.cfm>

Please return your completed, signed form and supplementary documents to:

[richard.baldwin@westsuffolk.gov.uk](mailto:richard.baldwin@westsuffolk.gov.uk)

1. Name of your organisation(s):

2. Organisation address details

Address Ln1	THE OLD SHOP		
Address Ln2	HARLESTON RD		
Address Ln3	WEYBREAD		
City/Town	DISS	Postcode	IP21 5TU
Main phone	01379 855338	E-mail	coffee.caravan@btinternet.com
Website			

Main Contact Person		Second Contact Person	
Title	MRS	Title	REV
Forename	ANN	Forename	SALLY
Surname	OSBORN	Surname	FOGDEN
Role	DIRECTOR	Role	CHAIR
Daytime Tel No.	01379 855338	Daytime Tel No.	██████████
Mobile No.	██████████	Mobile No.	
Email	coffee.caravan@btinternet.com	Email	██████████
Address Details (if different from Org address)		Address Details (if different from Org address)	
Ln1		Ln1	██████████
Ln2		Ln2	██████████
Town		Town	██████████
Post Code		Post Code	██████████

### About your organisation

3. What local authority area(s) does your organisation work in?

All

\*Community Chest funding is offered by both Forest Heath and St Edmundsbury councils. As the decision making process is different any projects applying for funding across West Suffolk, must apply separately.

4. What is the status of your organisation?

Registered charity	/	Charity number:1125748
Applying for charitable status		
Company limited by guarantee		Company number:
Community Interest Company		
Part of a larger regional or national charity (Please state which one)		
Constituted Community Group		
Social Enterprise		
Other (Please specify)		

5. How many people are involved in your organisation?

Management committee	11	Service users	5000+
Full Time staff / workers	2	Volunteers and helpers (non-management)	50+
Part Time staff / workers	1		

6. What is the purpose of your organisation? Please briefly describe why your organisation was set up, its aims and objectives and who primarily benefits from your organisation.

To combat rural isolation and loneliness throughout Suffolk by visiting rural locations and holding events that act as a catalyst for people to talk with one another in a friendly and non-threatening atmosphere fostering community spirit and to provide access to services to individuals and communities, helping them to maintain a good quality of life.

7. What was your organisation's total income for last financial year? £
8. What was your organisation's total expenditure for last financial year? £
9. Does your organisation have more than six months running costs? Yes / No
10. What are your organisation's current unrestricted reserves or savings? £
11. West Suffolk prioritises building resilient families and communities that are healthy and active. Please indicate which of the following areas your project contributes towards:

/	A thriving voluntary sector and active communities who take the initiative to help the most vulnerable.
/	People playing a greater role in determining the future of their communities.
/	Improved wellbeing, physical and mental health.
	Accessible countryside and green spaces.

**About your project – why are you applying for this funding?**

12. What do you want the funding for? Please be specific. Please note that 'project' is meant to describe the project for which you are seeking funding, and not your organisation.

To run deliver 4 special village visits to celebrate the Queens 90th birthday. These visits form part of a programme of events planned for 2016 and are designed for the whole community but will have particular focus for older people living alone and for people living with dementia and their carers. The whole community will be invited to attend a cream tea 'on the green' or in their village hall, with a royal theme using photos, music, artefacts and, if possible, film footage on ipads, reflecting the Queens 90 years. The community will be invited to add their own photos and memorabilia too if they wish. These things and the atmosphere of celebration will provide not only a pleasant afternoon but also provoke conversation and the sharing of memories. As this is shared national history everyone can be involved promoting a feeling of engagement and enhancing community spirit. It will be particularly useful for those suffering with dementia as they often have very clear memories of times long ago. We will have information from organisations that support them and their carers, (AgeUk Suffolk, Suffolk Family Carers (and their bus) Sue Ryder, Alzheimer's Society) and where possible these organisations will be invited to join us to meet and interact with the guests so that they can offer in an informal setting, an insight into the services they provide and give visitors the chance to have real conversations about their needs and concerns. We will invite the organisers of local activities so that they might better understand how they can offer support in such cases and therefore be more inclusive. As all residents will be invited it will give carers and folk who struggle with loneliness a social opportunity and the chance to forge better links with their community. These visits will take place outside in villages without a hall or indoor meeting space. We will have ferrule replacement and information about falls prevention and also be able to provide radar keys to people who have difficulty finding them. We will also have Fit Villages information to

encourage the community to think about exercise activities that are appropriate for the village with a view to setting this up after our event.

13. How has the project been developed out of the community's desire to improve the lives of local people? What evidence do you have that there is a need for this project? Please include sources of evidence, including any public/user/community consultation.

Talking to service users during the course of our work over the past 13 years has shown us that loneliness is a growing problem as is dementia. 1 in 10 people in Suffolk say they are lonely and 1 in 4 of us are suffering or will suffer, from dementia. Added to this is the lack of transport in and out of rural locations making social contact hard and meaning access to information about services that can be supportive is very limited or non-existent.

Communities losing so many amenities often struggle to find ways of bringing people together. The basic need for conversation and social connection is regularly expressed to us as a reason people come to our village visits

14. How will the project help local people to support one another?

We need to provide opportunities for communities to come together to find their own solutions to the problems of isolation and that begins with opportunities for conversation and discussion for EVERYONE in the community in a non-intimidating friendly atmosphere. Addressing loneliness and isolation, the attendees will have the chance to come together in celebration creating an atmosphere that encourages conversation and friendship promoting a sense of community. Residents will have access to important information that supports their health, happiness and independence. Attendees will have the opportunity to say what they would like to see in their community in the way of activities and support e.g. a Good neighbour Scheme, exercise or leisure classes.

15. Are you working with any other organisations on this project? Yes

If yes, please state the names of these groups and the nature of the relationship.

Relevant agencies will be asked to participate as previously stated but at the very least we will have information from organisations that support people living with dementia and their carers, i.e. AgeUK Suffolk, Suffolk Family Carers (and their bus) Sue Ryder, Alzheimer's Society

These are agencies with whom we have established long term working relationships and who regularly attend our events.

16. When will the project start?

17. When will the project finish?  or is the project ongoing?

If this is an ongoing project, how will it be funded and continue going when the funding ends?

This is part of a plan to hold these events in each area. We have been working in West Suffolk for many years as part of our core business and will continue to do so as long as we can. Funding is sought on an ongoing programme using the services of a freelance fundraiser and by the charity director and trustees. About 30 applications are in at any one time.

18. Which years funding are you applying for?   
**2016 ( can't get this into the text box)**

19. How many people do you expect to benefit directly from the project on either a weekly, monthly or annual basis?

20. What results (including targets/numbers) do you expect to see as a result of the funding and how do these relate to the Community Chest funding criteria?

Improving physical and mental health health and well-being – Reducing isolation, providing refreshments and encouraging older people to stay active by introducing Fit Villages and by connecting them to the people who run leisure clubs in their community and encouraging them to get involved. Or where there are none, promoting the idea of starting something and offering support as they do so.

Improving access to facilities, advice and services- by offering access to information about all services and agencies that offer support advice in Suffolk.

Overcoming problems – Helping older people who are experiencing difficult circumstances due to; illness, injury, disability, bereavement or financial difficulty by introducing them to the organisations that can support them through difficulty such as AgeUk, Suffolk Family Carers, Sue Ryder etc

Providing an opportunity for all members of the whole community to come together and celebrate and acting as a catalyst to spark ideas for future community activity that promotes community spirit and encourages engagement with as many residents as possible.



21. What is the total cost of the project?

Please provide a full breakdown of the total cost of this project, including VAT if applicable along with any in-kind contributions such as volunteer hours.

Item or activity	Cost (£)
<p><b>Per event</b></p> <p>Preparation</p> <p>Research, contact, arrange visit Project Officer time 5 hours @£12.50 ph ==£62.50</p> <p>Prepare publicity materials Project Officer time 3 hours @£12.50pn =£37.50</p> <p>Management time 2 hours@£13.50 =£27.00</p> <p>Visit delivery</p> <p>Project Officer 5 hours @£12.50 =£62.50</p> <p>Evaluation</p> <p>Project manager 2 hours @ £13.50 = £27.00</p> <p>Project Officer 2 hours @£12.50 = £ 25.00</p> <p>£249 per event</p> <p>2 volunteers per event. estimated expenses covered by existing funds</p> <p>2 volunteers per event. estimated expenses covered by existing funds</p> <p>Vehicle costs pro rata to cover insurance, maintenance and road tax</p> <p>Associated office costs to include, ink, paper, telephone, heating</p> <p>Session worker to assist with flyering and delivery</p> <p>5 hours per event @10ph =£50</p>	<p>£996</p> <p>£160</p> <p>£240</p> <p>£360</p> <p>£240</p> <p>£200</p>
<b>Total cost of items listed above:</b>	£2196

22. How much funding are you applying to us for?

23. What funds have you raised so far for this project?

Source	Amount (£)
<b>Total fundraising:</b>	0

24. What other funders have you applied to for further funding for the project?

Funder	Amount (£)	Timescale for decision
<b>Total:</b>	0	0

25. What other grants and contracts has your organisation received over the past year from either Forest Heath District Council or St Edmundsbury Borough Council?

