

# Grant Working Party



*St Edmundsbury*  
BOROUGH COUNCIL

<b>Title:</b>	<b>Agenda</b>
<b>Date:</b>	<b>Monday 7 November 2016</b>
<b>Time:</b>	<b>5.00 pm</b>
<b>Venue:</b>	<b>GFR-14 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> <p><u>Charter Group Member (1)</u> Diane Hind</p>
<b>Substitutes:</b>	<p><u>Conservative Members (2)</u> Susan Glossop Sara Mildmay-White (temporary substitute for this meeting only)</p> <p><u>UKIP Group Member (1)</u> Tony Brown</p> <p><u>Charter Group Member (1)</u> Julia Wakelam</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> Democratic Services Officer <b>Tel:</b> 01284 757176 <b>Email:</b> <a href="mailto:claire.skoyles@westsuffolk.gov.uk">claire.skoyles@westsuffolk.gov.uk</a>

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# Public Information



*St Edmundsbury*  
BOROUGH COUNCIL

<b>Venue:</b>	<b>West Suffolk House</b> Western Way Bury St Edmunds Suffolk IP33 3YU	Tel: 01284 757176 Email: <a href="mailto:democratic.services@westsuffolk.gov.uk">democratic.services@westsuffolk.gov.uk</a> Web: <a href="http://www.westsuffolk.gov.uk">www.westsuffolk.gov.uk</a>
<b>Access to agenda and reports before the meeting:</b>	Copies of the agenda and reports are open for public inspection at the above address at least five clear days before the meeting. They are also available to view on our website.	
<b>Attendance at meetings:</b>	The Borough Council actively welcomes members of the public and the press to attend its meetings and holds as many of its meetings as possible in public.	
<b>Public participation:</b>	There is no provision for members of the public to ask questions or make statements during Grant Working Party meetings.	
<b>Disabled access:</b>	West Suffolk House has facilities for people with mobility impairments including a lift and wheelchair accessible WCs. However in the event of an emergency use of the lift is restricted for health and safety reasons.  Visitor parking is at the car park at the front of the building and there are a number of accessible spaces.	
<b>Induction loop:</b>	An Induction loop is available for meetings held in the Conference Chamber and some other meeting rooms.	
<b>Recording of meetings:</b>	The Council may record this meeting and permits members of the public and media to record or broadcast it as well (when the media and public are not lawfully excluded).  Any member of the public who attends a meeting and objects to being filmed should advise the Committee Administrator who will instruct that they are not included in the filming.	

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# **Agenda**

## **Procedural Matters**

**1. Apologies for Absence**

**2. Substitutes**

**3. Minutes**

**1 - 4**

To confirm the minutes of the meeting held on 5 September 2016 (copy attached).

## **Part 1 - Public**

**4. Consideration of Community Chest Funding 2017/2018**

**5 - 434**

Report No: **GWP/SE/16/003**

Members are invited to read through the applications using the scoring matrix, matching them against the community chest criteria, prior to the meeting which may aid discussion

**5. Dates of Future Meetings**

No further meetings have been arranged for the 2016/2017 civic year. Subject to the agreement of the outgoing Chairman, meetings will be arranged for 2017/2018 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  
**Monday 5 September 2016** at **5.00 pm** in **GFR14, West Suffolk House,**  
Western Way, Bury St Edmunds IP33 3YU

Present: **Councillors**

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

Sarah Broughton	Ian Houlder
John Burns	Margaret Marks
Diane Hind	Clive Pollington

37. **Substitutes**

No substitutions were required.

38. **Election of Chairman 2016/2017**

It was proposed, seconded and

RESOLVED:

That Councillor Angela Rushen be elected Chairman of the Grant Working Party for 2016/2017.

The Chairman then welcomed Councillor Diane Hind to her first meeting of the Working Party. Membership of the Working Party had been increased from seven to eight Members in July 2016.

39. **Apologies for Absence**

No apologies for absence were received.

40. **Election of Vice-Chairman 2016/2017**

It was proposed, seconded and

RESOLVED:

That Councillor Jim Thorndyke be elected Vice-Chairman of the Grant Working Party for 2016/2017.

41. **Minutes**

The minutes of the meeting held on 15 February 2016 were confirmed as a correct record and signed by the Chairman.

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

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

Members noted that as at 1 September 2016, six projects had been allocated funding totalling £46,497 during the financial year 2016/2017. However, £19,423 of RIGS funding previously allocated to three projects had been reallocated to the RIGS fund following conversations with the applicant and the Chairman of the Working Party. A balance of £52,370.56 therefore remained.

Whilst a balance of £52,370 currently remained in the RIGS fund, this budget allocation was a finite capital sum and once all funding had been allocated to projects, Members acknowledged that no additional monies would be forthcoming. A suggestion was made by the officers to reduce the maximum amount that may be applied for under this scheme from £10,000 to £5,000, which would help enable the total balance remaining to be allocated to a greater number of projects and for RIGS to continue for a longer period.

Match-funding for projects may therefore take longer to be sought; however, officers would continue to support parishes and community groups to access appropriate funding sources and dedicate sufficient time to ensuring other essential elements were in place for enabling the project to come to fruition.

The Working Party considered however, that a maximum of £5,000 was too low, as Members felt this could restrict the development of some projects altogether. An alternative proposal of £7,500 maximum funding was therefore agreed and would be recommended to Cabinet for approval.

A discussion was then held on encouraging Ward Members to ensure sufficient detail was provided in applications for RIGS grants to help the Working Party make an informed decision on whether an application met the criteria for awarding a grant or not.

**RECOMMENDED:**

**That the criteria for the Rural Initiative Grant Scheme (RIGS) be amended so that the maximum amount that may be applied for under this scheme is reduced from £10,000 to £7,500.**

43. **Community Chest 2016/2017: Monitoring and Evaluation**

The Working Party considered Report No: GWP/SE/16/002, which provided monitoring reports of the projects that were granted Community Chest funding for 2016/2017.

The report updated the Working Party on the first quarter monitoring of the respective projects listed in paragraph 1.1.3 from April 2016 to June 2016, and sought clarity on how Members wished to receive this information in the future.

The information in Section 1.2 had been provided by each of the 11 organisations.

A discussion was held and Members considered it was useful to be kept informed on progress of each project. Questions were asked on a number of projects, to which the officers provided comprehensive responses. In response to a particular question, the officer informed the Working Party that investigations would be undertaken to ascertain whether the Voluntary Network's Community Car Service could be better publicised to ensure potential users could easily access the service.

As suggested in Section 2, the Working Party considered whether it should receive future quarterly monitoring reports by email to keep Members updated on progress. This suggestion was agreed, including that the Working Party would be satisfied to receive the full report as provided by each organisation rather than a summarised version produced by the officers. If it was considered that further information or discussion was required that warranted the convening of a meeting, the Chairman could make this decision accordingly.

RESOLVED: That

- (1) the content of Section 1 of Report No: GWP/SE/16/002 be noted; and
- (2) as suggested in Section 2, future quarterly monitoring reports be circulated by email to the Working Party to keep Members updated on progress of the projects supported through Community Chest.

#### 44. **Date of Future Meeting**

The Working Party noted that the next meeting would be held on Monday 7 November 2016 at 5pm in GFR-14 at West Suffolk House. This meeting had primarily been arranged to consider applications submitted for 2017/2018 Community Chest funding.

Members noted that a total allocation of £332,000 was available in the Community Chest fund for 2017/2018. Applications to this fund closed on 30 September 2016.

Summaries of each application received would be provided in the report to be considered at the meeting on 7 November 2016, but the officers would also circulate the full application via email ahead of the meeting itself.

The meeting concluded at 5.34 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 2017/2018</b>	
<b>Report No:</b>	<b>GWP/SE/16/003</b>	
<b>Report to and dates:</b>	<b>Grant Working Party</b>	7 November 2016
	<b>Cabinet</b>	8 December 2016
<b>Portfolio holder:</b>	Robert Everitt Portfolio Holder for Families and Communities <b>Tel:</b> 01284 769000 <b>Email:</b> <a href="mailto:robert.everitt@stedsbc.gov.uk">robert.everitt@stedsbc.gov.uk</a>	
<b>Lead officer:</b>	Davina Howes Head of Families and Communities <b>Tel:</b> 01284 757070 <b>Email:</b> <a href="mailto:davina.howes@westsuffolk.gov.uk">davina.howes@westsuffolk.gov.uk</a>	
<b>Purpose of report:</b>	To discuss applications for Community Chest funding in 2017/2018 and recommend allocations to Cabinet.	
<b>Recommendation:</b>	<b>It is <u>RECOMMENDED</u> that the Grant Working Party considers the allocation of funding detailed in Report No: GWP/SE/16/003 and its associated appendices, and make recommendations to Cabinet accordingly.</b>	
<b>Key Decision:</b> <i>(Check the appropriate box and delete all those that <b>do not</b> apply.)</i>	<p><i>Is this a Key Decision and, if so, under which definition?</i></p> <p>Yes, it is a Key Decision - <input checked="" type="checkbox"/></p> <p>No, it is not a Key Decision - <input type="checkbox"/></p> <p>The Cabinet will be asked to make this decision on 8 December 2016, following receipt of the recommendations from the Grant Working Party under the following criteria:</p> <p>(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;</p>	

	<p>A decision taker may only make a key decision in accordance with the requirements of the Executive procedure rules set out in Part 4 of this Constitution.</p> <p>Some decisions made by Cabinet are also however, subject to the budget setting processes for 2018/2019 and 2019/2020.</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>	
<p><b>Consultation:</b></p>	<ul style="list-style-type: none"> <li>The Grant Working Party has had prior sight of the applications via email.</li> </ul>
<p><b>Alternative option(s):</b></p>	<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>
<p><b>Implications:</b></p>	
<p>Are there any <b>financial</b> implications? If yes, please give details</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>Funding for grants are contained within existing budgets. This report proposes that any underspends in the Community Chest be retained within the budget to be used to commission third sector support for specific community issues.</li> </ul>
<p>Are there any <b>staffing</b> implications? If yes, please give details</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <ul style="list-style-type: none"> <li></li> </ul>
<p>Are there any <b>ICT</b> implications? If yes, please give details</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <ul style="list-style-type: none"> <li></li> </ul>
<p>Are there any <b>legal and/or policy</b> implications? If yes, please give details</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>To accord with the adopted criteria for the consideration of Community Chest applications.</li> </ul>
<p>Are there any <b>equality</b> implications? If yes, please give details</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <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>Wards affected:</b>		All Wards	
<b>Background papers:</b> <i>(all background papers are to be published on the website and a link included)</i>		Report No: <a href="#">GWP/SE/15/004</a>	
<b>Documents attached:</b>		<b>Appendix 1:</b> Summary of Applications <b>Appendix 2:</b> Scoring Matrix <b>Appendices 3-41:</b> Community Chest Applications	

## **1. 2017/2018 Allocations**

1.1 Applications for Community Chest funding for 2017/2018 closed on the 30 September 2016. A total of 39 applications were received from a wide variety of organisations, as detailed in Appendix 1.

1.2 The Community Chest budget for 2017/2018 is £332,147.

Community Chest Budget	£281,483
Public Health Funding	£95,498
	<b>£376,981</b>
Funds already allocated	£44,834
<b>Remaining Budget</b>	<b>£332,147</b>

Applicants can apply for a maximum of three years.

1.3 There are a number of potential synergies between the applications and as such they have been grouped as follows:

### **Health**

3. ActivLives
4. Cancer Campaign in Suffolk
5. Gatehouse Caring in East Anglia
6. Millennium Farm Trust
7. Rural Coffee Caravan
8. Suffolk Academy
9. Suffolk Accident Rescue Service (SARS)
10. Suffolk Mind
11. FamilyCarersNet
12. Suffolk West Citizens Advice Bureau (Health)
13. Upbeat Heart Support

### **Young People**

14. AMP & DECK
15. Catch 22, Suffolk Positive Futures
16. Unit Twenty Three (Bury Youth Forum)
17. YOPEY Befriender
18. Spinning Wheel

### **Counselling**

19. COMPASSION
20. Fresh Start New Beginnings
21. Junction 10
22. Suffolk Cruse Bereavement Care
23. Survivors in Transition (SiT)

### **Advice, Advocacy and Support**

24. Bury St Edmunds Women's Aid Centre Ltd
25. Community Action Suffolk (Volunteering)
26. Community Action Suffolk (Locality)
27. Home-Start (Mildenhall Estate)
28. Home-Start (Acorn House)

- 29.Home-Start (Coupal Court)
- 30.Home-Start (Honington)
- 31.Our Special Friends
- 32.Suffolk Coalition of Disabled People (SCODP)
- 33.Suffolk West Citizens Advice Bureau (MoneySmart)
- 34.Suffolk West Citizens Advice Bureau (Operations)
- 35.The Matthew Project
- 36.Multicultural Women's Group Bury St Edmunds

**Arts**

- 37.Unit Twenty Three ('Freefall' production)
- 38.Creative Arts East (Rural Touring Scheme)
- 39.Theatre Royal (Bury St Edmunds)
- 40.Creative Arts East (Our Day Out)

**Events**

- 41.Haverhill Community Trust

Each application has been summarised with the full applications attached as appendices (as numbered above) to this report with personal or sensitive information retracted.

- 1.4 The Working Party is reminded that the scoring matrix attached as Appendix 2 should be used as a guide to decision making.

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	<b>Organisation</b>	<b>Project</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>
1	Application Summary				
2	Scoring Matrix				
	<b>Health</b>				
3	ActivLives	Age 45-over support group	£ 15,529.00	£ 14,493.00	
4	Cancer Campaign in Suffolk	Cancer Care and Aftercare Support	£ 16,919.00		
5	Gatehouse Caring in East Anglia	Funding towards Dementia Hub	£ 10,000.00		
6	Millennium Farm Trust	Learning disabilities support group	£ 10,532.67	£ 10,532.67	£ 10,532.67
7	Rural Coffee Caravan	Funding to visit 6 rural villages	£ 3,210.00		
8	Suffolk Academy	Health and wellbeing camp	£ 14,000.00		
9	Suffolk Accident Rescue Service (SARS)	Specialist Medical Care	£ 2,000.00	£ 2,000.00	
10	Suffolk Mind	Community allotment	£ 4,970.30		
11	FamilyCarersNet	Family carers	£ 28,500.00	£ 28,500.00	
12	Suffolk West Citizens Advice Bureau (Health)	Health and wellbeing	£ 53,228.00		
13	Upbeat Heart Support	Health support group	£ 7,875.00	£ 7,875.00	
	<b>Young People</b>				
14	AMP & DECK	Youth support group through music	£ 13,900.00		
15	Catch 22, Suffolk Positive Futures	Deliver free weekly sports project to young people	£ 8,189.00		
16	Unit Twenty Three (Bury Youth Forum)	Youth forum	£ 5,000.00		
17	YOPEY Befriender	Young adult services	£ 8,000.00		
18	Spinning Wheel	Youth theatre project	£ 5,880.00		
	<b>Counselling</b>				
19	COMPASSION	Family support workshops	£ 20,102.00		
20	Fresh Start New Beginnings	Sex Abuse Support Sessions	£ 10,000.00		
21	Junction 10	Counselling Services	£ 5,000.00		
22	Suffolk Cruse Bereavement Care	Community Support project	£ 9,458.00		
23	Survivors in Transition (SiT)	Sex abuse support group	£ 11,560.00	£ 11,560.00	
	<b>Advice, Advocacy and Support</b>				
24	Bury St Edmunds Women's Aid Centre Ltd	Family support project	£ 5,400.00		
25	Community Action Suffolk (Volunteering)	Volunteering infrastructure support	£ 10,000.00	£ 10,000.00	£ 10,000.00
26	Community Action Suffolk (Locality)	Support CAS's West Suffolk Locality Officer	£ 7,500.00	£ 7,500.00	£ 7,500.00
27	Home-Start (Mildenhall Estate)	Family support groups	£ 10,767.00		
28	Home-Start (Acorn House)	Family support groups	£ 7,454.00		
29	Home-Start (Coupal Court)	Family support groups	£ 7,454.00		
30	Home-Start (Honington)	Family support groups	£ 12,294.00		
31	Our Special Friends	Support services for vulnerable adults	£ 6,000.00	£ 6,000.00	£ 6,000.00
32	Suffolk Coalition of Disabled People (SCODP)	Support services for the disabled	£ 18,060.00	£ 18,060.00	
33	Suffolk West Citizens Advice Bureau (MoneySmart)	Free information services	£ 27,192.00		
34	Suffolk West Citizens Advice Bureau (Operations)	Operational costs	£ 182,000.00		
35	The Matthew Project	Drugs and Alcohol Awareness Sessions	£ 5,153.00	£ 5,153.00	
36	Multicultural Women's Group Bury St Edmunds	Women's community group	£ 2,500.00	£ 2,500.00	
	<b>Arts</b>				
37	Unit Twenty Three ('Freefall' production)	Play production	£ 5,000.00		
38	Creative Arts East (Rural Touring Scheme)	Play production	£ 4,000.00	£ 4,000.00	
39	Theatre Royal (Bury St Edmunds)	Arts Wellbeing	£ 15,000.00	£ 15,000.00	
40	Creative Arts East (Our Day Out)	Creative arts activities for vulnerable adults	£ 16,830.00	£ 16,830.00	
	<b>Events</b>				
41	Haverhill Community Trust	Community activity days	£ 31,200.00		
	<b>Previously allocated funds</b>				
	Gatehouse Caring	Home Furnishings for disadvantaged families	£ 5,000.00		
	HomeStart	Parental and Family Support	£ 9,800.00		
	REACH	Foodbank and Supported Volunteering	£ 5,000.00		
	Relate	Relationship Counselling services	£ 5,000.00		
	The Voluntary Network (Befriending Scheme)	Befriending Scheme	£ 10,800.00		
	The Voluntary Network (Community Cars)	Community Car Service	£ 4,434.00		
	Suffolk Rape Crisis	Counselling Services	£ 4,800.00		
			<b>£ 44,834.00</b>		
	<b>Total application value</b>		<b>£ 682,490.97</b>	<b>£160,003.67</b>	<b>£ 34,032.67</b>
	<b>Budget</b>		<b>£ 281,483.00</b>	<b>£ 281,483.00</b>	<b>£ 281,483.00</b>
	<b>PH Funding</b>		<b>£ 95,498.00</b>	<b>£ -</b>	<b>£ -</b>
	<b>Total Budget (- previously allocated funds)</b>		<b>£ 332,147.00</b>	<b>£ 281,483.00</b>	<b>£ 281,483.00</b>