Funder	Amount (£)	Reason for funding
<b>Total:</b>	0	0

## Community Chest Application Summary 2016/2017

Local Authority	St Edmundsbury Borough Council
Organisation	<b>Eastgate Amateur Boxing Club</b>
Amount Requested	£5685.00
Total Project Cost	£7,660.00
Match Funding	£1,100.00
Partnerships	None
West Suffolk Bid?	No

### Key Points

- Eastgate Amateur Boxing Club is open to people from 6 – 40 years of age. Primarily teaching young people the skills of boxing within the rules.
- Boxing creates self discipline and respect for others.
- Seeking funding to create an area for parents who stay with their children whilst watching them train as well as providing a kitchen area for refreshments.

**St Edmundsbury Borough Council  
Community Chest Grant Application  
Form  
Part A**



Community Chest funding supports voluntary and community groups who make a contribution to improving the quality of life for people in West Suffolk. The information you provide will help us consider your application. If you have any questions, please give us a call on 01638 719763. Before completing this form, we ask you to please read the guidelines, which are available on: <http://www.westsuffolk.gov.uk/community/community-grants.cfm>

Please return your completed, signed form and supplementary documents to: [richard.baldwin@westsuffolk.gov.uk](mailto:richard.baldwin@westsuffolk.gov.uk)

- Name of your organisation(s): EASTGATE AMATEUR BOXING CLUB.
- Organisation address details

Address Ln1	THE OLD SYM		
Address Ln2	BLACKTHORPE		
Address Ln3	ROUGHAM		
City/Town	BURY ST. EDMUNDS	Postcode	IP 30 9HZ
Main phone	01-284-850683	E-mail	[REDACTED]
Website			

Main Contact Person		Second Contact Person	
Title	MR.	Title	MR.
Forename	MICHAEL	Forename	TIMOTHY
Surname	BRYANT	Surname	WOLSTENHOLME
Role	CHAIRMAN/COACH	Role	SECRETARY.
Daytime Tel No.	01 284 850683	Daytime Tel No.	[REDACTED]
Mobile No.	N/A	Mobile No.	[REDACTED]
Email	[REDACTED]	Email	[REDACTED]
Address Details (if different from Org address)		Address Details (if different from Org address)	
Ln1	[REDACTED]	Ln1	[REDACTED]
Ln2	[REDACTED]	Ln2	[REDACTED]
Town	[REDACTED]	Town	[REDACTED]
Post Code	[REDACTED]	Post Code	[REDACTED]

### About your organisation

3. What local authority area(s) does your organisation work in?

ST. EDMUNDSBURY

\*Community Chest funding is offered by both Forest Heath and St Edmundsbury councils. As the decision making process is different any projects applying for funding across West Suffolk, must apply separately.

4. What is the status of your organisation?

Registered charity		Charity number:
Applying for charitable status		
Company limited by guarantee		Company number:
Community Interest Company		
Part of a larger regional or national charity (Please state which one)		
Constituted Community Group	✓	
Social Enterprise		
Other (Please specify)		

5. How many people are involved in your organisation?

Management committee	8	Service users	250
Full Time staff / workers	NONE	Volunteers and helpers (non-management)	10
Part Time staff / workers	NONE		

6. What is the purpose of your organisation? Please briefly describe why your organisation was set up, its aims and objectives and who primarily benefits from your organisation.

WE ARE AN AMATEUR BOXING CLUB OPEN TO BOYS FROM THE AGE OF 6 - 40 YEARS. WE PRIMARY TEACH YOUNG PEOPLE THE SKILLS OF BOXING WITHIN THE RULES OF ENGLAND BOXING. IT CREATES SELF-DEFENCE & RESPECT FOR OTHERS. THIS WE ENCOURAGE. WE FORMED A YOUNG GROUP LAST YEAR FOR 6-9 YEARS. THIS HAS PROVED SUCCESSFUL. BECAUSE OF THE YOUNG AGE GROUP, PARENTS WANT TO STAY WHILST THEIR CHILDREN TRAIN. WE ALSO NEED KITCHEN & TAP WATER FACILITY. HENCE THE NEED TO HAVE SEPARATE ROOM FOR PARENTS. THE RULES AT PRESENT THAT PARENTS CANNOT BE IN THE ACTUAL GYM WHILST TRAINING

IS TRAINING PLACE

7. What was your organisation's total income for last financial year? £ [REDACTED]

8. What was your organisation's total expenditure for last financial year? £ [REDACTED]

9. Does your organisation have more than six months running costs? Yes / ~~No~~

10. What are your organisation's current unrestricted reserves or savings? £ 2100

11. West Suffolk prioritises building resilient families and communities that are healthy and active. Please indicate which of the following areas your project contributes towards:

- A thriving voluntary sector and active communities who take the initiative to help the most vulnerable.
- People playing a greater role in determining the future of their communities.
- Improved wellbeing, physical and mental health.
- Accessible countryside and green spaces.

**About your project – why are you applying for this funding?**

12. What do you want the funding for? Please be specific. Please note that 'project' is meant to describe the project for which you are seeking funding, and not your organisation.

TO PROVIDE AREA FOR PARENTS AND KITCHEN AREA WITH AVAILABLE SINK & WATER. FOR CLUB MEMBERS USE.

13. How has the project been developed out of the community's desire to improve the lives of local people? What evidence do you have that there is a need for this project? Please include sources of evidence, including any public/user/community consultation.

AT PRESENT THE ONLY RUNNING WATER WE HAVE IN THE PREMISES IS IN THE TOILETS WE NEED SOMEWHERE FOR BOXERS TO FILL WATER BOTTLES AND A FACILITY TO MAKE HOT DRINKS AND SERVE OCCASIONALLY PACKED FOOD THE ADSAUGHT ROOM IS SOMEWHERE FOR PARENTS TO SIT WHILST THEIR CHILDREN TRAIN (THIS ROOM STATE PARENTS CANNOT SEE IN GYM WHILST TRAINING TAKING PLACE)

14. How will the project help local people to support one another?

THE PROJECT WILL ALLOW PARENTS TO STAY AND WATCH THEIR CHILDREN TRAIN FOR BOATING WITHIN THE RULES OF ENGLAND BOATING ASSOC. WITH YOUNG CHILDREN IT IS IMPORTANT THAT PARENTS CAN BE NEARBY.

15. Are you working with any other organisations on this project? Yes / No

If yes, please state the names of these groups and the nature of the relationship.

N/A.

16. When will the project start?

17. When will the project finish?  or is the project ongoing?

If this is an ongoing project, how will it be funded and continue going when the funding ends?

ONCE THIS PART OF THE BUILDING HAS BEEN COMPLETED, WE WILL BE SELF SUFFICIENT. WE HAVE VOLUNTEERS TO HELP SERVE DRINKS ETC. ANY REVENUE WILL GO TO CLUB FUNDS

18. Which years funding are you applying for?

19. How many people do you expect to benefit directly from the project on either a weekly, monthly or annual basis?

20. What results (including targets/numbers) do you expect to see as a result of the funding and how do these relate to the Community Chest funding criteria?

I would expect an extra income of members as at the present moment, parones are not allowed in the gym whilst training is taking place, as per rules & regulations I would expect an increase of 50% in the younger age group.

21. What is the total cost of the project? £ 7660.00

Please provide a full breakdown of the total cost of this project, including VAT if applicable along with any in-kind contributions such as volunteer hours.

Item or activity	Cost (£)
AS PER ENCLOSED JHB BUILDERS QUOTE	6785.00
DECORATING 2 ROOMS (134 MEMBERS)	420.00
ELECTRICAL WORK BY MEMBERS (REGISTERED ELECTRICIAN)	455.00
<b>Total cost of items listed above:</b>	<b>7660.00</b>



22. How much funding are you applying to us for?

£ 5685.00

23. What funds have you raised so far for this project?

Source	Amount (£)
From Club Funds	
Raised from Hoedling Batling Shows	1100.00
<b>Total fundraising:</b>	1100.00

24. What other funders have you applied to for further funding for the project?

Funder	Amount (£)	Timescale for decision
Wales.		
<b>Total:</b>		

25. What other grants and contracts has your organisation received over the past year from either Forest Heath District Council or St Edmundsbury Borough Council?

Funder	Amount (£)	Reason for funding
None		
<b>Total:</b>		

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# Community Chest Application Summary 2016/2017

Local Authority	St Edmundsbury Borough Council
Organisation	<b>Rojo Art Projects</b>
Amount Requested	£4,724
Total Project Cost	£5,124
Match Funding	£400
Partnerships	Age UK Suffolk
West Suffolk Bid?	No

## Key Points

- Rojo Art Projects is a Community Interest Company set up to provide workshops, classes, events and projects led by professional arts practitioners to enable local participation in arts.
- The project will work with members, care workers and volunteers of the Oasis and Links day club at Saxon House and Age UK Suffolk, to facilitate the making of a large scale artwork for the centre.
- The project aims, primarily, through shared art activities to encourage a sense of belonging to the day club group and an improved feeling of self-esteem and confidence helping members to feel healthy and active. The project also looks to challenge attitudes and beliefs about older people by enabling the members to use existing and new skills to make some great art.
- Rojo Arts Projects are applying for funding for the Saxon House project as a discrete project with its own outcomes. However they are seeing this as a pilot project to help inform a longer term aim to provide a weekly, year round, arts drop in club for older people in Bury St Edmunds who live independently and would like to socialise more.

**St Edmundsbury Borough Council  
Community Chest Grant Application Form  
Part A**



Community Chest funding supports voluntary and community groups who make a contribution to improving the quality of life for people in West Suffolk. The information you provide will help us consider your application. If you have any questions, please give us a call on 01638 719763. Before completing this form, we ask you to please read the guidelines, which are available on:

<http://www.westsuffolk.gov.uk/community/community-grants.cfm>

Please return your completed, signed form and supplementary documents to:

[richard.baldwin@westsuffolk.gov.uk](mailto:richard.baldwin@westsuffolk.gov.uk)

1. Name of your organisation(s):

Rojo Art Projects C.I.C.

2. Organisation address details

Address Ln1	27 Victoria St		
Address Ln2			
Address Ln3			
City/Town	Bury St Edmunds	Postcode	IP333BB
Main phone	01294704481	E-mail	rojoart3@yahoo.co.uk
Website	www.rojoart.co.uk		

Main Contact Person		Second Contact Person	
Title	Mrs	Title	Mrs
Forename	Jacque	Forename	Elizabeth
Surname	Campbell	Surname	Cooke
Role	Director/artist	Role	artist
Daytime Tel No.	01284 704481	Daytime Tel No.	██████████
Mobile No.	██████████	Mobile No.	██████████
Email	rojoart3@yahoo.co.uk	Email	rojoart3@yahoo.co.uk
Address Details (if different from Org address)		Address Details (if different from Org address)	
Ln1		Ln1	██████████
Ln2		Ln2	
Town		Town	██████████
Post Code		Post Code	██████████

## About your organisation

3. What local authority area(s) does your organisation work in?

St Edmundsbury

\*Community Chest funding is offered by both Forest Heath and St Edmundsbury councils. As the decision making process is different any projects applying for funding across West Suffolk, must apply separately.

4. What is the status of your organisation?

Registered charity		Charity number:
Applying for charitable status		
Company limited by guarantee		Company number:08966303bv
Community Interest Company	x	
Part of a larger regional or national charity (Please state which one)		
Constituted Community Group		
Social Enterprise		
Other (Please specify)		

5. How many people are involved in your organisation?

Management committee	3	Service users	
Full Time staff / workers		Volunteers and helpers (non-management)	
Part Time staff / workers			

6. What is the purpose of your organisation? Please briefly describe why your organisation was set up, its aims and objectives and who primarily benefits from your organisation.

Rojo Art Projects CIC. was formed in March 2014 by combining the skills and experience of Rojo Art (participatory and visual artists, Jacquie Campbell and Heidi McEvoy-Swift) and Lynn Whitehead (theatre practitioner and story-teller). The C.I.C. was set up to provide, workshops, classes, events and projects led by professional arts practitioners to enable local participation in the arts. By forming a CIC we felt we would have the ability to develop arts projects with an insider, grass roots approach that local people really wanted and found relevant.

The community benefits are;

Improved access to arts and culture for members of the community including those who may consider themselves excluded;

Increased social interaction between community members through shared art activities.

Opportunity for people to have fun trying new things and meeting new people;

Opportunity for participants to discover or rediscover the arts as a means of expression and empowerment.

Rojo Art was formed in 2002 and continues to develop and deliver arts projects for the local community and education settings. Lynn Whitehead has worked in theatre education and outreach at

New Wosely Theatre, Ipswich; Theatre Royal, Bury St Edmunds and currently teaches at West Suffolk College.  
Please see Rojo Art website [www.rojoart.co.uk](http://www.rojoart.co.uk)

7. What was your organisation's total income for last financial year? ██████████
8. What was your organisation's total expenditure for last financial year? ██████████
9. Does your organisation have more than six months running costs? No N/A
10. What are your organisation's current unrestricted reserves or savings? None N/A
11. West Suffolk prioritises building resilient families and communities that are healthy and active. Please indicate which of the following areas your project contributes towards:

X	A thriving voluntary sector and active communities who take the initiative to help the most vulnerable.
x	People playing a greater role in determining the future of their communities.
x	Improved wellbeing, physical and mental health.
	Accessible countryside and green spaces.

**About your project – why are you applying for this funding?**

12. What do you want the funding for? Please be specific. Please note that 'project' is meant to describe the project for which you are seeking funding, and not your organisation.

**The funding will allow us to work with members, care workers and volunteers of the Oasis and Links day club at Saxon House, Age UK Suffolk, to facilitate the making of a large scale artwork for the centre.**

**The members live independently in the community, mostly in their own homes and attend the day club due to social isolation and mental or physical health needs. Over a week 60 people attend both day clubs, they are looking for social interaction, cognitive stimulation and support in maintaining their independence. This project aims, primarily, through shared art activities to encourage a sense of belonging to the day club group and an improved feeling of self-esteem and confidence helping the members to feel healthy and active and more contented living in the community. The project also looks to challenge attitudes and beliefs about older people by enabling the members to use existing and new skills to make some great art.**

**The sessions will be led by Rojo Art director and artist, Jacquie Campbell and regular Rojo Art freelance artist, Elizabeth Cooke.**

**The club members have identified a need for an art activity that encourages more social interaction and allows them to work together as a group. Mosaic work has been selected as it has been a favourite for both men and women in our previous work with older people and also provides practical and purposeful tasks with clear outputs as well as the opportunity for creative expression.**

**The suggested theme for the artwork is the recognition and celebration of existing**

creative skills within the club and also those new skills acquired during the project. The artists will start by spending time with the members, sharing the ownership of the project and empowering and encouraging them to make creative decisions about the final artwork and also how they might work together as a group. During these group sessions we will provide fun and thought provoking activities and discussions that encourage the members to share stories and experiences of times when they have been artistic or creative and also to think about skills they might like to learn.

Over the following weeks the artists will facilitate the making of the mosaic, teaching design and making skills to members, care workers and volunteers. The centre is keen to continue with the activity, led by the care workers and volunteers, on the days when the artists are not there.

Although there is a suggested output for the project (the mosaic), sessions will be flexible, adapting to the needs and dynamics of each group. Each session will be evaluated immediately afterwards by informal conversations between the artists participants and staff. The staff will also record how each member participant engages in the session. This information will be used to adapt the process during the project and inform the planning for the project legacy.

At the end of the project the mosaic will be installed in the centre with a celebratory opening for friends, family and local press.

We are applying for funding for the Saxon House project as a discrete project with its own outcomes. However we also view this as an essential pilot project for our longer term aim which is to provide a weekly, year round, arts drop-in club for, mainly but not uniquely, older people in Bury St Edmunds who live independently and would like to socialise more. The club would offer a range of opportunities to engage in creative activities, socialise and relax with a good supply of tea and cakes.