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**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;

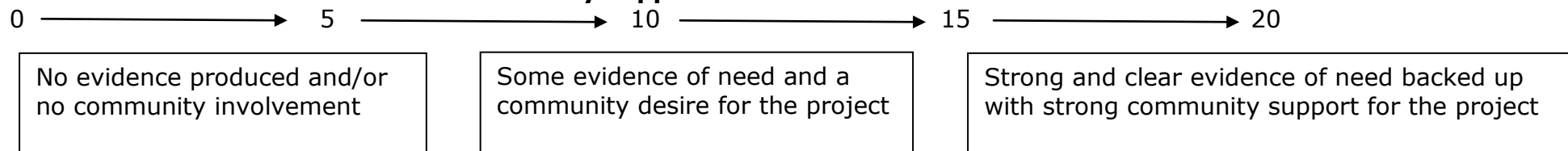
**APPENDIX 2**

- 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

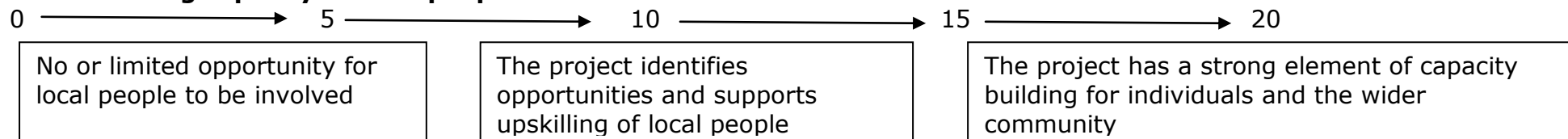
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**Selection criteria**

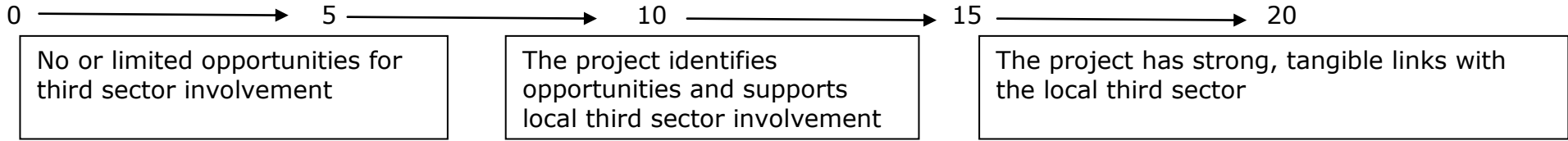
**1. Evidence of need and local community support**



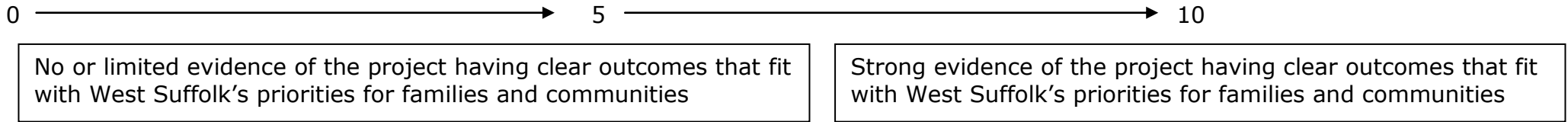
**2. Building capacity of local people**



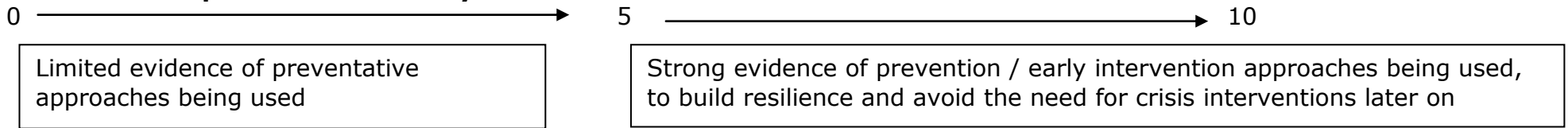
**3. Building capacity of the third sector**



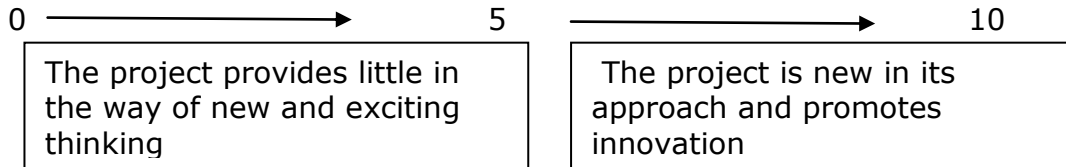
**4. Contribute to West Suffolk's priorities**



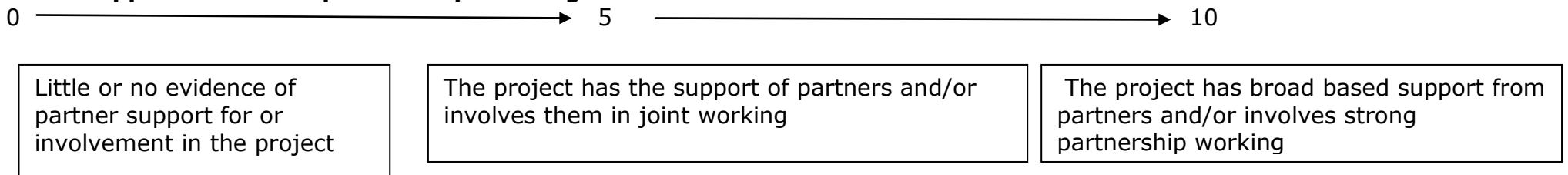
**5. Promote prevention and early intervention**



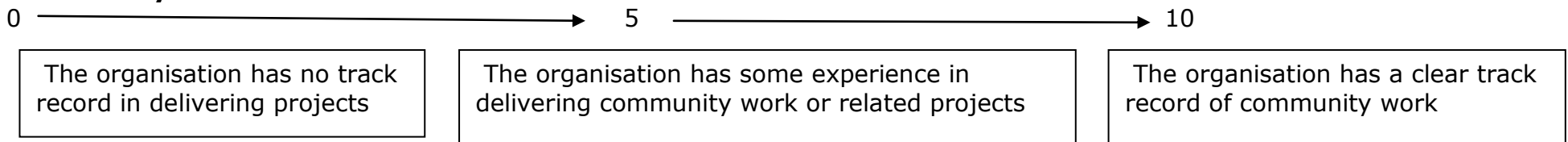
**6. Promote Innovation**



**7. Support continued partnership working**



**8. Ability to deliver**



# Community Chest Application Summary 2017/2018

Local Authority	St Edmundsbury Borough Council
Organisation	<b>ActivLives</b>
Amount Requested	<i>A total of £30,022 made up of £15,529 for year 1, £14,493 for year 2</i>
Total Project Cost	£38,582 total over 2 years
Match Funding	Income will be raised from charging people an attendance fee at the Bury St Edmunds ActivHub, plus general donations from community sessions: Yr1 - £4,120; Yr2 - £4,440
Partnerships	There will be no formal partnerships within this project, however we will work alongside local residents, Bury St Edmunds and Suffolk based organisations.
West Suffolk Bid?	Yes

## Key Points

- The Town & Bridge Project was established in 2006. In 2012 the project became a Charity called ActivLives to support and motivate people aged 45 plus, across Ipswich and Suffolk to improve their own health and well-being.
- ActivLives would like to develop and establish a hub in Bury St Edmunds in the heart of the community. From the hub we will offer a 2 hour weekly session to deliver a wide range of activities such as Boccia, New Age Kurling and New Age Bowls. These activities are very accessible and can be enjoyed by everyone, regardless of their mobility.
- Project start: **April 2017**
- Project end: **March 2019, but hopefully will continue if can be made sustainable**

**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):

ActivLives

2. Organisation address details

Address Ln1	Brightspace		
Address Ln2	160 Hadleigh Road		
Address Ln3			
City/Town	Ipswich	Postcode	IP2 0HH
Main phone	01473 345350	E-mail	
Website	www.activlives.org.uk		

Main Contact Person		Second Contact Person	
Title	Ms	Title	Ms
Forename	Kim	Forename	Julie
Surname	Bilner	Surname	Stokes
Role	ActivSuffolk Development Officer	Role	CEO
Daytime Tel No.	01473 345350	Daytime Tel No.	01473 345350
Mobile No.		Mobile No.	
Email	<a href="mailto:kim@activlives.org.uk">kim@activlives.org.uk</a>	Email	<a href="mailto:julie@activlives.org.uk">julie@activlives.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 Borough Council and across Suffolk

\*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: 1147615
Applying for charitable status		
Company limited by guarantee	X	Company number: 7672809
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	1621
Full Time staff / workers	2	Volunteers and helpers (non-management)	60
Part Time staff / workers	9		

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 Town & Bridge Project was established in 2006 to deliver community-led services in response to a Public Health Annual Report for Ipswich 2001/2, which showed people aged 45 years – 74 years, living in two of the most deprived areas - town centre / Bridge ward – had significantly reduced life expectancy than other areas of Ipswich owing to conditions associated with obesity, smoking and poor diet. Deeper analysis and investigation showed greater incidence of a number of diseases such as heart disease, diabetes and circulatory disease and pointing to an older population, which was inactive owing to ill health and/or an inability to access services.

In 2012 the project became a Charity called ActivLives to support and motivate people aged 45 plus, across Ipswich and Suffolk to improve their own health and well-being; keep people connected with their communities to reduce social isolation and loneliness and provide access to learning, training and volunteering opportunities to enable people to gain skills and employment.

ActivLives also works with children and young people, people with mental ill health / Dementia, the long-term unemployed and people with learning disability

at our garden projects and inclusive sport sessions. ActivLives provides a wide range of opportunities for people to get involved, including, community gardening, Men in Shed projects, singing and physical / sport activities such as walking football, Boccia, Kurling, seated and standing exercise, health walks and social activity. These activities bring people together to enable them to meet and make new friends, build support networks in the community and learn and share skills. Our activities help to build confidence and self-esteem, maintain good physical and mental health, reducing stress and preventing the onset of depression and anxiety. Our members value the support, social contact, fun activities and information about other projects and leisure facilities.

Maximum of 300 words

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 (currently)

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.

ActivLives has established 7 activity hubs in urban and rural areas of Suffolk aimed at older people to improve physical health and reduce loneliness and social isolation.

ActivLives would like to develop and establish a hub in Bury St Edmunds in the heart of the community. The project will target communities where people feel there are too many barriers for them to exercise and typically do not participate in any activities.

From the hub we will offer a 2 hour weekly session to deliver a wide range of activities such as Boccia, New Age Kurling and New Age Bowls. These activities

are very accessible and can be enjoyed by everyone, regardless of their mobility. With every session there will time for people to socialise and make new friendships.

We will recruit and train volunteers to support people to participate and build confidence.

We will work closely with individuals, community champions, GP surgeries, Housing/Community organisations, support groups, statutory organisations etc. to ensure that local people are involved and the project is community led.

Recognising that there is a greater need in specific areas of the town we would like to link with local housing organisations and residential care homes to identify where we could offer a short term intervention. We will offer to deliver 6 week activity programmes for the residents and offer training to in house Activity Co-ordinators or volunteers within a housing scheme/care home. This would enable them to deliver future in house sessions ensuring sustainability.

We will hold Health and Wellbeing events for members and the general public.

These events will offer tasters sessions for adapted sports. To support these events we will invite other organisations such as OneLife Suffolk, Citizens Advice Bureau and Age UK Suffolk etc.

Maximum of 300 words

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.

In 2015 ActivLives was commissioned by Suffolk Public Health to develop an ActivHub in the Forest Heath area and the Lakenheath ActivHub was established on the 23/10/15. This has been a very successful Hub with 51 registered members, 36 sessions, 866 attendances and an average attendance of 25 people attending each week.

Over recent months the ActivSuffolk team have been attending local events to promote the new ActivHub in Lakenheath and to consult local residents and organisations in the Bury area to see if there was a desire to develop an ActivHub in Bury St Edmunds.

ActivSuffolk ran two taster sessions with people who had experienced a stroke and presented to a pain management and hospital group, they attended meetings at the local Hospice and health events and have spoken to a number of health professionals working with older people, people with long-term health conditions and people with a disability. The overwhelming response from local residents and health professionals was that there was a need for an ActivHub in Bury St Edmunds to bring local people together to partake in a low impact adapted sport session and improve their health and well-being through physical activity and social interaction. The community sessions in sheltered housing and care homes will reach the target audience, providing opportunities for independent groups to be developed, as well as the weekly session. Members will be encouraged to become a community champion, to promote the new sessions and engage more local people.

The health profiles provided by West Suffolk Council highlights the wards in Bury St Edmunds that have a higher death rate from coronary heart disease under 75 years, bad health, long term illness or disability. There is a high Vintage Value in a number of wards: Elderly people reliant on support to meet financial or practical needs.

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

The project will help local people to support one another in the following ways; By encouraging people to participate and help in the development and running of the hub by building on their skills and interests. This will develop a sense of ownership and belonging to the group and their community. It also gives people a sense of purpose and self-worth. This will assist in overcoming barriers that often prevent people from assessing physical activities and recreational and social activities.

Local people will come together to socialise and develop their own social and support networks in the community. This will help build social capital, strengthen social cohesion and community connections and reduce the risk of loneliness, depression and anxiety. This will also give incomers and long term residents the opportunity to socialise and integrate which is often difficult urban areas. Members of the group can support each other during times of transition such as retirement. This is can be particularly difficult time for men; the group enables people to re-engage with former friends.

By improving physical and mental wellbeing it enables people to take charge of their health which will motivate them to encourage others to build physical activity into their daily lives; improving their life expectancy, mental and emotional well-being and resistance and resilience to chronic diseases such as cardio vascular disease.

There will be opportunities for people to volunteer with the project and/or upskill to and lead their own sustainable community group. This will benefit the individual and the wider community.

As people become aware of the project they will gain access to a wide range of information to improve their health and wellbeing, local events, facilities and activities. These can be shared with friends, family and other local people.

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 no formal partnerships within this project, however we will work alongside local residents, Bury St Edmunds and Suffolk based organisations. To succeed in a project of this nature it is vital to work with people and organisations within the local community. It is important to be respectful and inclusive of local residents that have been working within the communities, in a voluntary capacity, for many years. Their wealth of knowledge and wiliness to participate and assist is critical to our success.

We would like to work with the local housing authority to identify sheltered schemes that could benefit from ActivLives running adapted sports programme within their facilities.

We would also like to offer an adapted sports programme to residential care homes and train in-house staff.

As part of the health and wellbeing events that we plan to run, health



screening will be offered. This will be carried out by One Life Suffolk. They will be offering health advice regarding weight loss, smoking cessation and health screening checks to those who are eligible.

Other organisations such as Age UK Suffolk, Citizens Advice Bureau, Mind, WI, and Alzheimer's Society etc. will be invited to attend events we run.

ActivLives has highly qualified staff with a back ground in health and fitness.

This enables us to recognise when there is a need to sign post or direct people into other services. Typical referrals would be to Allied Health Professionals, Community Health, Suffolk Family Careers and Age UK Suffolk or local service such as Lunch Clubs or social groups.

Maximum of 300 words

16. When will the project start?

April 2017

17. When will the project finish?  
ongoing?

March 2019, but hopefully will continue if can  
be made sustainable

or is the project

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

This is an on-going project and is part of the ActivLives Strategy 2016 – 2019 to roll out our successful adapted sport and falls prevention Everyday Activ programme, to improve the health & well-being of people 45 years and over living in urban and rural areas of Suffolk.

Increased participation and members fees will help with the sustainability of individual sessions.

ActivLives will also seek Public Health / West Suffolk Clinical Commissioning Group commissions / tenders to enable the project to develop existing and new sessions, to create a Hub and Spoke model that will link people with other physical, leisure and social activities and opportunities.

Local Councillors will be approached regarding locality funding and local grants and applications will be made to regional/national funders e.g. the Big Lottery.

ActivLives also has a fundraising strategy that includes grant applications, local business links / social corporate responsibility and fundraising activities. All these can bring in people power, volunteering, sponsorship, donors and access to unrestricted funds.

Maximum of 300 words

18. Which years funding are you applying for?

2017-18 and 2018-19

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

235 – 325 people on an 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? If your project is health related how does it improve health outcomes for residents within community networks and beyond?

**Health Outcomes**

As a health and wellbeing project we will provide evidence to show that the funding has helped to improve the health and wellbeing of residents in Bury St Edmunds. To maximise the health benefits of exercise it is vital that individuals adhere/comply to regular exercise/physical activity. For that reason ActivLives focuses on retention figures rather than throughput of people. We wish to reach as many people as possible but irregular attendance does not bring about behaviour change. Without behaviour change and compliance there will not be improved health outcomes.

**Projected Figures**

- 2 x Health & Wellbeing Events: – 100 people attending
- 2 x Volunteers/ Leaders at ActivHub
- 6 x Volunteers – to upskill Sheltered Housing tenants to facilitate sessions
- 2 x Upskilled Activity Coordinators

Member **retention** of all groups: - 80%

6 x Taster sessions; 10-20 people attending each session = 60 – 120 attendances  
Participants @ ActivHub (adapted sports):15-20 per week x 44 weeks = 660 – 880 attendances

3 x 6 week programmes in sheltered accommodation: 10-15 people attending each week \*

2 x 6 week programmes in residential care homes: 10-15 people attending each week

\*This could be rolled out to more schemes if funding is secured.

**Development**

Develop a flexible sports programme to be used in care homes at cost.  
Hold a Showcase event to launch the sports programme to Care Homes.

**Data Collection**

From the data collected on the registration forms and health screening declarations, we will record and collate long term health conditions such as Cardiac, Diabetes, COPD and Cancer.

**Health Information Programme**

A 6 - week health information programme will be developed to help people self-care e.g.

- Incontinence – Incontinence Nurse
- Sight/Hearing – Local Business / Sensing Change

Maximum of 300 words

21. What is the total cost of the project? £38,582 total over 2 years

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>Year 1</b>	12835
Staff costs	5878
Project costs	936
ActivLives overheads	<u>19649</u>
<b>Year 2</b>	
Staff costs	12835
Project costs	5196
ActivLives overheads	<u>902</u>
	<u>18933</u>
<i>See attached spreadsheets for further breakdown of costs</i>	
A total of £30,022 made up of £15,529 for year 1, £14,493 for year 2	

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

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

Source	Amount (£)
Income will be raised from charging people an attendance fee at the Bury St Edmunds ActivHub, plus general donations from community sessions	
<b>Year 1</b>	4120
<b>Year 2</b>	4440
<b>Total fundraising:</b>	8560

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

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

Funder	Amount (£)	Reason for funding
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Forest Heath District Council	684	Lakenheath ActivHub Kurling Kit
<b>Total:</b>	684	

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?

# Community Chest Application Summary 2017/2018

Local Authority	St Edmundsbury Borough Council
Organisation	<b>Cancer Campaign in Suffolk</b>
Amount Requested	<i>£16,919</i>
Total Project Cost	<i>£39,320</i>
Match Funding	£196,600 - Various private grants and trust and locality funding and public health have paid for this project since 2011. Annually the cost is £39320.
Partnerships	Please see attached spreadsheet of some schools who would be involved in the project, who have expressed an interest for future workshops.
West Suffolk Bid?	No

## Key Points

- We support the people of Suffolk, before during and after cancer.
- We deliver wellbeing and beauty workshops throughout Suffolk working with student beauticians in the community. These workshops are for those with a cancer diagnosis to help with the physiological and harsh side effects of the disease, helping to rebuild self confidence and self esteem.
- We want to deliver Cancer and body awareness workshop to 37 schools in St Edmundsbury.
- The workshops will be held in the community for local schools and they cover detection, observation and body awareness and all the major cancers, including sun awareness.
- Project start: **April 2017** Project end: **Ongoing**

**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):

CANCER CAMPAIGN IN SUFFOLK
----------------------------

2. Organisation address details

Address Ln1	1 <sup>st</sup> Floor, 56 – 58 St Margarets Street		
Address Ln2			
Address Ln3			
City/Town	Ipswich	Postcode	IP4 2BD
Main phone	01473 211884	E-mail	theteam@cancercampaign insuffolk.co.uk
Website	www.ccisuffolk.org		

Main Contact Person		Second Contact Person	
Title	Mrs	Title	Mrs
Forename	Karen	Forename	Alison
Surname	Hare	Surname	Pearson
Role	Chief Executive	Role	Fundraiser
Daytime Tel No.	01473 211884	Daytime Tel No.	01473 211884
Mobile No.		Mobile No.	
Email	Karen@cancercampaign insuffolk.co.uk	Email	fundraiser@cancercamp aigninsuffolk.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?

Suffolk

\*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: 1073241
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	
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.

We support the people of Suffolk, before during and after cancer.

We deliver specialised, educational workshops on cancer prevention and awareness for schools, community groups and businesses.

We provide free complementary therapy and counselling to those with a cancer diagnosis in East Suffolk which has huge success helping with the anxiety, fear and pain and fatigue from a cancer diagnosis and during treatment.

We deliver wellbeing and beauty workshops throughout Suffolk working with student beauticians in the community. These workshops are for those with a cancer diagnosis to help with the physiological and harsh side effects of the disease, helping to rebuild self confidence and self esteem.

7. What was your organisation's total income for last financial year? £75504
8. What was your organisation's total expenditure for last financial year? £104832
9. Does your organisation have more than six months running costs? Yes
10. What are your organisation's current unrestricted reserves or savings? £504
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 want to deliver Cancer and body awareness workshop to 37 schools in St Edmundsbury.

The workshops will be held in the community for local schools and they cover detection, observation and body awareness and all the major cancers, including sun awareness.

We want everyone, especially youngsters to have the knowledge of the key signs of cancer, to understand how life style choices can influence their future and how they can be proactive in their own health management. It is for this that we seek the funding.

The passing of information between families has seen things like recycling become part of our everyday lives, Cancer, Sun and body awareness does the same.

The success of the project allows families to openly discuss the issues surrounding a diagnosis, to be more aware of any changes and not to ignore them but to do something about it by visiting the GP. An early diagnosis usually results in more successful and less invasive treatment which can save lives. Learning how to self manage your health is information to be shared with everyone. Whether it be youngsters learning how to protect themselves in the sun to wear hats and use sunscreen or older ones learning how to check their breasts and testicles and knowing what the signs and symptoms are and how to act on them swiftly.



13. What is the need for this project? Please include sources of evidence, including any public/user/community consultation.

“Cancer is the leading cause of premature deaths in Suffolk, as in the rest of England. Late diagnosis is a recognised key factor contributing to poorer outcomes from cancer”. The State of Suffolk report 2015

You can help Cancer Campaign in Suffolk to make a difference in the lives of your youngsters in the Bury St Edmunds as well as playing an active part in implementing the Suffolk Health and Wellbeing strategy.

Please see attached supporting evidence and consultation and schools list.

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

The project will help local people support one another by sharing the knowledge for an earlier diagnosis so that we have more people surviving cancer and this can only be achieved through education, hence the development of our **cancer awareness workshops** and being part of the national ‘Be Clear on Cancer’ campaign.

In our experience, following on from our workshops, the knowledge is then cascaded down to family and friends within their local community thus expanding the reach at least fourfold.

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.

Please see attached spreadsheet of some schools who would be involved in the project, who have expressed an interest for future workshops.

17. When will the project start? April 2017

18. When will the project finish? or is the project ongoing? ONGOING

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

We will continue building ongoing relationships with local funding partners and applying for grants and trust as well as fundraising in the local community.

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

Annually approx 3500 pupils directly

21. 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? If your project is health related how does it improve health outcomes for residents within community networks and beyond?

These workshops will impact on approx 3700 people. The passing of information between families has seen things like recycling become part of our everyday lives. Cancer Sun and body awareness does the same it allows families to openly discuss the issues surrounding a diagnosis to be more aware of any changes and to not ignore those changes but to do something about it by visiting the GP. An early diagnosis usually results in more successful and less invasive treatment which can save lives. Learning how to self manage your health is information to be shared with everyone. Whether it be youngsters learning how to protect themselves in the sun to wear hats and use sunscreen or older ones learning how to check their breasts and testicles and knowing what the signs and symptoms are and how to act on them swiftly.

22. What is the total cost of the project?

£ 39320.00

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 (£)
<p><b><i>Support our education and awareness programme, £16919.00 will benefit 37 schools by making them body and cancer aware through our educational workshops. Each school costs £350 to deliver workshops.</i></b></p> <p>This cost includes all presentations, all teaching props and workshop handouts, management and administration fees, feedback and anecdotal statements preparation and travel. All presentations are delivered by our Cancer Specialist Educator.</p> <p><b>Please note it will take a minimum of 45 mins to travel to each school and group.</b></p>	<p>16,919</p>
<b>Total cost of items listed above:</b>	16,919

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

£16919.00
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24. What funds have you raised so far for this project?

Source	Amount (£)
Various private grants and trust and locality funding and public health have paid for this project since 2011. Annually the cost is £39320.	
<b>2011 - 5 years Total fundraising:</b>	196,600

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

Funder	Amount (£)	Timescale for decision
Applied to Public Health and will continue to make application to other grants and trusts. The annual cost is £39320.		
<b>Total:</b>		

26. 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
<i>Not applicable</i>		



# Community Chest Application Summary 2017/2018

Local Authority	St Edmundsbury Borough Council
Organisation	<b>Gatehouse Caring in East Anglia</b>
Amount Requested	<i>£10,000</i>
Total Project Cost	£96,467.09
Match Funding	Yes
Partnerships	£2,000, Suffolk Foundation – Music and £2,000 from Miller Trust
West Suffolk Bid?	No

## Key Points

- We provide volunteer hours and employment opportunities to those who would otherwise struggle to find work due to health and social challenges.
- We are looking for funding towards the core costs of The Bury St Edmunds Dementia Hub.
- The Dementia Hub will charge for services, this in time shall enable the service to become self-sustainable, however as a charity we will continue to source funding from local business and others in the community to ensure that the vital services we provide can continue.
- 25 Carers will have weekly a group to build local networks of support ongoing.
- We will provide 190 Hours of respite per week to Carers of those living with Dementia, which will improve wellbeing of carers and evidence shows that this will reduce appointments with GP'S and other medical services.
- 25 people over a 12 week period will have created a Personal disc of music and memories, which can be used throughout their journey to end of life.
- Up to 60 people per week, living with Dementia will have an opportunity to partake in activity which will stimulate and maintain skills, which in turn will enable them to improve mental wellbeing and continue to live at home for longer.
- Project start: **Spring 2017**

**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): Gatehouse Caring in East Anglia

2. Organisation address details

Address Ln1	Dettingen Way		
Address Ln2			
Address Ln3			
City/Town	Bury St Edmunds	Postcode	IP33 3TU
Main phone	01284 754967	E-mail	info@gatehouse.org.uk
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 Manager
Daytime Tel No.	01284 754967	Daytime Tel No.	01284 754967
Mobile No.		Mobile No.	
Email	<a href="mailto:info@gatehouse.org.uk">info@gatehouse.org.uk</a>	Email	<a href="mailto:accounts@gatehouse.org.uk">accounts@gatehouse.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 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	Y	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	7	Service users	500
Full Time staff / workers	2	Volunteers and helpers (non-management)	25
Part Time staff / workers	7		

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've been around since 1986 helping those who are in need or disadvantaged. Our centre provide a place of activity and companionship benefits to many who are elderly, living in isolation or who have the onset of dementia. We are also able to provide information, advice and support to their carers.

We have a large furniture store which receives donated or recycled items that can be offered to people who are in genuine need and we also sell to the general public to raise funds on behalf of partner organisations we administer the Foodbank for Bury St Edmunds, helping to meet the basic needs of individuals and families.

We try to ensure that Christmas is a time of celebration for everyone. Not only do we distribute over 300 hampers but we also extend an invitation to those who wish to have a meal, company and fun on Christmas Day.

We provide volunteer hours and employment opportunities to those who would otherwise struggle to find work due to health and social challenges.

7. What was your organisation's total income for last financial year? £217,187.07
8. What was your organisation's total expenditure for last financial year? £247,839.57
9. Does your organisation have more than six months running costs? No
10. What are your organisation's current unrestricted reserves or savings? £65,000
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 for funding towards the core costs of The Bury St Edmunds Dementia Hub. In recent years, Gatehouse has become aware that the needs of its clients were changing. "Traditional" day centre services have become less popular due to a combination of people's changing expectations, the ambition to tailor services to individual need and changing funding arrangements through the development of personalised budgets. However, what also became clear was an increasing need for services for those living with dementia, both those experiencing the disease and those caring for them. There is limited support locally for those at the early stage of the illness as well as a lack of access to information and support for their loved ones. Gatehouse formed a partnership with the Alzheimer's Society Bury St Edmunds to address this need. At the same time, Gatehouse has been forging links with other organisations in the immediate area such as Sue Ryder & Age UK Suffolk.

The funding will be used to support the lunch clubs and Music Therapy sessions, Exercise classes, chiropody services and carer support groups.

Maximum of 300 words



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.

In January 2016 Gatehouse staged a conference on the future of dementia services in West Suffolk. This was attended by 25 organisations across the Adult Social Care and voluntary sector. Following presentations from Willie Cruickshank (Norfolk and Suffolk Dementia Alliance) and Becky Nicholson (Alzheimer's Society) , and workshops, the consensus was that a Dementia Hub should be created with the object of providing a one single point of contact for services post diagnosis through to end of life care. Organisations supporting the formation of the Dementia Hub are Age Uk Suffolk, Sue Ryder, NHS England, The Alzheimer's Society, Clarke Care, Armstrong's Funeral Services, Aging with Optimism. It also has the support of the local MP Jo Churchill as well as County and Borough Councillors. Gatehouse has consulted with its service users through carers groups and direct questioning. Looking at what services we have, what services we need and how we get there. I attach a copy of the discussion with this application, however the summary is below:

**Consultation Summary - Main Points**

- Good Communication between service providers needed
- Less 'competition' between service providers
- Interaction with local businesses
- Education/Training for carers/professional and the wider public
- GP based key worker
- Use the internet/Facebook
- Early intervention/support to avoid crisis
- Rural area presents isolation and transport issues
- Support for People with dementia living alone
- Personalised services, age specific
- Targeted, time specific, easy access to information
- 

These are the points that the dementia hub will focus on, we hope in the future to work towards working with the M44 service to include Dettingen Way on it route and to be able to have pop-up groups in villages.

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

The idea of the Dementia Hub is to provide a social arena for those living with Dementia and their carers to form lasting friendships with those in a similar situation to themselves. Support groups bring together people facing similar issues. Members of support groups often share experiences and advice. It can be helpful just getting to talk with other people who are in the same situation.

While not everyone wants or needs support beyond that offered by family and friends, others find that these are less likely to understand as often the person with Dementia presents well for family and friends but at night and during the working week things are challenging. A support group can help carers cope better and feel less isolated as you make connections with others facing similar challenges and often but carers and those living with Dementia form lasting friendships and are able to go out and about in groups knowing that they won't feel embarrassed or stared at when they make mistakes or forget how to do daily tasks.

The 2012 Prime Minister Challenge highlighted the importance of creating communities that are more dementia friendly, where people understand the impact of the disease, know how to relate to those who have dementia, and where people living with dementia find an inclusive and accepting social environment. The Hub together with the local Dementia Action Alliance, through partnerships with organisations such as schools, colleges and independent local business we will be able to educate people on Dementia behaviour and promote awareness within the local 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.

Organisations supporting the formation of the Dementia Hub are:

Age Uk Suffolk, Sue Ryder, The Alzheimer's Society, Clarke Care, Aging with Optimism - these partnerships enable support groups to be facilitate, advice and guidance, drop in café's and other care services.

By having a local independent charity running the Dementia Hub in Bury St Edmunds, it enables the service to be unique in its holistic approach. It reduces competition amongst larger charity and un ties hands where new ideas can be explored and trailed, without having to get national authorisation. Working together we can offer a range of services at budgets to suit all, we can offer all types of advice and guidance and look at the varying ways of coping with Dementia rather than having to go in one direction only, remember each dementia is individual and will respond to different settings and therapies. What suits one person may not suit another and needs change as each person goes through their journey. By having a single contact for the entire journey it provides easy access to a wider range of services.

NHS England, Armstrong's Funeral Services, White Stuff foundation, LD Rope- are supporting the financial side of the building work required to make our current premises suitable for the needs of our service users.

Along with the Dementia Action Alliance, we will be working with local business in the town to raise awareness and create a Dementia Friend

16. When will the project start?

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

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

The Dementia Hub will charge for services, this in time shall enable the service to become self-sustainable, however as a charity we will continue to source funding from local business and others in the community to ensure that the vital services we provide can continue.

Most people value a service more when they have to pay a fee, we always ensure that we provide good value for money , some examples below are what you can expect to pay at Gatehouse :

Music Therapy - £2.50 pp (1 Hour)    Armchair Exercises - £5 pp (1 Hour -refreshments)

Lunch Clubs - £ 25.00    Chiropodist Treatment - £25 .00

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

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? If your project is health related how does it improve health outcomes for residents within community networks and beyond?

25 Carers will have weekly a group to build local networks of support ongoing. – *This helps carers who often lose friendships and support of neighbours to take back control of their lives and to feel connected to the community in which they live.*

We will provide 190 Hours of respite per week to Carers of those living with Dementia, which will improve wellbeing of carers and evidence shows that this will reduce appointments with GP'S and other medical services. – *This will enable carers to look forward to a healthy future for themselves and families whilst still continuing to care for loved ones.*

25 people over a 12 week period will have created a Personal disc of music and memories, which can be used throughout their journey to end of life. – *This will enable us to discuss the whole person as we will reminisce through the years to build their very own personal music memory.*

Up to 60 people per week, living with Dementia will have an opportunity to partake in activity which will stimulate and maintain skills, which in turn will enable them to improve mental wellbeing and continue to live at home for longer. -*Becoming a member of Gatehouse enables people to access services in a safe friendly environment where they can feel a sense of belonging. Users are encouraged to bring ideas for services and to run their own groups where possible to encourage that sense of ownership.*

21. What is the total cost of the project? £ 96,467.09

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 (£)
CEO*	10500
Dementia Hub Facilitator	7488
Coordinator (20 Hrs per week)	8111
Project Worker (6 hrs per week)	2496
Volunteers (95rs per week)**	45130
Exercise class tutor	1300
Expenses	478.28
Heat, Light and Power*	881.01
Office Costs*	2112.85
Maintenance*	7900.54
Client Transport	1905.50
Provisions	4891.14
Outings	802.04
Insurance*	1107.38
Council Tax*	422.48
Auditors*	308.58
Water*	228.69
Volunteer Expenses	403.60
*Based on percentage of total charity costings	
**Hours given in kind	
<b>Total cost of items listed above:</b>	96467.09

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

£10.000
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23. What funds have you raised so far for this project?

Source	Amount (£)
Suffolk Foundation – Music	£2000.00
Miller Trust	£2000.00
<b>Total fundraising:</b>	£2000.00

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

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

Funder	Amount (£)	Reason for funding
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St Eds Community Chest	£10K	Furniture Store
<b>Total:</b>	£10K	

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?

# Community Chest Application Summary 2017/2018

Local Authority	St Edmundsbury Borough Council
Organisation	<b>Millennium Farm Trust</b>
Amount Requested	<i>£31,598 over three years</i>
Total Project Cost	£39,698
Match Funding	None
Partnerships	TIME OUT will be delivered by MFT supported by Priory School, Broadlands School and homes and Riverwalk School. The marketing budget will be used to promote the service to school users as well as tertiary support agencies (eg Leading Lives, Julian Support)
West Suffolk Bid?	No

## Key Points

Our aim is to help people with learning disabilities, acquired brain injury or mental health issues reach their maximum potential by providing structured activities on the farm, including:

- Looking after the farm's animals, (donkeys, sheep, pigs, goats and numerous poultry).
- Helping grow, harvest and prepare fruit and vegetables for the farm's shop.
- Maintaining and developing the farms gardens.
- Routine farm maintenance, woodworking and agricultural construction.
  
- Our project addresses both national and local strategies to tackle health inequalities by offering people with mental illness and learning difficulties the opportunity to improve their physical fitness and mental wellbeing.
  
- TIME OUT will operate 2 days a week every week during the school holidays, including half terms, but excluding Christmas. Participants will spend a half or full day on the farm, working with the animals, on the land or in a related environmental activity. A typical session will involve feeding the pigs and goats, collecting eggs and grooming the donkeys as well as seasonal tasks on the farm, including planting or harvesting crops.
  