Over the last few years we have developed and delivered unique art projects for older people at Saxon House, St Peter's Residential Home (funded by Suffolk County Council and Grants for the Arts) and a day care centre in Deptford. We have also studied and been in conversation with other organisations in the UK who we feel are developing work that not only makes a difference to the lives of older people but also challenges beliefs and attitudes in the wider community about ageing.

For us, one of the stand out projects in this field is Entelechy Art's, 'Meet Me At the Albany' <http://meetmeatthealbany.org.uk/> . Summarising their words, the programme challenges the way we think about social care for the elderly, offering social interaction that would normally be delivered by day centres, and also recognising the enormous creative potential of the over 60's.

A visit to the Albany on a Tuesday is certainly an uplifting experience: stereotypes are challenged with the older generation taking on activities such as slam poetry, film making and large scale shared paintings. At the monthly '21<sup>st</sup> Century Tea Dance' we saw a lady in her late 80's stand up and share a funny and moving piece of prose about how people view her in the street to a large totally absorbed audience. We also noticed that many young people attended the event aware that this was a happening place to be on a Tuesday afternoon.

As participatory artists, our long term vision is to establish a drop in club with similar energy and creative ambition in a public venue in the centre of Bury St Edmunds. We recognise that the interests and attitudes of people in Bury St Edmunds may differ

greatly from those of SE London and we see the programme at Saxon House as a pilot project that consults older people, care workers and volunteers through creative activity.

The Saxon House project would be important for the planning and development of a regular arts club in the following ways;

Throughout the project the artists will reflect on the sessions through conversations with members, care workers and volunteers to form an understanding of why some sessions may be more successful than others and more appealing to the participants. Informal discussion during the making sessions will also offer further ideas about how this generation would like to engage with arts and culture;

Throughout the planning and making sessions at Saxon House we intend to invite volunteers from the local community who express an interest in taking the project forward into the town centre location;

As a stepping stone to developing the drop in arts morning we would like to round this project off with a taster arts morning at a venue in the town. The club members from Age UK will be invited to exhibit their art work and demonstrate their new skills. We believe word of mouth is an effective way to recruit participants and we will encourage the Age UK participants to spread the word about what they have been involved in to more isolated people in the community. We will also consult with community based organisations and health care services to discuss the idea and ask them to recommend people who might benefit from the group. Potential volunteers, partner organisations and press will also be invited to the event.

From this pilot project we intend to develop a project plan for the weekly, year round drop-in arts club for older people who live in the community. We have structured the project in this way as we believe the sustainability of the activity is very important and that cancellation of activities can be detrimental to a participant's well-being.

As artists who work in the community we see many projects that are poorly attended because they haven't really been developed from grass roots with the participants. On the other hand we've also been involved in hugely popular projects that have been curtailed because of funding cuts. With this slow build approach we hope to create a sustainable club with robust funding.

13. How has the project been developed out of the community's desire to improve the lives of local people? What evidence do you have that there is a need for this project? Please include sources of evidence, including any public/user/community consultation.



We see the arts as an important way, in a town with an ageing demographic, of getting older isolated people from the margins of society to the mainstream. The arts is an area that people can enjoy and excel in at any age and generally make people feel good about themselves. Within the wider community, seeing older people creating quality and interesting artwork can challenge social stigma about ageing.

Rojo Art are involved in many participatory arts projects within the Bury St Edmunds community and the following experiences have led us to become increasingly convinced that quality participatory arts activity with socialisation as it's heart would be beneficial for the health, well-being and self-esteem of older people living independently around the town.

- Recently, on a voluntary basis, we set up a monthly sketching group that currently has a total membership of 70 people aged 15 to 79. The group has attracted many enquiries and attendance from the people in the over 60 age group many of whom are men. They say they are attracted by the informality and unthreatening nature of a group that has formed outside of public arts institutions. For some, their lack of formal qualifications has deterred them from becoming involved in arts and cultural activities in the past. One of the sketchers has early stage Dementia and his wife contacted the group looking for ways to provide him with creative stimulation.

We see the Bury Sketchers group as one of the networks through which participants and volunteers might be recruited for a regular drop in arts morning in the town. The response to this group that is not advertised apart from a public Facebook page has been overwhelming which leads us to believe that the local community is looking for opportunities to engage in arts in a social and informal way.

- The art/garden project at St Peter's care home was developed in partnership with Bury in Bloom and arose from the many requests the organisation received for creative work in care homes in Bury St Edmunds. Since the project we have been contacted by other care homes and day centres to discuss extending this work with people with various stages of dementia including those still living in the community. Although many care homes and day centres provide art activities they sometimes struggle to identify activities that are appealing to a wide range of people and that engender social interaction.

Both the St Peter's Residential Home project and the Deptford day centre had socialisation placed at the heart of the projects. A club type atmosphere was created and the participants got actively involved in activities that they felt had a purpose. Both projects involved using art to improve their immediate environment. The care workers were surprised to find some residents taking part and saying that they had enjoyed themselves when they had always refused to be involved in any art activity before.

- We worked with Gill Bosely, Occupational Therapist, at St Peter's House and now as Day Services Manager, she would be our main contact in a project with the day club at Age UK. According to the care workers at the centre, the members of the day club have requested more creative activities at the centre that offer the opportunity to work together as a group to make a permanent shared artwork for the centre. The staff and members are planning their own fund-raising event to contribute to the cost of the project.  
(see attached letter of support)

- We have been contacted by many older people offering to volunteer in arts projects or asking about opportunities to take part in arts activities in an informal setting. We feel that there are some opportunities in town such as U3A, Bury Arts Society and art

classes at Denny Brothers but these draw from a small sector of the older demographic and are usually people with an arts background. Recently when we were gauging interest in an art/gardening project, an elderly neighbour knocked on the door and asked to be involved in anything similar that we might offer, he said he was looking for something that gave him a sense of purpose. Another lady in her 80's takes a taxi from Mildenhall once a week to take part in a drawing class in Bury St Edmunds. This is often her only social contact during the week and she has no internet access for online socialisation.

To put this evidence into context, these days social interaction is often the priority in participatory work with older people. Most project participants highlight socialising with peers who they share experiences with as a main motivation for taking part in activities. Often this leads to a self-reported improvement in health and well-being and a way of fighting depression and loneliness. A growing number of research projects identify the unique role the arts play within this type of work. The Baring Foundation's report, *Ageing Artfully* (2009), acknowledged that beyond the intrinsic value and joy of self-expression, involvement in the arts has a positive impact on both physical and mental health and relationships.

The current Bangor University research project 'Dementia and Imagination' focusses on the effects of visual arts on quality of life for people living with dementia and their carers. Part of their research asks how we can use the arts to change beliefs, behaviours and attitudes to create dementia and age friendly communities.

As a current MA student in Participatory Arts at Goldsmiths University, artist/director Jacquie has access to the main research in this field and plenty of people to turn to for advice in developing effective and sustainable work.

14. How will the project help local people to support one another?

- The arts activities will give the club members the opportunity to spend time with new people and do things together leading to stronger friendships and support networks. If they have enjoyed taking part in the project they are also more likely to recommend the day club or another similar opportunity to friends and neighbours who might be living on their own and feeling lonely.
- By taking part in the project and feeling a sense of achievement from their role, the club members will be encouraged to take up other arts and cultural opportunities. The artists, care workers and volunteers will look out for opportunities and support the members to access these.
- Volunteers and care-workers will use new creative skills to facilitate future arts sessions at Saxon House and perhaps in other settings.
- Carers/relatives who experience the project at Saxon House are more likely to try out new activities with the club members at home or seek out other opportunities for them in the wider community.
- Local interest in the initial Saxon House project will lead to increased advocacy for creating a regular arts club for older people in the town.
- The project will provide opportunities for volunteers that may be interested in being involved in the regular arts club to gain practical experience.
- The two artists will learn new skills and gain experience that allows them to progress their participatory arts practice with older people and offer more opportunities for older people to access arts activities in the St Edmundsbury area.

15. Are you working with any other organisations on this project? Yes  
If yes, please state the names of these groups and the nature of the relationship.

Suffolk Age UK: project partner

16. When will the project start? 1st April 2016

17. When will the project finish?  or is the project ongoing?

If this is an ongoing project, how will it be funded and continue going when the funding ends?

18. Which years funding are you applying for? 2016/17

19. How many people do you expect to benefit directly from the project on either a weekly, monthly or annual basis?

85 per week

20. What results (including targets/numbers) do you expect to see as a result of the funding and how do these relate to the Community Chest funding criteria?