- Project start: **April 2017**
  
- Project end: **October 2019**

**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): Millennium Farm Trust

2. Organisation address details

Address Ln1	Rookery Farm		
Address Ln2	Depden		
Address Ln3	Bury St Edmunds		
City/Town		Postcode	IP29 4BU
Main phone	07816 828016	E-mail	tim@depden.com
Website	www.m-f-t.org.uk		

Main Contact Person		Second Contact Person	
Title	Mr	Title	Mr
Forename	Tim	Forename	Andy
Surname	Freathy	Surname	Hunter
Role	Director	Role	Chair of Trustees
Daytime Tel No.	07816 828016	Daytime Tel No.	██████████
Mobile No.		Mobile No.	
Email	<a href="mailto:tim@depden.com">tim@depden.com</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	
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### About your organisation

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

St Edmundsbury (90%) Forrest Heath (10%)
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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		1070145
Company limited by guarantee		Company number:
Community Interest Company		03567659
Part of a larger regional or national charity (Please state which one)		Not applicable
Constituted Community Group		
Social Enterprise		
Other (Please specify)		Limited Company with Charitable status

5. How many people are involved in your organisation?

Management committee	8	Service users	55
Full Time staff / workers	0	Volunteers and helpers (non-management)	15
Part Time staff / workers	4		

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.

Millennium Farm Trust (MFT) is a care farm established by a group of Suffolk residents with learning disabilities, to provide a safe and supportive learning and working environment in agriculture and horticulture.

Our aim is to help people with learning disabilities, acquired brain injury or mental health issues reach their maximum potential by providing structured activities on the farm, including:

Looking after the farm's animals, (donkeys, sheep, pigs, goats and numerous poultry).

Helping grow, harvest and prepare fruit and vegetables for the farm's shop.

Maintaining and developing the farms gardens.

Routine farm maintenance, woodworking and agricultural construction.

Most clients (aged 21-59) live in St Edmundsbury, are on the Autistic Spectrum and have moderate to severe learning disabilities accompanied with some motor or coordination difficulties.

The benefits that working with MFT provides, include

- i) Social inclusion; MFT helps people to regain their place in their community and enable them to move towards taking part in mainstream activities and opportunities along with everyone else.
- ii) MFT develops key social skills which help individuals to have the success in daily living they would like for themselves.
- iii) Improved social functioning; The ability to maintain and develop appropriate relationships with friends and colleagues are important dimensions to normal social functioning.
- v) Attenders at MFT can demonstrate improved cognitive function and an improvement in their ability to understand new or complex information.
- vi) Greater self-esteem; MFT benefits clients by giving people the space and time to become more socially confident, to give them new things to try and to support them to succeed in situations or tasks they might otherwise find challenging.
- vii) Improved mood and reduction in anxiety related symptoms; The none-judgmental, supportive atmosphere coupled with worthwhile and appropriate physical activities helps to create an atmosphere of fun, friendship and sense of shared endeavour.

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

£64,671

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

£60,140

8. Does your organisation have more than six months running costs? No

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

£0.00

10. 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?

11. 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.

Over three years, the funding will improve the lives of local people by extending existing MFT provision to deliver over 3,000 hours of new training and learning opportunities in agriculture and horticulture to over 1000 young people with learning disabilities in West Suffolk, as well as providing respite for their carers during the school holidays.

Our project addresses both national and local strategies to tackle health inequalities by offering people with mental illness and learning difficulties the opportunity to improve their physical fitness and mental wellbeing.

People with learning disabilities have poorer health than the general population, much of which is avoidable. These health inequalities often start early in life (e.g half of all mental illness starts before the age of 14 and three quarters by the age of 20). The impact of these health inequalities is serious. As well as having a poorer quality of life, people with learning disabilities die at a younger age than their non-disabled peers. TIME OUT seeks to mitigate the early onset of mental illness and poor physical fitness for these minority groups thereby increasing life expectancy, economic productivity, social functioning and quality of life and will reduce the burden on health, welfare and social services in the longer term.

TIME OUT will operate 2 days a week every week during the school holidays, including half terms, but excluding Christmas. Participants will spend a half or full day on the farm, working with the animals, on the land or in a related environmental activity. A typical session will involve feeding the pigs and goats, collecting eggs and grooming the donkeys as well as seasonal tasks on the farm, including planting or harvesting crops.

The clinical evidence for the benefits of working with animals and the environment is well documented and TIME OUT placements will contribute to participant's health and wellbeing in a number of ways, including combating social exclusion, improving social skills, (particularly survival skills and interpersonal skills).

At TIME OUT, within a structured day, individuals will be encouraged to choose their work for the session, exercise choices and take control for what they seek to do and take the credit for their achievements, thereby promoting empowerment and self-reliance. In turn this will help develop people's coping ability.

12. 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 been developed in response to the increasing number of enquiries we receive from individuals, their support workers and institutions to provide the service for young people in the locality.

We tested the approach in the summer and provided a trial service to young people in partnership with InterAct, a holiday activity provider. This proved highly successful and feedback was very positive. *"I was very impressed with how well things were organised. All of the young people thoroughly enjoyed the day and the members of staff supporting them thoroughly enjoyed it as well! It was very educational. Your staff were very patient with our group. Some of whom can be very challenging at times to work with. It was so nice to see some of our young people so engaged with the work on the farm. Trust me this is not an easy task to achieve and you more than surpassed it. The relaxed approach to the work was refreshing to see and your flexibility towards the activities was also much appreciated. It is very rare that you can get that hands on with a real working farm."* Andrew Denny, InterAct

In addition we have consulted local schools and support organisations to ascertain both the level of perceived need for the service amongst young people with learning disabilities and their families and carers. Their feedback indicates to us that there is clear need to provide "real world" experience appropriate for young people with learning disabilities as they prepare to leave the formal education sector, with few opportunities available, particularly in rural areas.

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

The project is being delivered in association with local special schools in St Edmundsbury. In particular, Priory School, Broadlands School and Riverwalk School have all been engaged and involved in the design of the project.

Together with MFT, TIME OUT provides a unique opportunity for the schools to work together and enable their young people to socialise and meet new people in a supportive and supported environment as they prepare to leave the formal education sector and find their way in the world. This is the first time that MFT has connected with other local providers in this way and it will support future working and help ensure the sustainability of the provision once funding comes to an end.

14. 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.

TIME OUT will be delivered by MFT supported by Priory School, Broadlands School and homes and Riverwalk School. The marketing budget will be used to promote the service to school users as well as tertiary support agencies (eg Leading Lives, Julian Support)

15. When will the project start? April 2017

16. When will the project finish? October 2019 is the project ongoing?

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

Services aimed at mitigating health inequalities for young people with learning disabilities are limited in West Suffolk, though competition for their time and money from other less healthy options are of course just as prevalent as for non-disabled people. Three year funding will help ensure that the service continues after that period by providing an element of security to enable MFT to invest long term resource in the service and provide enough time to develop a powerful relationship with other local providers to build an exceptional and truly valued service. The partnerships that are created through this project will live on and help future proof provision. All these factors will enable the service to compete more effectively in the wider market place for people's time and money.

17. Which years funding are you applying for? 2017/18, 2018/19, 2019/20

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

276 in yr1, 344 in yr 2 and 424 in yr 3.

19. 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? If your project is health related how does it improve health outcomes for residents within community networks and beyond?

Year 1 Targets: 960 hours of training and experience of farm working delivered to 320 young people.

Year 2 Targets: 1200 hours of training and experience of farm working delivered to 400 young people.

Year 3 Targets: 1800 hours training and experience of farm working delivered to 600 young people.

We have tested the idea and strong local support from providers in the district (see 12. Above). The unique partnership between MFT and local special schools will help build lasting resilient relationships with purpose. Participants will gain in self-confidence, personal resilience and a whole host of social skills which help them become better prepared life in the wider community.

20. 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>Year 1: 2017/18</b>	
Staff	£3120
Risk management/HSE compliance	£3000
PPE/materials	£1600
Rents, utilities, farm consumables, office consumables	£1200
Marketing	£500
Admin (8hrs per week project runs @£10/hr)	£800
Insurance, project governance etc (pro rata)	£1102
Travel	£450
Tools/equipment	£828
Contingency	£400
<b>Year 1 total</b>	<b>£13000</b>
<b>Year 2: 2018/19</b>	
Staff	£4440
Risk management/HSE compliance	£500
PPE/materials	£2000
Rents, utilities, farm consumables, office consumables	£1400
Marketing	£250
Admin (8hrs per week project runs @£10/hr)	£800
Insurance, project governance etc (pro rata)	£1102
Travel	£450
Tools/equipment	£1032
Contingency	£450
<b>Year 2 total</b>	<b>£12424</b>
<b>Year 3: 2019/20</b>	
Staff	£4800
Risk management/HSE compliance	£500
PPE/materials	£3000
Rents, utilities, farm consumables, office consumables	£1600
Marketing	£250
Admin (8hrs per week project runs @£10/hr)	£800
Insurance, project governance etc (pro rata)	£1102
Travel	£450
Tools/equipment	£1272
Contingency	£500
<b>Year 3 total</b>	<b>£14274</b>
<b>3 Year Total cost of items listed above:</b>	<b>£39698</b>



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

£31,598
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22. What funds have you raised so far for this project?

Source	Amount (£)
Year 1 Earned income	£1600
Year 1 MFT contribution from reserves	£500
Year 2 Earned income	£2000
Year 2 MFT contribution from reserves	£500
Year 3 Earned income	£3000
Year 3 MFT contribution from reserves	£500
<b>Total fundraising:</b>	<b>£8,100</b>

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

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

24. 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 2017/2018

Local Authority	St Edmundsbury Borough Council
Organisation	<b>Rural Coffee Caravan</b>
Amount Requested	<i>£3,210</i>
Total Project Cost	<i>£3,483.12</i>
Match Funding	No
Partnerships	AgeUk Suffolk, Safer Suffolk Communities, Suffolk Family Carers, Our Special Friends Suffolk Befriending, Marie Curie, Action for Blind, CAB, Suffolk Fire and Rescue Suffolk Independent Living, Healthwatch Suffolk, Dementia Adventia, Suffolk Records Office, Alzheimers Society, Sue Ryder, Red Cross, British Legion, Warmer Homes Healthy People Activlives, Fit Villages and the county and district councils.
West Suffolk Bid?	Yes

## Key Points

- Our aim is 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.
- Funding to visit 6 rural villages lacking in amenities or social activity locations decided in consultation with the district councils, each lasting 2 hours and providing a social opportunity alongside a route into services via the provision of information and our sign posting service.
- The friendly, easy going atmosphere at one of our visits can be a great start to becoming a more active member of the community. Active communities become stronger communities.
- Project start: **April 2017**
- Project end: **December 2017**

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



*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):

Rural Coffee Caravan

2. Organisation address details

Address Ln1	The Old Shop		
Address Ln2	Harleston Road		
Address Ln3	Weybread		
City/Town	Diss	Postcode	IP21 5TU
Main phone	01379 855338	E-mail	ann@ruralcoffeecaravan.org.uk
Website			

Main Contact Person		Second Contact Person	
Title	Mrs	Title	Canon
Forename	Ann	Forename	Sally
Surname	Osborn	Surname	Fogden
Role	Director	Role	Chairman and founder
Daytime Tel No.	01379855338	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	██████████

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

Suffolk

\*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		1125748
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	9	Service users	5000+
Full Time staff / workers	2	Volunteers and helpers (non-management)	80
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.

Set up in 2003 to help rural residents in Suffolk. Our aim is 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, build community capacity and feel safer in their own environment. Almost two-thirds of those who turn up at the visits are retired, but the demographic can be varied. It includes elderly people living alone, carers who need a break, new arrivals in a village who wish to meet some neighbours, those working at home who need a little time away from the computer, young mothers wanting to get out of the house and active residents with an idea they want to test out on others.

*Maximum of 300 words*

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

£84339

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

£108107

9. Does your organisation have more than six months running costs? Yes
10. What are your organisation's current unrestricted reserves or savings? £48164
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 visit 6 rural villages lacking in amenities or social activity locations decided in consultation with the district councils, each lasting 2 hours and providing a social opportunity alongside a route into services via the provision of information and our sign posting service. We will also encourage any local clubs or societies to attend and hopefully encourage more folk to attend their activities. The Safer Neighbourhood Teams will also be invited. These visits can take place outside in villages without a hall or indoor meeting space if necessary. We will have ferrule replacement and information about falls prevention and also be able to provide hearing aid batteries and radar keys to people who have difficulty finding them.

ximum of 300 words

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 have been operating now since 2003 and the overriding lesson of the last 13 years is the need to talk, to have *conversations*. So much comes out of this basic human need, ideas, offers of help, requests *for* help, information, seeds of friendship. All these things begin with people just chatting to each other. Conversation is our social glue; so important to our mental, emotional and even our physical wellbeing. Unwelcome solitude can destroy confidence and even exacerbate existing conditions. Outcomes for a charity like ours can be hard to quantify but so often, *too* often, we are told how much we "made" someone's day by offering them a cuppa and natter. For some the chance to chat is simply not an everyday occurrence.

AgeUK/Campaign to End Loneliness publication "Promising Approaches" Jan 2015 states "Research demonstrates that older people in particular spend more time in their immediate neighbourhood and often feel a higher degree of commitment there, making the immediate locality an extremely significant influence on their wellbeing. There is therefore clear logic behind the selection of the neighbourhood as the locus for action on loneliness."

Our work takes us across Suffolk, engaging directly each year with over 5000 residents in their own neighbourhoods, making a positive difference to people and providing an opportunity for them to simply chat and to meet others in their community, if that was what they wanted, or to seek help if it was needed, proving us to be a "structural enabler" as defined in "Promising Approaches".

Maximum of 300 words

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

We know that loneliness is bad for us on so many levels. The Campaign to End Loneliness research tells us that it is as bad as smoking 15 cigarettes a day! It also means inactivity which can lead to health problems or make existing ones worse. Connecting people within a community is a vital preventative measure in both physical and mental health.

We know now from all the experience we have gained over the years that people feel safer when they have an easy familiarity with fellow members of their neighbourhood and that they feel more inclined to engage in community activity if they have the confidence that comes with that feeling of safety. The friendly, easy going atmosphere at one of our visits can be a great start to becoming a more active member of the community. Active communities become stronger communities.

This way of addressing rural isolation is unique in Suffolk, possibly in the whole of the UK and it works. It's simple and effective.

Maximum of 300 words

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 invite all agencies to send out their information with us so we carry information from a wide variety of helpful sources. Examples would be..AgeUk Suffolk, Safer Suffolk Communities, Suffolk Family Carers, Our Special Friends Suffolk Befriending, Marie Curie, Action for Blind, CAB, Suffolk Fire and Rescue Suffolk Independent Living, Healthwatch Suffolk, Dementia Adventia, Suffolk Records Office, Alzheimers Society, Sue Ryder, Red Cross, British Legion, Warmer Homes Healthy People Activlives, Fit Villages and the County and district Councils.

Maximum of 300 words

16. When will the project start?

April 2017

17. When will the project finish?  
project ongoing?

Dec 2017

or is the

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

Whilst these visits stand alone, it is hoped that we can visit these locations again to build on what we achieved. It is often necessary to maintain a relationship with the community to help build confidence, relationships and ideas. So we will be looking for further funding to continue visiting.

Maximum of 300 words

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

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

We hope for 20 people at each initial visit

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? If your project is health related how does it improve health outcomes for residents within community networks and beyond?

Targets and numbers are not appropriate to the work we do. It isn't the quantity of people we see that is important, more whether we can be useful. This grant is for 6 visits. We would hope to attract 20 people to each of these visits but it could be more or it might be less. The point is more what they get from it, how helpful it's been and whether or not they would like us to return.

Visitors to our service can want different things, some want companionship and some want information, some want both. Our mission is to be a friend, to make that person feel valuable and to make their needs are met. That might be with a cuppa and a chat or it might be with a referral or signposting. It is always to LISTEN.

Our target is always to provide a safe non-threatening space where folk can connect to each other and build or begin relationships with the others in their community, making the community stronger and safer.

Our aim is to inspire further community activity organised by the residents themselves. For example we will have a New Age Kurling set that we can demonstrate, the idea being that the community invest in one themselves and start a regular event or perhaps join up with Activlives

This not only provides a social activity, but a physical one. Furthermore it offers opportunities to volunteer in the community.



Maximum of 300 words

21. What is the total cost of the project? £ 3,483.12

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.

**Cost Per Village Visit**

*Preparation Work:*

Research Village/Location	Project Officer	5 hrs @ £12.50	£62.50
Make contact with village representatives / do presentation	Project Officer	2 hrs @ £12.50	£25.00
Prepare publicity materials	Project Officer	3 hrs @ £12.50	£37.50
Associated office costs			£10.00
Telephone/internet/ink/paper			£50.00

*Delivery*

Project Officer	5 hrs @ £12.50	£62.50
Project Officer	Fuel cost	£10.00
Vehicle Insurances pro rata		£20.00
Road Tax pro rata		£20.00
Vehicle Maintenance pro rata		£50.00
Project Manager	5 hrs @ £13.50	£67.50
Project Manager	Travel Allowance	£20.00
Volunteer Expenses		£20.00
Volunteer hours	4 hours @ £11.38	£45.52
Refreshments		£10.00

*Evaluation*

Project Manager	2 hrs @ £13.50	£27.00
Project Officer	2 hrs @ £12.50	£25.00
Administrator	2 hrs @ £9.00	£18.00

**Total Cost per Village Visit £580.5**

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

£3,210

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

Source	Amount (£)
None specifically for this project.	

<b>Total fundraising:</b>	

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

Funder	Amount (£)	Timescale for decision
We have a rolling programme of applications with 30 in at any one time.		
<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 2017/2018

Local Authority	St Edmundsbury Borough Council
Organisation	<b>Suffolk Academy</b>
Amount Requested	<i>£14,000</i>
Total Project Cost	<i>£15,000</i>
Match Funding	None
Partnerships	The Playground Assault Course, Aries Fitness, and others.
West Suffolk Bid?	No

## Key Points

- Suffolk Academy is a social enterprise that provides Barrow and the surrounding communities with low cost, accessible, and family friendly wellness and fitness programmes.
- Funding is needed to support our Healthy Family Wellness Camp project
- We aim to provide at a reasonable cost for area families who need support and would benefit from quality, active, old-fashioned bonding in the countryside.
- Project start: **first camp planned for April 2017.**
- Project end: **Ongoing.**

**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):

Suffolk Academy
-----------------

2. Organisation address details

Address Ln1	Suffolk Academy		
Address Ln2	Church Farm, Church Road		
Address Ln3	Barrow		
City/Town	Bury St. Edmunds	Postcode	IP29 5AX
Main phone	01284 810446	E-mail	<a href="mailto:info@suffolkacademy.com">info@suffolkacademy.com</a>
Website	<a href="http://www.SuffolkAcademy.com">www.SuffolkAcademy.com</a>		

Main Contact Person		Second Contact Person	
Title	Mr	Title	Ms
Forename	Glen	Forename	Sara
Surname	Moulds	Surname	Nunn
Role	Director	Role	Secretary
Daytime Tel No.	01284 810446	Daytime Tel No.	01284 810446
Mobile No.	07415 886805	Mobile No.	07557 957356
Email	<a href="mailto:info@suffolkacademy.com">info@suffolkacademy.com</a>	Email	<a href="mailto:sara@suffolkacademy.com">sara@suffolkacademy.com</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

\*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	X	CIC# 10357269 (Community Interest Company)
Other (Please specify)		

5. How many people are involved in your organisation?

Management committee	0	Service users	500+
Full Time staff / workers	1	Volunteers and helpers (non-management)	5
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.