- Club members (60) will have learnt new artistic and technical skills associated with making a large scale mosaic. They will have had some laughs, improved their self-esteem and felt a sense of achievement leading to a self-reported sense of well-being.
- Club members (60), care workers (12) and volunteers (13) will have had a chance to consider the creative skills they bring to the group and that have led them to create a shared permanent mosaic artwork for the centre that recognises and celebrates these skills.
- Saxon House will have a new artwork that reminds the club members of the sense of being part of a group and promotes group identity.

Results;

Greater social interaction takes place between club members (*measured by observations by staff*)

Members involved in project have enjoyed themselves and feel good about themselves after the sessions. (*measured by informal interviews and observations*)

Sense of belonging to a club and considering the centre a home away from home (*measured by informal discussion post session between artists, participants and staff*)

Ongoing regular club attendance by members involved in project.  
(*measured by staff-attendance during and 1 months post project*)

*The outcomes detailed above mean that older people living independently in the community feel less isolated and have higher self-esteem leading to a general sense of well-being and good health. Recent research also acknowledges that learning new skills appears to slow down the progress of dementia in the early stages of the disease. National organisations such as Arts4Dementia believe this early intervention allows people to live with family carers for longer. Outcomes in this area mean that older people generally can live independently and contentedly in the community for longer and that their sense of improved well-being means they will use public services less.*

- Through word of mouth, project sharing events and publicity Age UK will have received an increased interest in attendance at the day centre or more enquiries about other creative opportunities on offer in the area.

Results;

Increased enquiries about Age Uk and other activities

(*Measured by keeping record of enquiries for 1 month post project*)

- Through the project sharing events, publicity and the sessions themselves, Rojo Art will have identified community connectors who will provide links to the network of agencies that could enable the development and delivery of the and the next stage of the project.

Result;

Rojo Art will have a data base of individuals and organisations interested in taking project forward to second stage (*measured by Rojo Art*)

*Both these outcomes lead to increased advocacy in the community for the ongoing programme at Saxon House, a new regular drop-in art club in Bury and other arts/cultural offerings.*

- The care workers (12) and volunteers (13) will have learnt new technical and creative skills to expand the activities on offer in the ongoing programme at the centre. *(Measured by number of times activity is led by care workers or volunteers when artists are not in the building)*

21. What is the total cost of the project?

£5124

Please provide a full breakdown of the total cost of this project, including VAT if applicable along with any in-kind contributions such as volunteer hours.

Item or activity	
April 2016 Pre project planning meeting at Age UK 1 hr x 2 artists @admin rate	£40
April/May 2016 Getting to know participants, discussing skills, artistic ideas and forming group + session evaluation 4 half day sessions x 2 artists @ £100 4 half day sessions x 2 volunteers (in kind)	£800
May 2016 Design/ artwork for mosaics 2 half-day sessions x 2 artists @ £100 2 half day sessions x 2 volunteers (in kind)	£400
May 2016 Preparation of designs for making, preparing backing boards and materials 1 day x artists rate @ £200 and 1 day at admin/ installation rate @ £100	£300
May/June 2016 Making and finishing mosaics with participants + evaluation of each session 10 half day sessions x 2 artists @ £100 10 half day sessions x 2 volunteers (in kind)	£2000
July 2016 Installation of art work at centre 1 half-day session x 2 artists @ £100 + builder x 2 hrs @ £60	£260
July 2016 Celebratory sharing event at Saxon House 2 artists x half day (in kind) 2 x volunteers x half day (in kind)	
Planning and preparation for taster arts morning 1 day x 2 artists (in kind)	
Early September 2016 Taster, sharing morning at town centre venue Half day x 2 artists (in kind) Half day x 2 volunteers (in kind)	
September 2016 Overall project evaluation Half day x 2 artists @£100	£200
Volunteer expenses (travel)	£80
Materials: boards, tiles, adhesives, grout, fixings	£800
Refreshments for project sharing at Saxon House and town centre taster morning (in kind)	
Contingency at 5% Possible items for contingency-hire of venue for taster morning (if we can't obtain in kind), advertising sessions, extra meetings	£244
<b>Total cost of items listed above:</b>	<b>£5124</b>

22. How much funding are you applying to us for? £4724

23. What funds have you raised so far for this project? Expected £400

Source	Amount (£)
Suffolk Age Uk (expected fundraising at the centre )	£400
<b>Total fundraising:</b>	£400

24. What other funders have you applied to for further funding for the project?

Funder	Amount (£)	Timescale for decision
<b>Total:</b>		

25. What other grants and contracts has your organisation received over the past year from either Forest Heath District Council or St Edmundsbury Borough Council?

Funder	Amount (£)	Reason for funding
<b>Total:</b>		

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# Community Chest Application Summary 2016/2017

Local Authority	St Edmundsbury Borough Council
Organisation	<b>St Edmundsbury Sailing &amp; Canoeing Association</b>
Amount Requested	£23,653.96
Total Project Cost	£48,133.96
Match Funding	In kind volunteer time of £24,480
Partnerships	None
West Suffolk Bid?	Yes

## Key Points

- The St Edmundsbury Sailing and Canoeing Association is a registered Community Amateur Sports Club providing dinghy sailing, windsurfing and canoeing opportunities for the local community. The only sailing club in West Suffolk is based at Lackford Lakes just outside Bury St Edmunds.
- The aim of the club is to ensure that dinghy sailing, windsurfing and kayaking are affordable for everyone in the local community.
- The club have been very successful with increased membership over recent years but they are seeking support to further grow and maintain the facilities enjoyed by the disabled, youth and family community in an open, countryside environment assisted by a volunteer workforce.
- Resources required include new boats, volunteer training and senior instructor costs.

**St Edmundsbury Borough Council  
Community Chest Grant Application Form  
Part A**



Community Chest funding supports voluntary and community groups who make a contribution to improving the quality of life for people in West Suffolk. The information you provide will help us consider your application. If you have any questions, please give us a call on 01638 719763. Before completing this form, we ask you to please read the guidelines, which are available on:

<http://www.westsuffolk.gov.uk/community/community-grants.cfm>

Please return your completed, signed form and supplementary documents to:

[richard.baldwin@westsuffolk.gov.uk](mailto:richard.baldwin@westsuffolk.gov.uk)

1. Name of your organisation(s): St Edmundsbury Sailing & Canoeing Association

2. Organisation address details

Address Ln1	Lackford Lakes		
Address Ln2	Mildenhall Road		
Address Ln3	Lackford		
City/Town	Bury St Edmunds	Postcode	IP28 6HX
Main phone	01284 728850	E-mail	sesca.admin@gmail.com
Website	www.westsuffolksailing.org.uk		

Main Contact Person		Second Contact Person	
Title	Mrs	Title	Ms
Forename	Debs	Forename	Fliss
Surname	Steele	Surname	Elsom-Cook
Role	Member	Role	Welfare Officer & Training Officer
Daytime Tel No.	██████████	Daytime Tel No.	██████████
Mobile No.	██████████	Mobile No.	██████████
Email	██████████	Email	██████████
Address Details (if different from Org address)		Address Details (if different from Org address)	
Ln1	██████████	Ln1	██████████
Ln2	██████████	Ln2	
Town	██████████	Town	██████████
Post Code	██████████	Post Code	██████████

## About your organisation

3. What local authority area(s) does your organisation work in?

St Edmundsbury Borough Council
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\*Community Chest funding is offered by both Forest Heath and St Edmundsbury councils. As the decision making process is different any projects applying for funding across West Suffolk, must apply separately.

4. What is the status of your organisation?

Registered charity		Charity number:
Applying for charitable status		
Company limited by guarantee		Company number:
Community Interest Company		
Part of a larger regional or national charity (Please state which one)		
Constituted Community Group		
Social Enterprise		
Other (Please specify) Community Amateur Sports Club		CASC Registered number: CH02887

5. How many people are involved in your organisation?

Management committee	11	Service users	
Full Time staff / workers		Volunteers and helpers (non-management)	50
Part Time staff / workers			

6. What is the purpose of your organisation? Please briefly describe why your organisation was set up, its aims and objectives and who primarily benefits from your organisation.

The St Edmundsbury Sailing & Canoeing Association (SESCA) is a registered Community Amateur Sports Club providing dinghy sailing, windsurfing and canoeing opportunities for the local community. Inaugurated in 1981, it is the only sailing club in West Suffolk and is based at Lackford Lakes just outside Bury St Edmunds. As a Community Amateur Sports Club, membership is open to all in the community, without discrimination on the grounds of ethnicity, nationality, sexual orientation, religious beliefs, sex, age or disability.