Suffolk Academy is a social enterprise that provides Barrow and the surrounding communities with low cost, accessible, and family friendly wellness and fitness programs, and provides a venue for other organisations with this same ethos. We began in 2005 as a karate dojo for one of the oldest karate clubs in England, and over the years we have expanded our services to include activities and events that support even greater all around wellbeing. We now are host to activities and clubs such as archery, an assault course, yoga, pilates, a fitness gym, a mental health charity, camping, karate residential camps, family festivals, music nights, and marathon events. In September 2016 we were granted CIC status, and with that comes greater opportunities to serve the community. As our services are varied and inclusive, we have programs to benefit the whole community. We provide our services on our relaxed and friendly 8-acre site in the beautiful Suffolk countryside. We keep our core values at the front of everything we do, with our focus on improved wellbeing, family and community building, fitness, and supporting overall mental health and wellness.

7. What was your organisation's total income for last financial year? £n/a see cover sheet

8. What was your organisation's total expenditure for last financial year? £n/a see cover sheet

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

10. What are your organisation's current unrestricted reserves or savings? £none

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.

Support is needed to fund our Healthy Family Wellness Camp project, which will provide health and wellness education, physical activity, and support to local families through week long residential camps. Our Director Glen Moulds is Chief Instructor for the Kenshinkai Shatokan Karate club on site, and for the last 10 years he and his volunteers have already hosted incredibly popular residential karate camps on site every school break. Now that Suffolk Academy has developed the site with such a broad range of activities, we have become a CIC in order to take these camps as inspiration for a more accessible version for the wider community. These camps will bring all of our activities together in one package to serve a need that isn't being met anywhere else. We will be working with the council and other organisations to identify ideal families for the course, working in partnership with many local organisations and instructors to provide the services, and coming together as a community to provide this support. At the camps, families will take part in structured activities such as yoga, meditation, first aid training, archery, boot camp, art classes, group games, and old fashioned family building activities such as charades, scavenger hunts, and campfire sing-a-longs. Our families will leave here knowing about local clubs they can then join to continue their activities. They will be exposed to and learn about meditation, art therapy, healthy eating, and other fitness activities, all designed to empower them to manage their own mental health and overall well-being. Through a daily roster of local guest speakers, they will learn about ways they can volunteer for the community once they leave the camp, continuing to spread the goodwill they earn here. We aim to provide at a reasonable cost for area families who need support and would benefit from quality, active, old-fashioned bonding with each other on our countryside site.



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.

As described above, we have already been host to residential camps for our karate classes here on site. Families who have attended these camps, which take place many times throughout the year during school holidays, have often said it is a shame the camps aren't available to a wider membership, and that we only do them for karate. We consulted with them at the summer 2016 camps about extending the model to include, and the positive feedback was overwhelming. Our campers and their families rave about the quality for money they get, the low-tech principles we honour such as turning phones off for the day and sharing meals together, and of course the fitness aspect. Some of our service users who take part in more than one activity on site, often comment that we should have organised camps on site that make the most of all our wonderful services. People who visit our festivals ask if there are other reasons to come back to the site during the year, looking for other opportunities to bring their families back. Once we started looking into it, we realised there was a real need for low cost, family friendly holiday camps with a purpose. There is nothing in the area that provides the kind facilities we have, the programs we can offer, or the community minded ethos behind it all.

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

Our camps are about community and family building. Once the camps are over, everyone will be able to continue contact through private Facebook and other online groups, to continue encouraging each others progress and involvement. Our camps will be featuring instructors from clubs in which campers can continue working with outside the camp. For instance our yoga instructor, meditation leader, personal trainer, archery instructor all offer services privately which campers will now be aware of and have access to. Instructors must also adhere to our ethos of affordability and accessibility, so we are providing them with possibilities of moving forward that they can afford. A key part of our camps is also presenting campers with volunteer opportunities. Different speakers will come in each day to speak about their organisation and how individuals and families can help them achieve their charitable aims. We intend for our campers to leave site feeling happy, connected, and full of ideas on how to continue their path towards personal wellness, fitness, and community involvement.

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.

**The Playground Assault Course** providing obstacle course for team building  
**Aries Fitness** providing guided PT sessions in our gym and advice on how to do home workouts without injury  
**Angel Rose Therapy** providing guided group meditation  
**Carole Baker Self Centre** providing morning yoga and a teaching course on how to do yoga safely at home  
**Blackbird Inkwork** providing art courses  
**Specialist Physiotherapy** providing a pilates course and daily nutrition guidance at our community meals, and a course of easy healthy cooking/eating at home  
We will be approaching Bury St Edmunds based volunteer organisations to present our campers with opportunities on how they can volunteer once they leave site. We will be working with the Council on identifying families who could benefit, for instance running a camp for single parents only, or for families who are bereaved, or autism friendly family camps. We will be working with local chefs for our catering, local musicians for our guided campfire singing and live music.

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 will be running the August family camp and gauging the response, and creating more camps depending on what needs are presented. For instance, if we can help more families by having these camps more often and only on the weekends, we will start those up. If the week long model works really well, we will set one up for every term break so they are spread across the whole year as our facilities and activities work in all seasons. Our initial plan is to run a week's session in August and weekend camps each season to start with. We will fund them through grant money and admission fees, and with our normal Suffolk Academy income, as we are able.

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?

After our first camp, we will measure the effectiveness of what we've done by monitoring uptake into the various clubs they've been made aware of, monitoring uptake into the volunteering programs, experience surveys before they leave the site, and monitoring their participation in the long term support we will provide via their camp's private online community to ensure we are providing the best possible service at the best price, with the most impact. We will then seek further grant funding depending on the scope of future camps, and begin fundraising on site for future camps as well.

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? If your project is health related how does it improve health outcomes for residents within community networks and beyond?

Our first camp is aimed at serving roughly 10 families that have been identified as having a need for the services, with the aim of having 50 heads at the first week long camp. Our goal is to run two of these camps each summer holiday break, and then again in at least 2 weeks half term sessions, so 200 people in the first year is our goal but this is flexible, and we have the facilities to have far more than that on site if we have the staffing. Our entire site can hold roughly 6,000 people, and we have the space to be very creative with how big our groups and camps are. Our initial goal of 200 is flexible, and we will adapt to what the community needs.

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 (all prices are a total assuming 50 people)</b>	<b>Cost (£)</b>
Archery course daily for 1 week	750
Morning yoga sessions daily for 1 week	250
Food (£18 per head per day, 3 full meals, snacks, coffees, drinks)	4,500
One archery tag tournament over 2 days for all 50 people	1500
3 full day staff (£10 an hour over 5 days at 11 hours a day)	1650
1 overnight staff (12hour night shifts at £15 an hour)	900
First aid on site all week for campers and a first aid training course	500
Chef for the week	500
Bootcamp instructor for the week	500
Yoga & Meditation instructor for the week	500
Use of Obstacle Course for everyone for a day	1000
Art course including staff and materials for the week	700
Musician for evening music at campfire & sound tech for private gig	500
Guest speakers and demonstrations through the week	250
Tents, sport equipment, sleeping bags, small camping equipment	1000 (seeking other funding)
<b>Total cost of items listed above:</b>	<b>15,000</b>

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

£14,000

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

<b>Source</b>	<b>Amount (£)</b>
We are holding a fundraiser in the Spring, an open day on site for taster sessions on all our facilities and local charities and volunteer organisations setting up to raise awareness for their programs. We will have musicians booked from Homegrown Music festival (in June) to play free as promotion for their upcoming festival gig, and we will hold raffles, as well as have food and drink on site for purchase. We are also looking at applying for other grants, and seeing more volunteers to help – particularly from the karate club and fitness gym members on site.	
<b>Total fundraising:</b>	<b>0</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 are applying to the Suffolk Community Foundation and the Henry Smith Charity, grants applications are currently being drafted. We are also approaching camping shops to either sponsor or donate the camping supplies.		
<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>
We have applied to RIGS to get the floor of our dojo replaced and are awaiting a decision	4,000	Specialist karate dojo floor
<b>Total:</b>		

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# Community Chest Application Summary 2017/2018

Local Authority	St Edmundsbury Borough Council
Organisation	<b>Suffolk Accident Rescue Service (SARS)</b>
Amount Requested	<i>£4,000 over two years; £2,000 each year.</i>
Total Project Cost	£45,000 approx.
Match Funding	No
Partnerships	No
West Suffolk Bid?	Yes

## Key Points

- SARS exists to help treat patients who require specialist medical care before they hospital.
- Funding would be used to provide training and equipment costs for SARS solo and team responders who are active in the St Edmundsbury district:
- SARS responders are local doctors with a specialism in emergency medicine or anaesthesia or local critical care paramedics who want to offer their skills when they can to help people in urgent need in their local area.
- They receive no statutory funding and have fundraised for over 40 years.
- Project start: **April 2017**
- Project end: **March 2019**

**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):

SUFFOLK ACCIDENT RESCUE SERVICE (SARS)
--

2. Organisation address details

Address Ln1	Turret House		
Address Ln2	2 Turret Lane		
Address Ln3			
City/Town	Ipswich	Postcode	IP4 1DL
Main phone	01473 218771	E-mail	sarshq@gmail.com
Website	www.sars999.org.uk		

Main Contact Person		Second Contact Person	
Title	Mr	Title	Ms
Forename	Ben	Forename	Elizabeth
Surname	Hall	Surname	Berry
Role	General Operations Manager	Role	Administrator
Daytime Tel No.	01473218771	Daytime Tel No.	01473 218771
Mobile No.	07591061144	Mobile No.	
Email	Fundraise4sars@gmail.com	Email	sarshq@gmail.com
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?

In and around Suffolk

\*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: 263238
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	1	Volunteers and helpers (non-management)	33
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.

SARS was set up to provide a local enhanced emergency medical resource in Suffolk. SARS exists to help treat patients who require specialist medical care before they reach hospital. Typical incidents SARS responders attend include patients critically injured in road traffic collisions or suffering life-threatening illnesses such as cardiac arrests. SARS responders have specialist skills and can carry drugs and equipment not available on frontline ambulances. This means they can undertake advanced procedures at the scene of an incident which would not normally be possible outside a hospital environment. This can mean truly life-saving interventions and the attendance of a SARS specialist can also help reduce the chances of patients suffering permanent disabilities. SARS is mobilised by a specialist critical care desk run by the ambulance service and we have helped 1000's of patients in and around Suffolk. This includes the St Edmundsbury district which is a key area for our activity.

*Maximum of 300 words*

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:

- 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.

Training and equipment costs for SARS solo and team responders who are active in the St Edmundsbury district.

Maximum of 300 words

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.

SARS was originally set up back in 1972 by local doctors precisely because they wanted to offer a high level of immediate medical care to patients who might not otherwise survive en route to hospital. That is still the case in 2016. All our volunteers have paid jobs and volunteer for SARS in their spare time without payment. They do this because they know their skills and experience can help save lives in their local community. Our responders live in (or very close to Suffolk) including several based in the St Edmundsbury area. These are members of the local community who have a desire to get specialist medical care to those patients who really need it as quickly as possible.

We are still being mobilised to incidents every week and there will always be a group of very sick or critically injured patients who need specialist prehospital care.

So far in 2016 we have been mobilised to calls in St Edmundsbury 2-3 times a month. 80% of these calls have proved to be serious or life-threatening incidents.

Maximum of 300 words

*Maximum of 300 words*

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.
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Training and equipment costs for SARS solo and team responders who are active in the St Edmundsbury district.

Maximum of 300 words

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SARS was originally set up back in 1972 by local doctors precisely because they wanted to offer a high level of immediate medical care to patients who might not otherwise survive en route to hospital. That is still the case in 2016. All our volunteers have paid jobs and volunteer for SARS in their spare time without payment. They do this because they know their skills and experience can help save lives in their local community. Our responders live in (or very close to Suffolk) including several based in the St Edmundsbury area. These are members of the local community who have a desire to get specialist medical care to those patients who really need it as quickly as possible.

We are still being mobilised to incidents every week and there will always be a group of very sick or critically injured patients who need specialist prehospital care.

So far in 2016 we have been mobilised to calls in St Edmundsbury 2-3 times a month. 80% of these calls have proved to be serious or life-threatening incidents.

Maximum of 300 words

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

See above, SARS responders are local doctors with a specialism in emergency medicine or anaesthesia or local critical care paramedics who want to offer their skills when they can to help people in urgent need in their local area.

Maximum of 300 words

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 are an independent charity but we can only be mobilised by the East of England Ambulance Service via 999. The nature of our activity automatically means that we work alongside the statutory emergency services and air ambulances at the scenes of incidents.

Maximum of 300 words

16. When will the project start?

April 2017

17. When will the project finish?  
project ongoing?

March 2019

or is the

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

We receive no statutory funding and therefore we have fundraised in Suffolk for over 44 years. We are fortunate to have fantastic support from individuals, groups and businesses within our local community.

We also have a tireless group of charity volunteers who fundraise at events throughout the year.

Maximum of 300 words

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? If your project is health related how does it improve health outcomes for residents within community networks and beyond?

Your grant will help provide vital equipment and drugs for SARS volunteers and will help ensure that the emergency response status of their vehicles is maintained.

A SARS responder's skills and experience can have a positive impact in the prehospital stage of a patient's journey. This can be anything from help saving someone's life to administering the specialist drugs to enable them to be transferred to hospital free from pain.

Maximum of 300 words

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 (£)
General Equipment costs (replacement items, equipment upgrades, drugs)	£45,000 approx
Major equipment items (over 5000) (e.g Automated Chest Compressor systems etc)	£20,000
Vehicle costs (blue light insurance, lights, maintenance, fuel for team vehicles etc..)	£22000
Training	£3000
Please note that these are based on historical expenditure for the last 2 financial years 2014-16.	
<b>Total cost of items listed above:</b>	

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

£4000 over 2 years

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

Source	Amount (£)
No funds raised.	
<b>Total fundraising:</b>	

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



Funder	Amount (£)	Timescale for decision
We have no funding in place yet for 2017-19 but make regular applications throughout the course of a year.		
<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>		

**Forest Heath District 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):

SUFFOLK ACCIDENT RESCUE SERVICE (SARS)
--

2. Organisation address details

Address Ln1	Turret House		
Address Ln2	2 Turret Lane		
Address Ln3			
City/Town	Ipswich	Postcode	IP4 1DL
Main phone	01473 218771	E-mail	sarshq@gmail.com
Website	www.sars999.org.uk		

Main Contact Person		Second Contact Person	
Title	Mr	Title	Ms
Forename	Ben	Forename	Elizabeth
Surname	Hall	Surname	Berry
Role	General Operations Manager	Role	Administrator
Daytime Tel No.	01473218771	Daytime Tel No.	01473 218771
Mobile No.	07591061144	Mobile No.	
Email	Fundraise4sars@gmail.com	Email	sarshq@gmail.com
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?

In and around Suffolk

\*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: 263238
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	1	Volunteers and helpers (non-management)	33
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.

SARS was set up to provide a local enhanced emergency medical resource in Suffolk. SARS exists to help treat patients who require specialist medical care before they reach hospital. Typical incidents SARS responders attend include patients critically injured in road traffic collisions or suffering life-threatening illnesses such as cardiac arrests. SARS responders have specialist skills and can carry drugs and equipment not available on frontline ambulances. This means they can undertake advanced procedures at the scene of an incident which would not normally be possible outside a hospital environment. This can mean truly life-saving interventions and the attendance of a SARS specialist can also help reduce the chances of patients suffering permanent disabilities. SARS is mobilised by a specialist critical care desk run by the ambulance service and we have helped 1000's of patients in and around Suffolk. This includes the Forest Heath district which is a key area for our activity.

Maximum of 300 words

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:
- 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.

Training and equipment costs for SARS solo and team responders who are active in the Forest Heath district.

Maximum of 300 words

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.

SARS was originally set up back in 1972 by local doctors precisely because they wanted to offer a high level of immediate medical care to patients who might not otherwise survive en route to hospital. That is still the case in 2016. All our volunteers have paid jobs and volunteer for SARS in their spare time without payment. They do this because they know their skills and experience can help save lives in their local community. Our responders live in (or very close to Suffolk) including the Forest Heath area. These are members of the local community who have a desire to get specialist medical care to those patients who really need it as quickly as possible.

We are still being mobilised to incidents every week and there will always be a group of very sick or critically injured patients who need specialist prehospital care.

So far in 2016 we have been mobilised to calls in Forest Heath 2-3 times a month. 80% of these calls have proved to be serious or life-threatening incidents.

Maximum of 300 words

Maximum of 300 words

18. Which years funding are you applying for? 2017-19

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

50-60 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? If your project is health related how does it improve health outcomes for residents within community networks and beyond?

Your grant will help provide vital equipment and drugs for SARS volunteers and will help ensure that the emergency response status of their vehicles is maintained.

A SARS responder's skills and experience can have a positive impact in the prehospital stage of a patient's journey. This can be anything from help saving someone's life to administering the specialist drugs to enable them to be transferred to hospital free from pain.

Maximum of 300 words

21. What is the total cost of the project? £45,000 approx

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

See above, SARS responders are local doctors with a specialism in emergency medicine or anaesthesia or local critical care paramedics who want to offer their skills when they can to help people in urgent need in their local area.

Maximum of 300 words

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 are an independent charity but we can only be mobilised by the East of England Ambulance Service via 999. The nature of our activity automatically means that we work alongside the statutory emergency services and air ambulances at the scenes of incidents.