SESCA is a registered Royal Yachting Association (RYA) Training Centre and a Sailability (disabled sailing) Centre.

The aim of the club is to ensure that dinghy sailing, windsurfing, and kayaking are affordable for everyone in the local community. This is achieved by setting the lowest possible subscriptions and by maintaining a fleet of club hire craft. The current family membership fee is £72.00 per year. Youth Group membership is £125.00; this covers the entire group, irrespective of the number of members within the group.

SESCA maintains a fleet of club sailing dinghies, windsurfers and kayaks, which are for hire to club members. The hire rates range from £5.00 per half-day for a single-handed craft, to £10 per half-day for a two-person craft. This means that members need not purchase their own dinghy/kayak in order to sail or canoe, thus continuing the club's aim of ensuring affordability and accessibility for all. SESCOA has 9 Group Members. Their usage is: WASH Sailability (disabled sailing) 48 members; Young People Afloat (ages 9-18 years) 45 active members sailing each week plus a waiting list of 60 young people; 2 x local schools with 18 pupils per week sailing; 3 x Sea Cadet units: Bury St Edmunds, Mildenhall and Newmarket – with a combined usage of 70 cadets per week; Suffolk Scouts about 40 scouts per week; Suffolk Guides about 85 young people per year. In total, over 200 young people, cadets, adults, pensioners, disabled people and families use SESCOA facilities each week throughout the season. In addition, SESCOA runs 'Have A Go' sessions on one Sunday every month for the general public to experience sailing and kayaking. SESCOA is entirely volunteer-based, with no paid staff. We run a number of RYA accredited training courses for cadets/youths and adults with fully qualified volunteer instructors, each season.

7. What was your organisation's total income for last financial year?
8. What was your organisation's total expenditure for last financial year?
9. Does your organisation have more than six months running costs? Yes / ~~No~~
10. What are your organisation's current unrestricted reserves or savings?
11. West Suffolk prioritises building resilient families and communities that are healthy and active. Please indicate which of the following areas your project contributes towards:

X	A thriving voluntary sector and active communities who take the initiative to help the most vulnerable.
X	People playing a greater role in determining the future of their communities.
X	Improved wellbeing, physical and mental health.
X	Accessible countryside and green spaces.

**About your project – why are you applying for this funding?**

12. What do you want the funding for? Please be specific. Please note that 'project' is meant to describe the project for which you are seeking funding, and not your organisation.

A hugely successful public awareness campaign and membership drive during the last five years has doubled SESCOA membership. However, this has led to a lack of facilities to cater for the multiple uses by a diverse membership. The aim of this project is to provide the resources that have been identified as lacking, in order to better fulfil SESCOA's purpose of bringing affordable sailing, windsurfing and kayaking to the community. And thus to help to further grow and maintain the facilities enjoyed by the disabled, youth and family community in an open, countryside environment assisted by a volunteer workforce.

13. How has the project been developed out of the community's desire to improve the lives of local people? What evidence do you have that there is a need for this project? Please include sources of evidence, including any public/user/community consultation.

- a. Young People Afloat, a SESCA Group member, has a waiting list of 60 young people aged between 9-18 years. This waiting list means that young people are unable to access on-the-water activities at their first opportunity – indeed many undergo a 2-year waiting period.
- b. The number of RYA training courses run at SESCA is limited by the number of qualified volunteer instructors, the level of their RYA instructor qualification and their willingness to freely donate their time. SESCA' runs five courses per year (three for adults and two for cadets/youths) and these are fully subscribed. This means that many are unable to access an affordable training course. The seasonal employment of an RYA Senior Instructor would allow: summer holiday courses to be run for school-aged children; and increase the number of disabled sailors able to be taken on to the water; and term-time sailing instruction for local schools (who either do not sail at all or currently travel 1 ½ hrs for sailing lessons at Alton Watersports Centre). Additionally, funding RYA instructor training would enable an increase in qualified volunteers.
- c. The current training craft are insufficient to cater for the diverse membership, as they are either too small - single-handed (Toppers) or too large to allow double youth/cadet use (Wanderers). SESCA needs to provide a middle-level training craft for use by both youths and adults. This has been identified as the Hartley 12 training dinghy.
- d. SESCA's outside facilities do not properly cater for the weekly wheelchair-bound visitors. The purchase of recycled plastic tables and benches specifically suitable for wheelchair users would promote greater inclusiveness during waiting times and enable the disabled to reach their food more easily.
- e. SESCA's two rescue boats are in constant use. A reliable outboard engine would ensure the continuation of a vital safety facility.

14. How will the project help local people to support one another?

This project helps on multiple levels. It brings in volunteers to help with young people. It provides a healthy, outdoor environment. It brings in volunteers – who have little or no experience - to help disabled people. It promotes team-work and raises awareness about parts of society with which they may otherwise have little or no contact. It provides a happy experience for those unable to help themselves and their joy is communicated and spread to those around them. It allows local schools to access water sports locally (rather than not at all or via travelling to Alton Water Sports Centre).

15. Are you working with any other organisations on this project? ~~Yes~~ No

If yes, please state the names of these groups and the nature of the relationship.

16. When will the project start?

17. When will the project finish?  or is the project ongoing?

If this is an ongoing project, how will it be funded and continue going when the funding ends?

We are seeking support to better equip SESCA now in order to lay the foundations to enable the organisation to raise additional funds in future seasons by providing additional training. It is envisaged that the income raised would enable the future seasonal employment of an instructor (or instructors). In the past, SESCA has been asked by local schools whether we are able to provide term-time instruction. To-date this has not been possible. Part of our forward plan is to address this shortfall.

18. Which years funding are you applying for? Financial Year 2016/2017.

19. How many people do you expect to benefit directly from the project on either a weekly, monthly or annual basis?

20. What results (including targets/numbers) do you expect to see as a result of the funding and how do these relate to the Community Chest funding criteria?

An increase in the number of qualified people who are able to provide safe access to on-the-water activities. Target: 4 qualified instructors.  
 An increase in the number of personnel attending training courses. Target: 60 additional places.  
 An increase in the number of local schools using SESCO facilities. Target: 2 schools.  
 An increase in the satisfaction level from the disabled community using SESCO. Results assessed via survey.  
 An increase in availability of the safety ribs throughout the season. Target: 95%.

21. What is the total cost of the project?

Please provide a full breakdown of the total cost of this project, including VAT if applicable along with any in-kind contributions such as volunteer hours.

Item or activity	Cost (£)
1. Seasonal hire of RYA Senior Instructor. 40 days at £120 per day	4,800.00
2. RYA Instructor training for volunteers	1,500.00
3. 4 x Hartley 12 training dinghies (special grant deal from Hartley for 4 dinghies at a discounted price), including VAT	10,000.00
4. 4 x Outside tables & benches, specifically adapted for wheelchair use from British Recycled Plastic at £435.20 plus VAT each	2,088.96
5. Yamaha 40HP outboard engine. Price from BHG Marine includes VAT.	5,265.00
<b>Total cost of items listed above:</b>	<b>23,653.96</b>

22. How much funding are you applying to us for?

23. What funds have you raised so far for this project?

Source	Amount (£)
<p>SESCA is entirely volunteer run. Members who are qualified instructors and/or sailors and/or safety boat qualified have contributed the following time, without payment, during the 2015 season:</p> <p>RYA Training Courses: 43 days            Public 'Have A Go' Sessions: 13 sessions            Youth Sessions: 14 sessions            Safety boat provision: 168 days            Sailability: 170 days</p> <p>This volunteer effort, calculated at an average, equates to £24,480.00 of in-kind funding</p>	
<b>Total fundraising:</b>	In kind: £24,480.00

24. What other funders have you applied to for further funding for the project?

Funder	Amount (£)	Timescale for decision
N/A		
<b>Total:</b>		

25. What other grants and contracts has your organisation received over the past year from either Forest Heath District Council or St Edmundsbury Borough Council?

Funded	Amount (£)	Reason for funding
St Edmundsbury Borough Council – Locality Funding	£582.00	Purchase of new cover for safety rib
<b>Total:</b>	£582.00	



<b>Appendix 2 - YMCA</b>			
	<b>Criteria</b>	<b>Max score</b>	<b>Actual score</b>
1	Evidence of need and community support	20	
2	Build continued capacity of local people	20	
3	Build continued capacity of the third sector	20	
4	Contribute toward F&C Strategy	10	
5	Promote prevention and early intervention	10	
6	Promote innovation	10	
7	Support continued partnership working	10	
8	Ability to deliver	10	
	<b>Total</b>	<b>110</b>	

<b>Appendix 3 - YOPEY</b>			
	<b>Criteria</b>	<b>Max score</b>	<b>Actual score</b>
1	Evidence of need and community support	20	
2	Build continued capacity of local people	20	
3	Build continued capacity of the third sector	20	
4	Contribute toward F&C Strategy	10	
5	Promote prevention and early intervention	10	
6	Promote innovation	10	
7	Support continued partnership working	10	
8	Ability to deliver	10	
	<b>Total</b>	<b>110</b>	

<b>Appendix 4 – Hopton Day Centre</b>			
	<b>Criteria</b>	<b>Max score</b>	<b>Actual score</b>
1	Evidence of need and community support	20	
2	Build continued capacity of local people	20	
3	Build continued capacity of the third sector	20	
4	Contribute toward F&C Strategy	10	
5	Promote prevention and early intervention	10	
6	Promote innovation	10	
7	Support continued partnership working	10	
8	Ability to deliver	10	
	<b>Total</b>	<b>110</b>	

<b>Appendix 5 – Sue Ryder</b>			
	<b>Criteria</b>	<b>Max score</b>	<b>Actual score</b>
1	Evidence of need and community support	20	
2	Build continued capacity of local people	20	
3	Build continued capacity of the third sector	20	
4	Contribute toward F&C Strategy	10	
5	Promote prevention and early intervention	10	
6	Promote innovation	10	
7	Support continued partnership working	10	
8	Ability to deliver	10	
	<b>Total</b>	<b>110</b>	

<b>Appendix 6 – The Voluntary Network (Befriending Scheme)</b>			
	<b>Criteria</b>	<b>Max score</b>	<b>Actual score</b>
1	Evidence of need and community support	20	
2	Build continued capacity of local people	20	
3	Build continued capacity of the third sector	20	
4	Contribute toward F&C Strategy	10	
5	Promote prevention and early intervention	10	
6	Promote innovation	10	
7	Support continued partnership working	10	
8	Ability to deliver	10	
	<b>Total</b>	<b>110</b>	

<b>Appendix 7 – The Voluntary Network (Community Cars Scheme)</b>			
	<b>Criteria</b>	<b>Max score</b>	<b>Actual score</b>
1	Evidence of need and community support	20	
2	Build continued capacity of local people	20	
3	Build continued capacity of the third sector	20	
4	Contribute toward F&C Strategy	10	
5	Promote prevention and early intervention	10	
6	Promote innovation	10	
7	Support continued partnership working	10	
8	Ability to deliver	10	
	<b>Total</b>	<b>110</b>	

<b>Appendix 8 - BSEVC</b>			
	<b>Criteria</b>	<b>Max score</b>	<b>Actual score</b>
1	Evidence of need and community support	20	
2	Build continued capacity of local people	20	
3	Build continued capacity of the third sector	20	
4	Contribute toward F&C Strategy	10	
5	Promote prevention and early intervention	10	
6	Promote innovation	10	
7	Support continued partnership working	10	
8	Ability to deliver	10	
	<b>Total</b>	<b>110</b>	

<b>Appendix 9 – Fresh Start – New Beginnings</b>			
	<b>Criteria</b>	<b>Max score</b>	<b>Actual score</b>
1	Evidence of need and community support	20	
2	Build continued capacity of local people	20	
3	Build continued capacity of the third sector	20	
4	Contribute toward F&C Strategy	10	
5	Promote prevention and early intervention	10	
6	Promote innovation	10	
7	Support continued partnership working	10	
8	Ability to deliver	10	
	<b>Total</b>	<b>110</b>	

<b>Appendix 10 – Mentis Tree</b>			
	<b>Criteria</b>	<b>Max score</b>	<b>Actual score</b>
1	Evidence of need and community support	20	
2	Build continued capacity of local people	20	
3	Build continued capacity of the third sector	20	
4	Contribute toward F&C Strategy	10	
5	Promote prevention and early intervention	10	
6	Promote innovation	10	
7	Support continued partnership working	10	
8	Ability to deliver	10	
	<b>Total</b>	<b>110</b>	

<b>Appendix 11 - Relate</b>			
	<b>Criteria</b>	<b>Max score</b>	<b>Actual score</b>
1	Evidence of need and community support	20	
2	Build continued capacity of local people	20	
3	Build continued capacity of the third sector	20	
4	Contribute toward F&C Strategy	10	
5	Promote prevention and early intervention	10	
6	Promote innovation	10	
7	Support continued partnership working	10	
8	Ability to deliver	10	
	<b>Total</b>	<b>110</b>	

<b>Appendix 12 – Suffolk Rape Crisis</b>			
	<b>Criteria</b>	<b>Max score</b>	<b>Actual score</b>
1	Evidence of need and community support	20	
2	Build continued capacity of local people	20	
3	Build continued capacity of the third sector	20	
4	Contribute toward F&C Strategy	10	
5	Promote prevention and early intervention	10	
6	Promote innovation	10	
7	Support continued partnership working	10	
8	Ability to deliver	10	
	<b>Total</b>	<b>110</b>	

<b>Appendix 13 – Suffolk Mind</b>			
	<b>Criteria</b>	<b>Max score</b>	<b>Actual score</b>
1	Evidence of need and community support	20	
2	Build continued capacity of local people	20	
3	Build continued capacity of the third sector	20	
4	Contribute toward F&C Strategy	10	
5	Promote prevention and early intervention	10	
6	Promote innovation	10	
7	Support continued partnership working	10	
8	Ability to deliver	10	
	<b>Total</b>	<b>110</b>	

<b>Appendix 14 – Suffolk 4YP</b>			
	<b>Criteria</b>	<b>Max score</b>	<b>Actual score</b>
1	Evidence of need and community support	20	
2	Build continued capacity of local people	20	
3	Build continued capacity of the third sector	20	
4	Contribute toward F&C Strategy	10	
5	Promote prevention and early intervention	10	
6	Promote innovation	10	
7	Support continued partnership working	10	
8	Ability to deliver	10	
	<b>Total</b>	<b>110</b>	

<b>Appendix 15 - REACH</b>			
	<b>Criteria</b>	<b>Max score</b>	<b>Actual score</b>
1	Evidence of need and community support	20	
2	Build continued capacity of local people	20	
3	Build continued capacity of the third sector	20	
4	Contribute toward F&C Strategy	10	
5	Promote prevention and early intervention	10	
6	Promote innovation	10	
7	Support continued partnership working	10	
8	Ability to deliver	10	
	<b>Total</b>	<b>110</b>	

<b>Appendix 16 – Gatehouse Caring</b>			
	<b>Criteria</b>	<b>Max score</b>	<b>Actual score</b>
1	Evidence of need and community support	20	
2	Build continued capacity of local people	20	
3	Build continued capacity of the third sector	20	
4	Contribute toward F&C Strategy	10	
5	Promote prevention and early intervention	10	
6	Promote innovation	10	
7	Support continued partnership working	10	
8	Ability to deliver	10	
	<b>Total</b>	<b>110</b>	

<b>Appendix 17 – HomeStart</b>			
	<b>Criteria</b>	<b>Max score</b>	<b>Actual score</b>
1	Evidence of need and community support	20	
2	Build continued capacity of local people	20	
3	Build continued capacity of the third sector	20	
4	Contribute toward F&C Strategy	10	
5	Promote prevention and early intervention	10	
6	Promote innovation	10	
7	Support continued partnership working	10	
8	Ability to deliver	10	
	<b>Total</b>	<b>110</b>	

<b>Appendix 18 - SWCAB</b>			
	<b>Criteria</b>	<b>Max score</b>	<b>Actual score</b>
1	Evidence of need and community support	20	
2	Build continued capacity of local people	20	
3	Build continued capacity of the third sector	20	
4	Contribute toward F&C Strategy	10	
5	Promote prevention and early intervention	10	
6	Promote innovation	10	
7	Support continued partnership working	10	
8	Ability to deliver	10	
	<b>Total</b>	<b>110</b>	

<b>Appendix 19 – Coffee Caravan</b>			
	<b>Criteria</b>	<b>Max score</b>	<b>Actual score</b>
1	Evidence of need and community support	20	
2	Build continued capacity of local people	20	
3	Build continued capacity of the third sector	20	
4	Contribute toward F&C Strategy	10	
5	Promote prevention and early intervention	10	
6	Promote innovation	10	
7	Support continued partnership working	10	
8	Ability to deliver	10	
	<b>Total</b>	<b>110</b>	