Maximum of 300 words

16. When will the project start?

April 2017

17. When will the project finish?  
project ongoing?

March 2019

or is the

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

We receive no statutory funding and therefore we have fundraised in Suffolk for over 44 years. We are fortunate to have fantastic support from individuals, groups and businesses within our local community.

We also have a tireless group of charity volunteers who fundraise at events throughout the year.

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 (£)
General Equipment costs (replacement items, equipment upgrades, drugs)	£45,000 approx
Major equipment items (over 5000) (e.g Automated Chest Compression systems etc)	£20,000
Vehicle costs (blue light insurance, lights, maintenance, fuel for team vehicles etc..)	£22000
Training	£3000
Please note that these are based on historical expenditure for the last 2 financial years 2014-16.	
<b>Total cost of items listed above:</b>	

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

£4000 over 2 years

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

Source	Amount (£)
No funds raised.	
<b>Total fundraising:</b>	

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



Funder	Amount (£)	Timescale for decision
We have no funding in place yet for 2017-19 but make regular applications throughout the course of a year.		
<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>		

**Forest Heath District Council  
Community Chest Grant Application Form  
Part B**



**Your organisation's bank details**

If you are successful we will make payment direct into your bank account via BACS. Please enter the details of your bank/building society below.

Name of Bank/Building Society	CAF Bank		
Sort Code	40-52-40	Account Number	00014844
Do you have at least two unrelated cheque signatories? (Please note that signatories must not live at the same address.) Yes			

**About your organisation's independent referees**

You must provide us with details of **TWO** independent referees. Your referee must be a person with a professional or public position whose status we can check. They must be completely independent of your organisation but be knowledgeable about its operation and know about the project for which you are requesting funds. Please do not give the details of a relative, friend, partner another member of the group, or anyone who would benefit from a grant being awarded to your project.

All information provided will be held in accordance with the Data Protection Act of 1998.

<b>First Referee</b>		<b>Second Referee</b>	
Title	Mr	Title	Mr
Forename	Denis	Forename	Cas
Surname	Elavia	Surname	Smith
Occupation	National accounts – Coca Cola	Occupation	Security Consultant
Daytime Tel No.		Daytime Tel No.	
Evening Tel No.		Evening Tel No.	
Mobile No.		Mobile No.	
Email	deniselavia@sky.com	Email	casconsultancy@hotmail.co.uk
Address Ln 1	Thistledown Cottage	Address Ln 1	113 Northgate Street
Ln 2	Thurlow Road	Ln 2	
Ln 3	Withersfield	Ln 3	
Town/City		Town/City	Bury St Edmunds
Postcode	CB9 7SA	Postcode	IP33 1HP

### Supplementary documents checklist

Please send the following documents with your signed application. We will only process the application when we have received them. Please tick the boxes as required below.

✓	<b>Please include:</b>
<input checked="" type="checkbox"/>	Constitution or signed set of rules
<input checked="" type="checkbox"/>	Last year's annual accounts or financial statement signed by your treasurer
<input type="checkbox"/>	Copies of written quotes or catalogue pages, if asking us to fund equipment
	<b>Please confirm your organisation has the following (if we need to see the following documents we will contact you):</b>
<input checked="" type="checkbox"/>	Equal Opportunities Policy, signed by your Management Committee
<input checked="" type="checkbox"/>	Child Protection Policy, if applicable, signed by your Management Committee
<input checked="" type="checkbox"/>	Vulnerable Adults Policy, if applicable, signed by your Management Committee

### Declaration

1. I am authorised to make this application on behalf of this organisation.
2. I certify that the information contained in this application is correct.
3. If the information in the application changes in any way, I will notify the Council.
4. I give permission to the Council to contact other parties (specifically specialist advisors/experts and community referees) who will help the processing of this application.
5. I give permission for the Council to record the information in this application electronically and to contact the organisation by telephone, post or email to discuss its activities and funding opportunities.
6. I understand that this application will not be considered until the Council has received a signed application form and all required supporting documentation.
7. I understand that the details of this application may be considered by Councillors in a public meeting. All non-personal and commercially sensitive information will be removed prior to publication of any public report.
8. Funding will not be used for any fraudulent or illegal activity or any practices which would bring West Suffolk councils into disrepute
9. I agree to publicise the support of public funds through the West Suffolk councils on any publicity material relating to the funded project/activity and use the agreed style guide.

Signed	<i>Ben Hall</i>	Date	27/5/16
Print Name	Ben Hall	Position	General Operations Manager

*This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, see [www.westsuffolk.gov.uk/Council/Data\\_and\\_information/howweuseinformation.cf](http://www.westsuffolk.gov.uk/Council/Data_and_information/howweuseinformation.cf)*

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# Community Chest Application Summary 2017/2018

Local Authority	St Edmundsbury Borough Council
Organisation	<b>Suffolk Mind</b>
Amount Requested	<i>£4,970.30</i>
Total Project Cost	<i>£6,470.30</i>
Match Funding	Benches and specialist seating: £1,500
Partnerships	Havebury Housing Partnership; The Royal Horticultural Society; Castle Manor Partnership school
West Suffolk Bid?	No

## Key Points

- 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.
- We will use the grant to continue to fund our Haverhill Ecotherapy community allotment project, which is an easy access project designed to aid mental, physical and emotional health and wellbeing.
- Project start: **March 2017**
- Project end: **Ongoing**

**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	Heather
Role	Business development Advisor	Role	Volunteer and Ecotherapy Manager
Daytime Tel No.	██████████	Daytime Tel No.	██████████
Mobile No.	██████████	Mobile No.	
Email	Kobe.borich@suffolkmind.org.uk	Email	Sarah.heather@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	
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### 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	32	Volunteers and helpers (non-management)	50
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.

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. 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. This September, we are working in collaboration with The Conversation Churches Trust to open Quay Place, a unique venue where individuals can meet, discover and connect, both with themselves and with others. Quay Place brings together Wellbeing and Heritage to create a place that is inclusive and welcoming to all. It will offer a wide range of

complementary therapies, mind body exercise classes, workplace wellbeing, heritage activities, healthy café, meeting rooms and event space.

7. What was your organisation's total income for last financial year? £2,316,680

8. What was your organisation's total expenditure for last financial year? £2,378,11

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

10. What are your organisation's current unrestricted reserves or savings? £1,592,980

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 will use the grant to continue to fund our Haverhill Ecotherapy community allotment project, which is an easy access project designed to aid mental, physical and emotional health and wellbeing.

We know that nature-based interventions and being active outside promotes both physical, emotional and mental recovery and wellbeing. This is called 'Green Care' or 'Ecotherapy'. Ecotherapy improves mental health and wellbeing, positively tackles stress levels and mental health symptoms. It reduces social isolation and gives individuals support and structure to live happier and healthier lives.

This has recently been evidenced in a report commissioned by Natural England (Report number 204) incorporating evidence from National Mind which sets out the need to strengthen the connection between people and nature. The prevalence of mental ill health is on the rise and with the prescription of anti-depressants at a record high, Suffolk Mind believes that nature based interventions such as our Ecotherapy projects provide an alternative and cost effective option to support mental health and wellbeing.

In 2014 Suffolk Mind launched 'Suffolk Mind Allotment Projects. 'Get Up and Grow' is an Ecotherapy project that encourages people to be active outdoors by taking part in horticultural activity on allotments. Our Ecotherapy project sessions run weekly, are



volunteer/peer led but supported by a mental health trained facilitator worker, who lends advice and support when needed. Participants do not need to have horticultural knowledge only an interest in gardening, an interest in being part of a community session and the desire to stay well or improve wellbeing by taking some responsibility for their health and supporting the health of others. Participants do not need to be in secondary mental health care services or have a formal diagnosis by a GP. Anyone can self refer to the project via Suffolk Mind making it truly accessible and open to anyone who would like to take part.

Haverhill is a rural area with limited statutory mental health services and poor public transport facilities. The Haverhill plot provides weekly sessions that allow people to come together in their own localities bringing a sense of community ownership and investment. We often refer to these plots as community allotments so that we can start to overcome and tackle stigma surrounding terminology such as 'mental ill health'. We find this a softer approach to breaking down barriers and challenging the unhelpful language sometimes widely used. We make sure plots are welcoming, engaging, encouraging but fully supported.

**We would like to continue to support Haverhill and in particular by securing funds to support:**

- **A mental health peer facilitator**
- **volunteer expenses**
- **marketing costs**
- **Training with Thrive – connecting with nature**

Haverhill plot has a facilitator because the plot is in a very exposed and public space along a heavily used footpath and not on an enclosed allotment site. In order to keep everyone safe and provide project consistency we feel it does need a facilitator who encourages and oversees a more peer led group session.

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. This project 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 ill health issues.

This project 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.

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

We realise that peer support is the way forward for local mental health services, people who have lived experience, learning and supporting each other. Sometimes this needs a little facilitation to overcome barriers.

We also 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.*

*It should be called Get Up and Feel Better!*

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.

- Havebury Housing Partnership – providing the plot and one garage. Free of charge for 2016.
- 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.
- Castle Manor Partnership school – together supporting connecting to nature.

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 project is ongoing subject to successful funding applications but this money will support the plot for the growing season 2017.

18. Which years funding are you applying for? 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?

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.

21. What is the total cost of the project? £6470.30

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 (£)
Peer facilitator 4 hours per week at £17 an hour	<b>£2,912</b>
Volunteer expenses capped at £30 a month	<b>£360</b>
Training with Thrive £250	<b>£250</b>
Equipment tools and plants for year etc. £500.00	<b>£500</b>
Marketing – signage, flag, leaflets, promotional seeds £300	<b>£300</b>
Management Fee 15% of total	<b>£648.30</b>
Annual Total for single plot	
<b>Total cost of items listed above:</b>	<b>£4,970.30</b>

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

**£4,970.30**

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

24.

<b>Source</b>	<b>Amount (£)</b>
Benches and specialist seating	1500

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

<b>Funder</b>	<b>Amount (£)</b>	<b>Timescale for decision</b>
MacRobert Trust	<b>5,000</b>	<b>6 months</b>
<b>Total:</b>	<b>5,000</b>	

26. 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>
N/A		



# Community Chest Application Summary 2017/2018

Local Authority	St Edmundsbury Borough Council
Organisation	<b>FamilyCarersNet</b>
Amount Requested	<i>£57,000 over two years: Yr1 - £28,500, Yr2 - £28,500</i>
Total Project Cost	£85,000
Match Funding	Suffolk County Council: £7,000, Time in-kind: £7,000
Partnerships	<ul style="list-style-type: none"> <li>• WSCCG</li> <li>• West Suffolk Hospital</li> <li>• GP Surgeries. And other groups.</li> </ul>
West Suffolk Bid?	Yes

## Key Points

- The purpose of FamilyCarersNet is to provide flexible support for a carer's mental, emotional and physical health and wellbeing.

Funding shall include creation of the 'FamilyCarersNet Health Toolbox', which packages the services into a digital-technology platform, as well as offline and entity that people can access for short, medium and long-term support. These include:

- Respite and Relaxation Activities (planning, organising, co-ordinating, promoting and delivering activities for family carers).
- Life Coaching & Counselling (provision of individual, group sessions and open discussions for family carers and extended family members where necessary, to support their mental and emotional health and wellbeing).
- Volunteer Champion Training & Development (provide opportunities for family carers, people not in employment, education or training and anyone who is generally interested, to be a volunteer champion whereby they will develop specific skills to benefit them and the project).
- Employer Partnership Scheme (Employers will be invited to be part of a scheme to support carers in the workplace, by raising awareness, subsidising support and promotion through their marketing literature).
- Family Carer Healthcare Network (Formulate a strong, clear and communicative network of support, referral and information provision for family carers, whilst developing best practice and shared learning amongst the Third Sector, Public Health and associated Health Professionals).
- Project start: **May 2017**
- Project end: **Ongoing**

**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): FamilyCarersNet
2. Organisation address details

Address Ln1	Ask House		
Address Ln2	Northgate Avenue		
Address Ln3			
City/Town	Bury St Edmunds	Postcode	IP32 6BB
Main phone	01284 717875	E-mail	<a href="mailto:simon@familycarersnet.co.uk">simon@familycarersnet.co.uk</a>
Website	<a href="http://www.familycarersnet.co.uk">www.familycarersnet.co.uk</a>		

Main Contact Person		Second Contact Person	
Title	Mr	Title	Mrs
Forename	Simon	Forename	Sue
Surname	Brown	Surname	Jay
Role	Chief Executive	Role	Managing Director
Daytime Tel No.	01284 717875	Daytime Tel No.	01284 750096
Mobile No.	██████████	Mobile No.	██████████
Email	<a href="mailto:simon@familycarersnet.co.uk">simon@familycarersnet.co.uk</a>	Email	<a href="mailto:sue.jay@mtcic.org.uk">sue.jay@mtcic.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 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:
Applying for charitable status		
Company limited by guarantee		Company number: 10139289
Community Interest Company		
Part of a larger regional or national charity (Please state which one)		
Constituted Community Group		
Social Enterprise	X	
Other (Please specify)		

5. How many people are involved in your organisation?

Management committee	4	Service users	
Full Time staff / workers	6	Volunteers and helpers (non-management)	32
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.

The purpose of FamilyCarersNet is to provide flexible support for a carer's mental, emotional and physical health and wellbeing, at time, date and level of engagement they choose. This is delivered with the objective of improving their quality of life, reducing impact on the NHS and associated healthcare services, creating an active community for a stronger support network so individual family carers can be more self-managing and determinant of their lives. The ultimate objective is to improve health inequality in the lives of family carers.

This new initiative 'FamilyCarersNet Health Toolbox' has been set-up by Simon Brown and Sue Jay MBE in response to evidencing the needs of family carers through partnership delivery of health focussed services across West Suffolk since 2012.

These include: organising and delivering respite and relaxation activities for carers they want to do, at a time and date that suited them; i.e., flexible for their needs. E.g., boat trips, archery, afternoon tea, massage and therapies, tourist attractions or big event family fun days and more. There has also been the provision of support for their mental and emotional health and wellbeing through open and private discussions with life coaches, counsellors and family carer advisors.

Through this engagement there was a consistent message coming from carers, that they needed greater levels of support that is flexible around their lifestyles, as it was not available. This is because they have a routine for their caring role, including the younger carers who are at school, carers in employment and older carers who found that having a routine made it easier for them to manage the daily stresses and demands.

Our aim is to create a broad and strong network of support to support family carers within their family, friends, local community, through charities, third sector organisations, businesses, schools, public authorities, NHS, health professionals and the general public who care and want to help. It is not currently there and what there is, is disjointed and not sufficient for what carers need/want.

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:

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.

FamilyCarersNet has been actively supporting family carers since March 2016, whereby it moved on from its initial pilot period and research/evidence gathering exercise, into delivery of services. To date, this has been done light-touch across Suffolk to launch and begin delivering services at a manageable level.

Having successfully delivered these services, the project now requires funding to cover delivery of services throughout West Suffolk. Funding shall include creation of the ‘FamilyCarersNet Health Toolbox’, which packages the services into a digital-technology platform, as well as offline and entity that people can access for short, medium and long-term support. These include:

- **Respite and Relaxation Activities** (planning, organising, co-ordinating, promoting and delivering activities for family carers).
- **Life Coaching & Counselling** (provision of individual, group sessions and open discussions for family carers and extended family members where necessary, to support their mental and emotional health and wellbeing).
- **Volunteer Champion Training & Development** (provide opportunities for family carers, people not in employment, education or training and anyone who is generally interested, to be a volunteer champion whereby they will develop specific skills to benefit them and the project).
- **Employer Partnership Scheme** (Employers will be invited to be part of a scheme to support carers in the workplace, by raising awareness, subsidising support and promotion through their marketing literature).
- **Family Carer Healthcare Network** (Formulate a strong, clear and communicative network of support, referral and information provision for family carers, whilst developing best practice and shared learning amongst the Third Sector, Public Health and associated Health Professionals).
- **Publicity and Marketing** (promoting FamilyCarersNet, it’s partners, support opportunities and how to become part of it as a service user, partner or volunteer)
- **Project Management and Administration** (resource required to manage and delivery the FamilyCarersNet Health Toolbox in West Suffolk).

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.

FamilyCarersNet has been borne out of working with and delivering support for family carers throughout Suffolk since 2011. During such time, we have engaged in conversations and delivered projects (including Respite and Relaxation Activities, Life Coaching and Counselling, Lifeskills Development, Employer & Employee HR Advice, Winter Warmth) with family carers (young carers, parent carers, employed carers and older carers), NHS WSCCG and NHS IESCCG, Suffolk County Council, health and wellbeing professionals, colleges and schools, employers including RC Treatt, Purina Nestle, Adnams and Ipswich Building Society, third sector organisations, community groups, charities and volunteers.

It is from all of this experience, information gathering, research, understanding of life as a family carer and the desire, commitment, willingness and opportunity for providing the support for family carers they want, that 'FamilyCarersNet Health Toolbox' has been created.

In addition to this, an independent piece of research by Suffolk County Council identified there being 77,745 (10.7% of Suffolk's population) known unpaid family carers living in Suffolk. It is forecasted that this figure exceeds 100,000 when it includes 'unknown' unpaid family carers.

Using this data for St Edmundsbury, there are approximately 12,000 known unpaid family carers and a further 3,000 unknown unpaid family carers, totalling a forecast of approximately 15,000 unpaid family carers in St Edmundsbury.

Research via the SROI Network and NHS England has identified that a carer visits a GP on average 5.5 times per year for specific caring related health matters. A GP visit costs the NHS £45 per occasion, without inclusion of prescribed medication or further forms of health support. Delivery of Respite and Relaxation Activities has proven to reduce a family carer's visit to a GP by a minimum of one occasion per year.

This evidence was obtained through direct research with family carers before, during and after delivery of the activities. This particular project received £18,000 of funding (from IESCCG and WSCCG) and evidenced a total saving on GP visits of £29,925 (reduction of one per year for 665 people supported). Through further research of additional costs attributed to family carers health and use of services, such as A&E visits and prescribed medication (Source: Department of Health), this project alone attributed an approximate saving of £156,000; equating to £8.50 for every £1 spent.

Delivery of this support in St Edmundsbury could save the local NHS and public healthcare services approximately £675,000 per annum on GP visits alone, plus further costs for prescribed medication and additional health requirements. More importantly, it helps improve the quality of life, health and wellbeing of family carers.

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

Core to this project is the focus of enabling local people to support one another and creating a strong localised community engagement through the Online Community, Engagement Events, Volunteer Training & Development, Employer Partnership Scheme, Respite and Relaxation Activities.

Through this we will create a Family Carer Healthcare Network, enabling and facilitating people to support others, which they will do as part of the 'FamilyCarersNet Health Toolbox'. To create the strength, breadth and depth of support, it will be done so at a time and in a flexible manner that suits local people; whether in person or online.

There will be a focus on building relationships between people and organisations to create a strong community and network of support, thus enabling family carers to: feel safer with their support environment; able to communicate with people they may not initially know; extend their contacts beyond their immediate family; develop confidence and ability for self-management and control of their lives.

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.

Working with other organisations to co-deliver services for and promote this project is a central component and is extremely effective in creating community cohesion and strength in support. Some examples of these include, but not exhaustive to:

- WSCCG
- West Suffolk Hospital
- GP Surgeries
- St Edmundsbury BC Families and Communities Team
- Suffolk Family Carers
- BSEVC
- Haverhill Arts Centre
- REACH Community Projects (Haverhill)
- Abbeycroft Leisure Centre
- West Suffolk College
- RC Treatt
- Purina Nestle

It is our plan to have many 3<sup>rd</sup> party organisations involved in this project throughout St Edmundsbury and West Suffolk to create a breadth and depth of support.

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?

### **1. Membership**

There will be two types of membership available for people, whether a carers or otherwise. The first of these is free, whereby people will be able to access support and very much be part of FamilyCarersNet.

The second is a paid membership of £10pcm, which will allow people to access additional levels of support and information of the FamilyCarersNet Health Toolbox, whether at no further cost or subsidised; these services can still be accessed under the free membership, but there will be a full cost incurred.

The aim of from the paid membership is that the collective of members enables considerable overall costs to be reduced and thus redistributed at a lower individual cost to members. The cost of any additional services shall also be financially supported/subsidised through income generated via Corporate Social Responsibility and Contracted Services.

### **2. Corporate Social Responsibility**

Employers will provide an income stream for FamilyCarersNet through 'Sponsor A Carer' (£250/£500/£1000 per annum), advertising across the digital community (£50pcm upwards) and fundraising/donation.

### **3. Contracted Services**

FamilyCarersNet will provide contracted services for organisations wishing to engage with, research and or commission support for family carers.

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? If your project is health related how does it improve health outcomes for residents within community networks and beyond?

Through the 'FamilyCarersNet Health Toolbox' project and at the end of the funded 2 year period, we expect to achieve the following outcomes:

- Evidenced reduction of GP visits by family carers
- Year-on-year increase of family carers confirming self-management of their health and evidencing direct health impact, driving to a prevention way of life
- 50 Employers signed up to the Partnership Scheme
- Engaged with over 500 family carers through respite and relaxation activities
- 2700 family carers joined as members
- Monthly Life Coaching/Counselling groups, with evidenced improvements on the lives of a family carer, their family and friends
- 15,000 unique users of the digital community
- 100 people registering as a volunteer champion
- Achieving a minimum 80% positive stakeholder rating
- Minimum of 25 partner organisations
- Stories by family carers communicating the positive impact on their lives; written, spoken and visually and used throughout the whole stakeholder network to build wider community strength
- Reduced use of public health services and external agencies
- FamilyCarersNet to be known by health professionals across St Edmundsbury for referral
- Annual Family Carer Day to be held and a recognised public accessible event

Through setting these objectives, the project shall drive towards delivering outcomes within the 'Community Chest' criteria and the 'West Suffolk Families and Communities Strategy' by being a connector that produces "fences at the top of cliffs" to reduce use of "ambulances at the bottom".

21. What is the total cost of the project?

£85,000

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 (£)
Respite and Relaxation Activities	16,000
Life Coaching and Counselling	17,000
Engagement Events	10,000
Volunteer Champion Training & Development	6,000
Employer Partnership Scheme	6,000
Family Carer healthcare network	8,000
Publicity and Marketing	12,000
Project Management and Administration	10,000
<b>Total cost of items listed above:</b>	<b>£85,000</b>

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

£57,000

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

Source	Amount (£)
Suffolk County Council	7,000
Time in-kind	7,000
<b>Total fundraising:</b>	<b>£14,000</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>
New Anglia LEP	£14,000	December 2016
<b>Total:</b>	£14,000	

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 Edmundsbury Borough Council (funded MTCIC)	£9,000	Counselling for people on low-income.
<b>Total:</b>	£9,000	

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# Community Chest Application Summary 2017/2018

Local Authority	St Edmundsbury Borough Council
Organisation	<b>Suffolk West Citizens Advice Bureau (Health)</b>
Amount Requested	£53,228
Total Project Cost	£68,228
Match Funding	None
Partnerships	<ul style="list-style-type: none"> <li>• Citizens Advice local offices across West Suffolk – for local face to face advice and casework</li> <li>• Local authority locality officers – for their local knowledge and referrals</li> <li>• Local solicitors – monthly appointment rota in Haverhill with 3 different firms, and free half hour referral rota in BSE with 6 firms</li> <li>• And many more</li> </ul>
West Suffolk Bid?	No

## Key Points

- Our service provides free information, advice and advocacy to all members of the local community.
- The project would provide advice kiosks with access to Citizens Advice public advice site, and key trusted sites only such as Jobsearch/DWP, local authority, Wellbeing Service, Social Services, and a range of supporting agencies.
- Engagement in locations: in the supermarket location we can offer an energy switching surgery to staff initially, with some awareness training/food budgeting, so they can see the benefits to themselves and will be more willing to mention the service to customers (similarly in the other locations).
- Project start: **01 April 2017**
- Project end: **31 March 2018**

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):

Suffolk West Citizens Advice Bureau

2. Organisation address details

Address Ln1	Risbygate Centre		
Address Ln2	90 Risbygate Street		
Address Ln3			
City/Town	Bury St Edmunds	Postcode	IP33 3AA
Main phone	01284 767572	E-mail	<a href="mailto:Jane.ballard@swcab.org.uk">Jane.ballard@swcab.org.uk</a>
Website	<a href="http://www.suffolkwestcab.org.uk">www.suffolkwestcab.org.uk</a>		

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, Forest Heath, Mid Suffolk, South Cambridgeshire

\*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:1144118
Applying for charitable status		
Company limited by guarantee	x	Company number: 7645392
Community Interest Company		
Part of a larger regional or national charity (Please state which one)		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		
Social Enterprise		
Other (Please specify)		

5. How many people are involved in your organisation?

Management committee	9	Service users	5,787
Full Time staff / workers	3	Volunteers and helpers (non-management)	115
Part Time staff / workers	16		

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.

Our service provides free information, advice and advocacy to all members of the local community. Our aim is:

- to provide timely information and advice, targeting our resources in detailed

casework towards those unable to manage their problems themselves, for whatever reason

- to be a first point of contact for help or signposting/referring clients to trusted organisations
- to provide holistic advice, and to enable people if possible to deal with the problem themselves following advice

Our dual aim is to promote change locally and nationally through our research and campaigning work, and to work towards reducing discrimination and ensuring that all people are treated fairly.

We provide:

- Casework in welfare benefits, money advice, employment, housing, consumer issues, child support and level one immigration
- Disability benefit form filling by our trained and experienced team
- Advice and form completion for power of attorney by a trained adviser
- Advice and training in money management, priority/non-priority expenditure, budgeting, safe saving and borrowing, cost reduction and income maximisation

We also attract energy funding, in order to work to combat fuel poverty and the high number of deaths each year from hypothermia. We talk to front line workers and community groups regarding reducing costs/energy provider switching, additional practical help and grants, and saving energy, and find it is a useful initial contact with people who may not seek Citizens Advice help otherwise but are then linked into this pathway to advice.

In addition, we run the following projects:

- Rural MoneySmart – building local connections and raising awareness of local support and advice throughout the Forest Heath area
- MS – providing benefits and debt casework for people affected by MS and their families, as well as access to other areas of help and advice
- Advice on prescription – provision of advice in 2 GP surgeries in Haverhill as a one year trial

Maximum of 300 words

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

£488,691

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

£429,264

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

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

£119,697

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.

The intention is to create awareness of help available to people who would not otherwise seek it from the usual agencies, and the purpose is to test various locations and delivery methods, as well as linking in with existing partnership systems where possible, rather than inventing new ones (such as the Suffolk Information Partnership). We would like to build an evidence base to develop a way forward that works, which can be shared with other agencies.

The project would provide advice kiosks with access to Citizens Advice public advice site, and key trusted sites only such as Jobsearch/DWP, local authority, Wellbeing Service, Social Services, and a range of supporting agencies. The kiosks would be placed semi-permanently (fixtures although moveable if needed for a better site), but importantly the project worker would attend each of the sites for a regular advertised period weekly to engage with people, assess the problem/need, help find information on the kiosk if straightforward, or refer. Referrals would either be to local Citizens Advice for detailed advice or casework, or to the most relevant agency.

There is therefore a permanent source of information, but also support and guidance, and a gateway to detailed/ongoing support for anyone to access.

Engagement in locations: in the supermarket location we can offer an energy switching surgery to staff initially, with some awareness training/food budgeting, so they can see the benefits to themselves and will be more willing to mention the service to customers (similarly in the other locations).

Locations:

- GP surgery
- Library
- WS Hospital
- Tesco
- WS College

Since project monitoring is a key part of the purpose, the project worker/volunteers would use tablets to record some key responses at the time or immediately after talking to people and a project admin worker would provide detailed statistics, following up a percentage of advice clients.

Maximum of 300 words

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.

In 2015 Citizens Advice surveyed 824 GP's, with the following results:

- 80% of GP's reported that dealing with patients' non-clinical issues meant there was less time to spend on other patients' health needs
- 72% of GP's reported that demand for help on non-clinical matters had increased over the last year

- The top three non-clinical social welfare issues raised by patients were:
  - Personal relationship problems 92%
  - Housing 77%
  - Employment/unemployment 76%

All of these are issues on which we can provide advice and appropriate referrals.

In the last year:

- We dealt with £1.72million of debt, and nearly 30% of these clients had dependent children under 14
- 6% of our debt clients were under 25 and 5% over 70 years old
- 40% of all our clients are disabled or have long term health conditions, and 23% have a mental health issue
- We made over 130 referrals to the local food banks

Suffolk statistics show:

- Some of the most deprived wards for income deprivation affecting over 60's are in Bury, Haverhill and Brandon
- Loneliness and isolation, or being a carer, are significant risk factors in health
- The number of older carers' will rise dramatically over the next 15 years and protection of their health is a major issue
- Some health services are very fragmented ie. Dementia, which means guidance is needed on availability and location of services

One in four people will experience some mental illness, and the effect of 'timely intervention which supports people to improve their emotional wellbeing and resilience is well evidenced' (State of Suffolk 2015)

Finally, in all statistics about our area, rural transport is problematic, which is why we feel that the service should operate out of places where people will usually visit anyway, even if they have only limited time out of the house.

Maximum of 300 words

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

The project will benefit the community as a whole, in reaching previously unsupported people, and contribute towards :

- Maintaining family stability
- Sustaining employment
- Avoiding stress related conditions
- Addressing depression and anxiety
- Reducing loss of productivity
- Sustaining tenancies and avoiding homelessness
- Maximising income

The ready availability of a source of help should reduce the stress of living with problems until the moment of crisis, when help is harder to find in time and costs more to deliver.

Within the location, individuals can help others to find easily accessible information using the kiosk, which will develop their own ability to use the kiosk, and enable local support to develop. It is possible to complete a short form on the screen with name, address and contact details which would then be sent automatically to SWCAB to contact the client and do an assessment over the phone.

We can carry out regular engagement sessions at the locations, including some focussed on volunteering to attract local people to become information assistants. We would train them, and promote training as dementia friends, and they would have strict boundaries, but would be able to find information and refer people for appointments, and also be there for



face to face support.

We could also carry out occasional targeted sessions at each location, such as a scams awareness day (the escalating loss to the consumer of scams is currently estimated at £5billion per year) and energy costs reduction/switching surgery at appropriate times of the year, in addition to budgeting quizzes and newsletters to create interest in dealing with debt problems.

Through the project we will be able to learn lessons on service delivery and locations, and can use the most effective model in geographic areas that our current data mapping project with the local authority identifies as most in need.

Maximum of 300 words

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 work with the following agencies, and would continue client referrals with them appropriately:

- Citizens Advice local offices across West Suffolk – for local face to face advice and casework
- Local authority locality officers – for their local knowledge and referrals
- Local solicitors – monthly appointment rota in Haverhill with 3 different firms, and free half hour referral rota in BSE with 6 firms
- Local banks – in general awareness of scams but also referrals of customers raising concern
- Shelter – for housing and homeless advice (and casework for clients eligible for legal aid)
- SNAP – for practical support for clients threatened with losing their home
- Housing Associations – particularly Havebury and Flagship, with whom we are able to resolve some issues before court or crisis
- Rural Coffee Caravan – reaching isolated villages with information
- ISCRE – discrimination lawyers providing legal representation, mainly used for employment and consumer discrimination but covering all areas of discrimination under the law
- Womens' Refuge – provide advice and outreach support for victims of domestic violence if unable to access the refuge
- Suffolk Family Carers – provide support for clients with caring responsibilities and help reduce their isolation
- GP's – we are building a closer relationship/understanding with the 2 surgeries in the current trial in Haverhill, enabling referrals from them and requests from us for written support for client casework
- Many small local groups with whom we have regular contact through our community work, and to whom we refer clients with specific needs
- Trading Standards – we currently report consumer issues from across the Suffolk Citizens Advice offices, initially anonymously, and we are pleased that they have successfully prosecuted in 2 of the cases SWCAB have referred to them
- Healthwatch – we are discussing entering a similar agreement to Trading Standards with them, so they can take up health issues raised with the providers

Maximum of 300 words

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 aim is to use the lessons learned, information and statistics from this one year trial to enable further and longer term funding to be applied for towards the end of the year, potentially from the Big Lottery Reaching Communities fund but there are other possible funders such as the Lloyds Bank Foundation Invest fund.

We will also talk to the chosen individual locations to bid for possible funding, once we are able to demonstrate the value of the work to them. There is potential for this project to link into the rollout of the CONNECT programme in West Suffolk, and would enable one link to wide range of voluntary organisations, including much smaller but very targeted voluntary agencies, who have not so far been included within the CONNECT trials.

The project is likely to attract smaller amounts of funding from a variety of sources, in particular from funders seeking to reach specific target groups. For example, we have successfully delivered eight years of financial capability work, over that time receiving funding from varied sources, such as Anglian Water, Nationwide, NIACE (for work linking money management to engagement in initial adult numeracy and literacy courses), HMRC, Department of Energy and Climate Change and funding from energy providers channelled through Citizens Advice, Community Action Suffolk and Suffolk Community Foundation.

The range of locations will reach a varied group of people, and the intention of the project is to reach people who might otherwise be difficult to engage. While recognising that funding is increasing difficult to source, the potential financial benefits in the reduction of crisis intervention, in addition to the other benefits, means that there is a strong argument to make for future funding.

Maximum of 300 words

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? If your project is health related how does it improve health outcomes for residents within community networks and beyond?

This variant of social prescribing aims to deliver:

- **Improved mental health outcomes** – would provide quicker access to help, to address issues generating anxiety and depression, ie. low income/debt/housing/employment problems. Would identify specific self-help ie. Wellbeing Service/link advisors, and supporting organisations ie. Suffolk Users Forum/MIND

- **Improved community wellbeing** – development of individuals within the locations who can provide the support needed, identify connections from small groups to OneLife/ healthy options for exercise, encourage meaningful conversations within the communities and raise awareness of people who may need additional help or direction
- **Reduced social exclusion** - the project would reduce isolation, connecting people within the locations, providing links to sources of support, for example lunch clubs/local groups/befriending/transport options

We have trialled advice provision in 2 surgeries- one morning in each per week - in Haverhill for a year, with the following results (despite a slow start in setting up arrangements with them):

- 74 enquiries dealt with for 57 patients
- Financial gain was £79,807 (£34,093 income from benefit entitlement and £35,644 in debt management or debt write off)
- 46% of the outcomes were achieved through direct bureau action, 35% where the client was empowered to act (for example, we assessed eligibility and advised client to apply for benefit) and 19% were via referrals and third parties took action.

This service targeted vulnerable people, and reached people who would not otherwise have sought advice from a CAB.

Using this as a model, the following results seem a reasonable target:

- 1980 meaningful conversations at the location, plus staff
- 1320 information identified for
- 220 referred for advice/casework
- 640 issues dealt with
- £275,000 financial gain

Maximum of 300 words

21. What is the total cost of the project?

£68,228

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.



We are in the process of applying to: St Edmund's Trust (who funded the trial year of advice in GP surgeries)	£15,000	November 2016
<b>Total:</b>	£15,000	

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>
SEBC FHDC	£182,000 £ 39,650	Core advice and advocacy work
FHDC (funding for SWCAB and Newmarket CAB) FHDC – outreach project	£ 30,000 £ 16,521	Rural MoneySmart and community work
SEBC – funding for improved access to advice	£ 17,500	Training and equipment to improve telephone advice
<b>Total:</b>	£285,671	

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# Community Chest Application Summary 2017/2018

Local Authority	St Edmundsbury Borough Council
Organisation	<b>Upbeat Heart Support</b>
Amount Requested	<i>Yr1 - £7,875; Yr2 - £7,875. £15,750 over two years in total</i>
Total Project Cost	Yr1 - £15,750; Yr2 - £15,750. £31,500 over two years in total
Match Funding	None
Partnerships	West Suffolk Hospital Cardiac Unit, Hardwick House Patient Participation group
West Suffolk Bid?	No

## Key Points

- The purpose of Upbeat is the relief of sickness among people who have Coronary Heart Disease or related illnesses. Upbeat is the only heart support group in Suffolk that combines exercise with professional support and social activities.

We are applying for funding for 50% of the services of a Cardiac Nurse to attend the sessions at Newbury Community Centre for two years.