<b>Appendix 20 – Eastgate Boxing Club</b>			
	<b>Criteria</b>	<b>Max score</b>	<b>Actual score</b>
1	Evidence of need and community support	20	
2	Build continued capacity of local people	20	
3	Build continued capacity of the third sector	20	
4	Contribute toward F&C Strategy	10	
5	Promote prevention and early intervention	10	
6	Promote innovation	10	
7	Support continued partnership working	10	
8	Ability to deliver	10	
	<b>Total</b>	<b>110</b>	

<b>Appendix 21 – Rojo Arts</b>			
	<b>Criteria</b>	<b>Max score</b>	<b>Actual score</b>
1	Evidence of need and community support	20	
2	Build continued capacity of local people	20	
3	Build continued capacity of the third sector	20	
4	Contribute toward F&C Strategy	10	
5	Promote prevention and early intervention	10	
6	Promote innovation	10	
7	Support continued partnership working	10	
8	Ability to deliver	10	
	<b>Total</b>	<b>110</b>	

<b>Appendix 22 – St Edmundsbury Sailing Club</b>			
	<b>Criteria</b>	<b>Max score</b>	<b>Actual score</b>
1	Evidence of need and community support	20	
2	Build continued capacity of local people	20	
3	Build continued capacity of the third sector	20	
4	Contribute toward F&C Strategy	10	
5	Promote prevention and early intervention	10	
6	Promote innovation	10	
7	Support continued partnership working	10	
8	Ability to deliver	10	
	<b>Total</b>	<b>110</b>	

**Matrix for evaluation of Community Chest applications**

The following eligibility and selection criteria have been developed in order to support the assessment of the Community Chest applications. The selection criteria provide a score so that applications can be assessed in a fair and transparent manner and are a guide for decision-makers.

**Eligibility Criteria;** Grants are awarded on the understanding that funding;

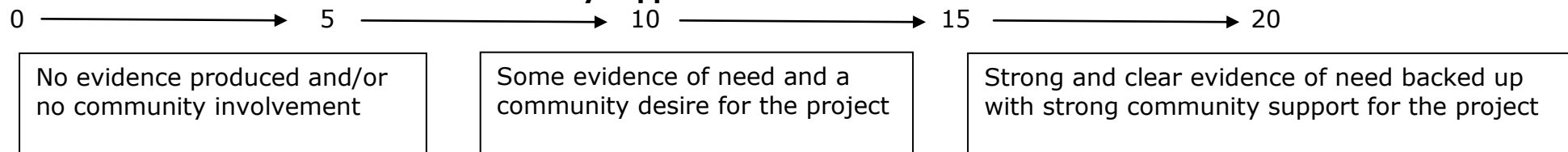
**APPENDIX 24**

- is for work or activities which are going to happen in the future (no retrospective applications);
- is not primarily for research or analysis;
- is for work that will predominantly benefit people who live or work in Forest Heath District Council or St Edmundsbury Borough Council;
- is not for the sole purpose of promoting a religious or non-religious belief or philosophy or party political view;
- will not be used for any fraudulent or illegal activity or any practices which would bring West Suffolk councils into disrepute;
- will not be used for work or activities that are usually the statutory responsibility of a public body (for example, highway maintenance and mainstream education provision);
- will, where possible, be match-funded by funding from other organisations. Funding will not be awarded from more than one West Suffolk grant programme for the same work;
- should not usually be used to pay the running costs of an organisation, except on a seed-funding basis, that is, where an initial injection of funding is needed in order to build capacity so as to attract further support; and
- will usually be for a period of two years, but with the option of one or three-year grant awards where appropriate

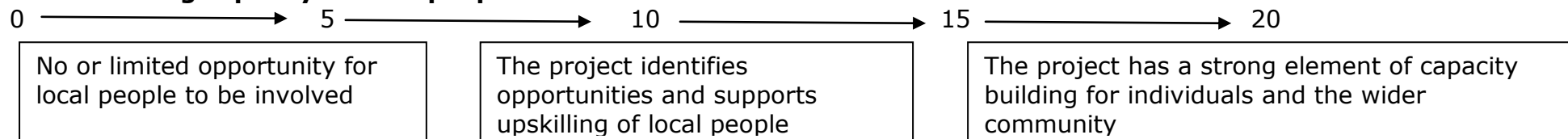
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**Selection criteria**

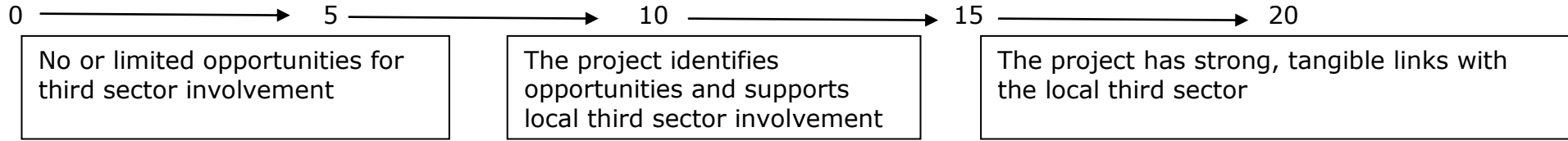
**1. Evidence of need and local community support**



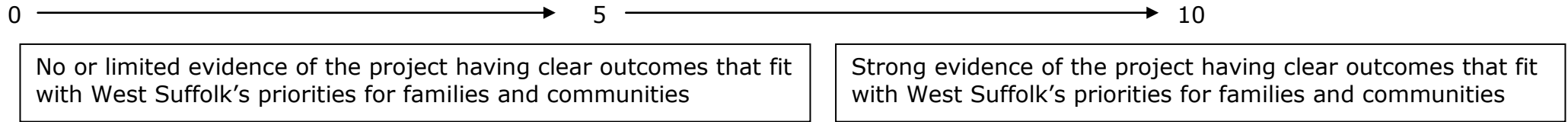
**2. Building capacity of local people**



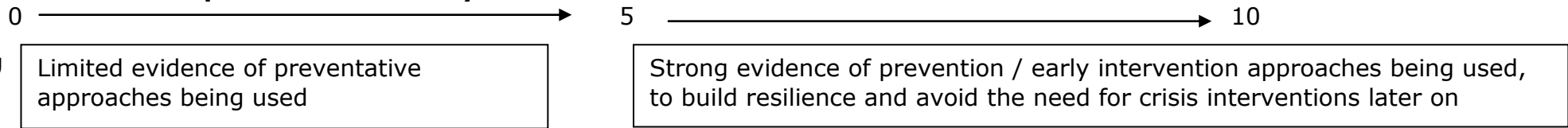
**3. Building capacity of the third sector**



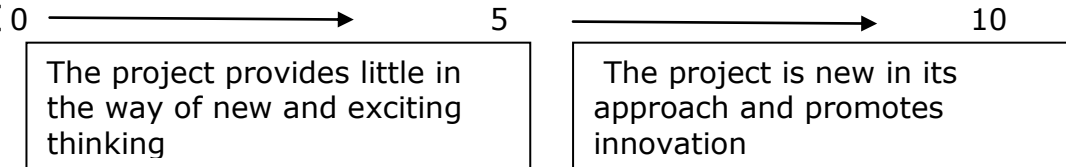
**4. Contribute to West Suffolk's priorities**



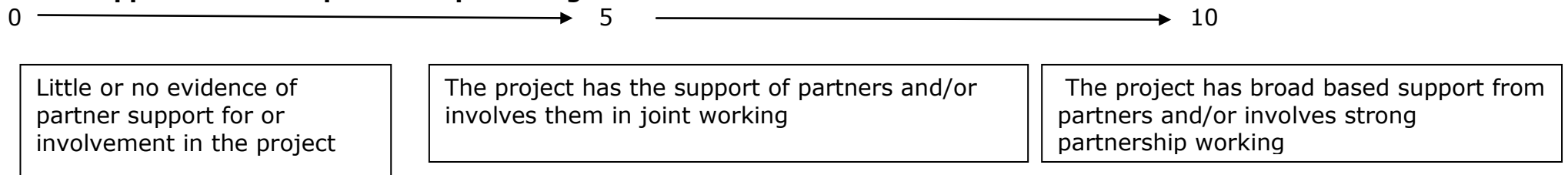
**5. Promote prevention and early intervention**



**6. Promote Innovation**



**7. Support continued partnership working**



**8. Ability to deliver**