The Cardiac Nurse service provides vital access to confidential, clinical and professional medical advice for Upbeat members. Within their role, each nurse:

- provides a specialist medical professional that members can discuss their health with. There is no other access to specialist help and advice for members except infrequent hospital check ups.
- assesses members' health and wellbeing on an ongoing basis, including blood pressure checks. Each member's record is regularly updated and monitored, enabling improvements and issues to be highlighted, acted on or celebrated.
- makes referrals for additional support where needed. As well as medical assistance, this also covers wider support such as DWP and Housing Benefit.
- Project start: **01 April 2017**
- Project end: **31 March 2019**

**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):
- Organisation address details

Address Ln1	c/o 33 Maltings Garth <i>(Trustee's address)</i>		
Address Ln2	Thurston		
Address Ln3			
City/Town	Bury St Edmunds	Postcode	IP31 3PP
Main phone	01359 232678	E-mail	[REDACTED]
Website	Upbeatheartsupport.org.uk		

Main Contact Person		Second Contact Person	
Title	Mrs	Title	Mrs
Forename	Hilary	Forename	Valerie
Surname	Neeves	Surname	Axton
Role	Hon. Secretary/Fundraiser	Role	Hon. Treasurer
Daytime Tel No.	01359 232678	Daytime Tel No.	[REDACTED]
Mobile No.		Mobile No.	
Email		Email	[REDACTED]
Address Details (if different from Org address)		Address Details (if different from Org address)	
Ln1	As org's	Ln1	[REDACTED]
Ln2		Ln2	[REDACTED]
Town		Town	[REDACTED]
Post Code		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	Y	Charity number: 1087415
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	12	Service users	640
Full Time staff / workers	0	Volunteers and helpers (non-management)	25
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.

The purpose of Upbeat is the relief of sickness among people who have Coronary Heart Disease or related illnesses. Upbeat is the only heart support group in Suffolk that combines exercise with professional support and social activities.

Upbeat was set up 21yrs ago by a group of nine heart surgery patients who wanted to continue the exercise regime recommended by the hospital to remain well but found nowhere to support this.

The aim of Upbeat is to provide a volunteer-led, supportive, relaxed and expertly-run group where heart patients can undertake recommended physical activity that fits their level of mobility and receive expert advice from Cardiac Nurses.

Upbeat provides 10 exercise classes per week at the Newbury Community Centre (9) and Sexton's Manor School (1) on the Howard Estate in Bury St Edmunds. These sessions provide:

- three different exercise levels which members can access according to their mobility and preferences:
  - aerobic exercise sessions
  - circuit training exercise sessions
  - seated exercise sessionsSessions are delivered by British Association of Cardio Pulmonary Rehabilitation (BACPR) instructors.
- an on-site Cardiac Nurse who provides a confidential medical assessments and advice to improve members' health and wellbeing, including referrals to additional support.
- social activities and opportunities, offered at each session, ranging from 'tea and a chat' to the chance to plan and take part in outings and events. The social element provides interaction with peers who understand their situation and can offer mutual support and encouragement, reducing loneliness, fear and isolation.

Upbeat is affiliated to the British Heart Foundation and the Arrhythmia Association, through these keeping up with best practice and innovations in heart patient support.

Upbeat has assisted over 1700 members since its inception and currently has over 600 registered and attending members at Newbury. The classes and social opportunities are open to carers as well as patients. Membership is free and the service receives no statutory funding.

*Maximum 300 words*

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:
  - 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 for 50% of the services of a Cardiac Nurse to attend the sessions at Newbury Community Centre for two years.

The Cardiac Nurse service provides vital access to confidential, clinical and professional medical advice for Upbeat members. Within their role, each nurse:

- provides a specialist medical professional that members can discuss their health with. There is no other access to specialist help and advice for members except infrequent hospital check ups.
- assesses members' health and wellbeing on an ongoing basis, including blood pressure checks. Each member's record is regularly updated and monitored, enabling improvements and issues to be highlighted, acted on or celebrated.
- advises on which Upbeat exercise class would be of most benefit.
- makes referrals for additional support where needed. As well as medical assistance, this also covers wider support such as DWP and Housing Benefit.
- advises the Upbeat volunteers on clinical advances and feedback from members to improve the service.

Each Cardiac Nurse we engage on a self-employed basis has current or previous experience of working in the West Suffolk Hospital Cardiac Unit. This often provides continuity of care for members through existing established trusting relationships.

The presence of the nurse has, according to our members, cut down considerably their need to make GP appointments.

We have been working very hard on fundraising over the last years, seeking to make Upbeat a reliable and sustainable service. All fundraising is undertaken by volunteers and we are keen to move our efforts away from relentless and time

consuming fundraising to developing the service over the coming 24 months.

As per members' wishes, we are keen to develop more social activities, expand our exercise offer, and also focus on building partnerships with key organisations including Age UK, the Bury Dementia Action Alliance, Suffolk Family Carers and GP surgeries. We have calculated that this funding and a proportion of our reserves will enable us to do this. *Maximum 300 words*

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.

Upbeat was formed by a group of heart patients who set up a self-help group to enable them and other patients to receive, and give, support and continue a beneficial recommended exercise regime to keep well.

Over the last 21 years, this group has grown from one class per week on an evening to providing twelve classes per week, including a recent expansion to Sudbury due to demand. The demand for the service is increasing exponentially, with over 10,000 sessions being delivered over the last two years and overall membership reaching over 600.

The St Olaves Ward, where the St Edmundsbury service is based, ranks second highest in deaths from Coronary Heart Disease (CHD) in those under 75, and third in those over 75, averaging higher than Suffolk as a whole across these categories.

CHD is the UK's single biggest killer, with nearly one in six men and one in 10 women dying from CHD. It is responsible for around 73,000 deaths in the UK each year, an average of 200 people each day, or one every seven minutes. Around 23,000 people under the age of 75 die of CHD each year. There are over 1.4 million men and around 85,000 women with CHD in the UK. (source: British Heart Foundation)

Most deaths from coronary heart disease are caused by a heart attack. There are c175,000 heart attacks each year, one every three minutes. The total cost of premature death, lost productivity, hospital treatment and prescriptions relating to CHD is estimated at £19 billion. (source: British Heart Foundation). The State of Suffolk Report 2015 found that CHD is one of the top 5 long term conditions experienced by the West Suffolk Clinical Commissioning Group (CCG) population at 3.7%. (source: PHE 2015). The report also found:

- Heart disease and stroke account for about 25% of early deaths in Suffolk. Although premature mortality has fallen in Suffolk by more than 50% in the last fifteen years mirroring the national and regional trend

there are indications that the rate of decline is beginning to slow.

- 74% of people with a limiting disability in Suffolk do not undertake any sport or active recreation
- The estimated annual costs of physical inactivity in Suffolk are more than £7.6 million for CHD (*source: Pakravan (2014)*)

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

To this day, Upbeat is organised and run solely by volunteers, all of whom have become volunteers through being members of the group. Everyone involved in running Upbeat have either CHD or related illnesses or cares for someone who has. This makes for a unique group who share a high level of empathy between themselves and the members.

When first attending a session, new members are allocated a volunteer 'Buddy' who has been attending the group for some time. Buddies welcome new members and support them until they are integrated into the group.

Each member is offered the opportunity to join in with an element of developing and running the Upbeat sessions and activities once they have settled in and are feeling stronger. We have a group for setting up and clearing up, a refreshments group, 'meeters and greeters' at the door, 'Buddies' and volunteers to handle the nominal session charge of £3.00.

There are also volunteers to sell our fundraising games and raffle, a Social Committee and a Fundraising Committee, something for every taste and ability! Around 50% of all members become volunteers at some stage, enabling them to grow in confidence and become more positive about their ability to make a contribution and make decisions in their own lives after what is a life changing experience.

The social element of the sessions is hugely valuable, enabling members to make social connections and give and receive support in equal measures. A vital component of Upbeat's strategy and support aim is to embed peer support in all activities through group work, which our experience has found most beneficial as everyone helps to motivate each other to keep going.

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.

Upbeat works closely with West Suffolk Hospital Cardiac Unit, meeting cardiac patients due to be discharged and introducing them to the Upbeat group. The Cardiac Nurses we engage are also employed at WSH and through them we have access to emerging good practice in the field of CHD.

Upbeat are also members of Hardwick House Patient Participation group, attend British Heart Foundation bi-annual meetings and a board member attends and contributes to the West Suffolk CCG Cardiology Forum.

We wish to make expanding our partnerships over the coming months a key focus so we can benefit even more people with cardiac illness and their carers and ensure Upbeat's service continuously improves.

When will the project start?

1 April 2017

16. When will the project finish?  
ongoing?

31 March 2019

or is the project

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

Upbeat is an ongoing project. The above dates relate to the element of our service that we are seeking funding for through Community Chest.

Upbeat will continue through ongoing volunteer fundraising efforts and we are hopeful that, with the new relationships we will be building, the opportunities for statutory and grant funding through partnerships will increase.

17. Which years funding are you applying for?

2017/18 & 2018/19

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

The project will have the potential to directly benefit over 600 people each year

19. 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? If your project is health related how does it improve health outcomes for residents within community networks and beyond?

We would expect to see average weekly attendance at sessions of 120, an annual attendance of 5,987 exercise places and 4,200 Cardiac Nurse consultations delivered each year.

Health outcomes:

According to the National Audit of Cardiac Rehabilitation, patients who take part in rehabilitation have a 26% relative reduction in cardiac mortality over the following five years.

Upbeat recognises that as members age, they develop other conditions such as diabetes, cancer, stroke and fall injuries. Keeping people active in older age helps prevention and recovery. Falls prevention through improved strength and balance is factored into all exercise sessions.

According to the British Heart Foundation, The main risk factors for CHD are smoking, lack of physical exercise, obesity and diet. Our Cardiac Nurse gives advice on decreasing risks across all these areas.

In addition to supporting patients, carers are also encouraged to join in and benefit from the professional and peer support on offer. This provide empathy, encouragement and an element of respite.

Wellbeing and resilience outcomes:

Within a few weeks: Members feel reassured and more confident in taking part in the exercise classes.

12 months: Members are happier, making friends, are much more confident and feeling less isolated and alone with their problems. Continued improvement in psychological well-being, physical activity and, if required, to their life style and diet. Members feel more in control of their condition and lives.

24 months: Members are fully integrated into the group and really enjoying their classes, helping newer members settle in and supporting and encouraging them. Many members will be helping with functions and fundraising activities, working together and supporting each other.

48 months:-Many members will be on one of our committees. They will be fully confident in helping to run the group. Many have spread their wings and gone

out into the community, volunteering at other groups, hospice, charity shops etc. Often after a life threatening illness, the wish to 'give something back to society' is very common.

The above outcomes will be recorded and measured through each member's Record Card and feedback.

20. What is the total cost of the project?

£15,750 per year - £31,500 over 2 yrs

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 (£)
Cardiac Nurse for one morning per week (3 sessions) @£35 per session = £105	
Cost for two years @ 3 mornings per week = 300 mornings	<b>£31,500</b>
<b>Total cost of items listed above:</b>	£31,500

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

£7,875 per year, £15,750 total over 2 yrs – 50% of costs

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

Source	Amount (£)
We will meet the balance of this project costs through fundraising and targeted use of a proportion of our reserves.	
<b>Total fundraising:</b>	



23. 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>		

24. 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 have received nothing over the last year, but have in the past received a few hundred pounds in locality budget funding for specific purchases of equipment and publicity		
<b>Total:</b>		

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# Community Chest Application Summary 2017/2018

Local Authority	St Edmundsbury Borough Council
Organisation	<b>AMP &amp; DECK</b>
Amount Requested	<i>£13,900</i>
Total Project Cost	Querying cost
Match Funding	None
Partnerships	The Bury Amp and Dec group has a sister group operating in Sudbury. The groups periodically jam together to perform at various venues in the Sudbury and Bury St Edmunds areas.
West Suffolk Bid?	No

## Key Points

- The primary and initial objective of AMP & DECK was to provide a safe space for young people to come together to express themselves through the medium of music.
- We now want to relaunch the club to attract more students via leaflet drops, and posters, but the financial pressures on the club have prevented us doing this to date.

Below is a plan to spend the financial support you are able to offer:

- Poster and advertising voluntary assistance from friends and relatives
- Replacement Amps                      Tutor Vocal
- Tutor (woodwind)                      Replacement instruments
- Storage                                      Expenses (Travel and Venue Hire)
- Project start: **As soon as additional funding can be found**
- Project end: **We hope the group will run for many years**

**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):

AMP & DECK
------------

2. Organisation address details

Address Ln1	Bury Resource Centre		
Address Ln2	Hollow Road,		
Address Ln3			
City/Town	Bury St Edmunds	Postcode	IP32 7AY
Main phone	07901 836 747	E-mail	joecraft@mac.com
Website	<a href="http://www.ampanddeck.co.uk/index.htm">http://www.ampanddeck.co.uk/index.htm</a> - New website		

Main Contact Person		Second Contact Person	
Title	Mr	Title	Mr
Forename	Joe	Forename	Ian
Surname	Taylor	Surname	Bishop
Role	Volunteer/Tutor/Musician	Role	Director Volunteer/Tutor/Musician
Daytime Tel No.	07901 836 747	Daytime Tel No.	
	<a href="mailto:joecraft@mac.com">joecraft@mac.com</a>		
Mobile No.	07901 836 747	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	██████
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### 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	N	Charity number:
Applying for charitable status	N	
Company limited by guarantee		Company number: 06924306
Community Interest Company	Y	
Part of a larger regional or national charity (Please state which one)	N	
Constituted Community Group	N	
Social Enterprise	N	
Other (Please specify)	N	

5. How many people are involved in your organisation?

Management committee	No	Service users	15
Full Time staff / workers	No	Volunteers and helpers (non-management)	2/3
Part Time staff / workers	No		

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 primary and initial objective of AMP & DECK was to provide a safe space for young people to come together to express themselves through the medium of music. The culture of Amp and Deck lends itself to allowing young people to take responsibility for their learning and more importantly, sensitively asserts the standard of behaviour, teaches respect. AMP & DECK illustrates by example, how to listen to each other and encourage working together creatively, showing dignity and respect for each other.

The students come from varied backgrounds, some who found it difficult to cope in dominate peer group environments some have mental health issues, and others who are A class students. However, AMP & DECK is a leveller and because of the skill of the leaders of AMP & DECK, young people, as if by magic get together, perform together and grow into respectful enthused young people, proud of their musical prowess.

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.

Weekly workshops in Bury St Edmunds have had to stop recently due to financial pressures, so we are now exploring other avenues to allow us to continue our venture. We will be increasing the entrance fees to those that can afford to pay and this will help with the running costs and insurance. Staffing (Singing Tutors), equipment, storage and teaching materials can't be covered by the participant's contribution. However, we recognise that an increase in the admission fees could in itself prevent some young children attending and for this reason we to want offer reduced rates or free sessions. Consequently, we need to establish a stable footing for the club to allow this happen and more importantly build on the good work that has seen so many young people develop into competent musicians.

We now want to relaunch the club to attract more students via leaflet drops, and posters, but the financial pressures on the club have prevented us doing this to date.

Below is a plan to spend the financial support you are able to offer:

- Poster and advertising voluntary assistance from friends and relatives
- Replacement Amps      Tutor Vocal
- Tutor (woodwind)      Replacement instruments
- Storage      Expenses (Travel and Venue Hire)

Any kind of financial support could go a long way, one off workshops and holiday sessions, new equipment for instance, learning and rehearsing sessions for specific performances.

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.

Amp and Deck has helped me become confident in both myself and performances. From going to Amp and Deck I have made new friends and met and been taught by two amazing teachers who have been able to get me to sing in front of people and helped me a lot, which I appreciate very much. Every week I look forward to going to the club as it's a fun environment to be in where we all get to be ourselves. Amp and Deck has given me and others the opportunity to perform in places we wouldn't have been able to if it weren't for Joe and Iain.

Georgina Age 15

I started going to Amp and Deck when I was 11 or 12, and now I am almost 16 and still attending. Not only has it helped me to learn new things and improve more than I ever could have without it, but it also helped to give me confidence to make music with and in front of other people. Through Amp and Deck, I have met so many people who share the same interests as me. It is nice to be around a group of people who are all of a similar age to myself and are all enthusiastic about music. Not only this, but it has actually helped me in my music performance GCSE, as it means I am able to write in my work that I have been performing and getting involved with music outside of school. Often if I have a piece that I will be performing for my GCSE's, I will work on it at Amp and Deck in order to improve it.

Niamh Age 15

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

The very ethos of the group is to support each other. The support afforded each other in Amp and Dec is second to none. The young people of Bury St Edmunds and Sudbury often perform together and close friendships, have developed. Parents share the responsibility of providing transport and a general culture of good will has developed whereby all members are embraced and encouraged to pull together and work as one and equally for the young people to grow in independence and skill.

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.

The Bury Amp and Dec group has a sister group operating in Sudbury. The groups periodically jam together to perform at various venues in the Sudbury and Bury St Edmunds areas.

When will the project start?

As soon as additional funding can be found.

16. When will the project finish?  
project ongoing?

We hope the group will run for many years or is the

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

The ongoing success of the groups will be dependent on continuing to increase the membership, this might need to be kick started by advertising through a range of mediums. Additionally, the standard of performance being delivered will in time be worthy of a charge. Because the group is open to young people from all socio-economic backgrounds a conscious decision has been made not to increase subs as no one should be financially disadvantaged. Fund raising activities might become a necessity in order to ensure ongoing success.

17. Which years funding are you applying for?

2016/2017

18. How many people do you expect to benefit directly from the project on either

19. a weekly, monthly or annual basis?

Up to 15 each 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? If your project is health related how does it improve health outcomes for residents within community networks and beyond?

The group could accommodate 30 young people, a 50% increase. Already referrals are made to the group by children and family social workers, for young people with a diverse range of needs. For the group to function well, it needs to attract young people of all social backgrounds in order to meet the objective of acceptance of diversity and unconditional support to one another.

With financial support we plan to relaunch the group and make it the best music group in the region!

Please see our Facebook pages:

Bury:

<https://www.facebook.com/Amp-Deck-138481679538050/>

Gt Cornard

<https://www.facebook.com/Amp-Deck-Cornard-136796083041685/videos>

We asked Millie to write a piece for question 13. After a couple of hours Millie's parents came up with something better...! Please access the Gt Cornard page using the link above. I would like to draw your attention to the young girl on the right hand side of the video clip with the time stamp time stamp 3:31, January 10<sup>th</sup> 2014 This young girl attends both the Bury and Gt Cornard workshops. I would now ask that you watch the video clip 3:49 August 21<sup>st</sup> 2016. The transformation is extraordinary! Millie joined the group wishing to learn how to play the drums.

2

funded the volunteers.

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>
<ul style="list-style-type: none"> <li>• Poster and advertising - voluntary assistance from friends and relatives</li> <li>• Replacement Amps</li> <li>• Tutor Vocal</li> <li>• Tutor (woodwind)</li> <li>• Guitar Tutor</li> <li>• Video Filming Equipment to promote group</li> <li>• Replacement instruments</li> <li>• Storage</li> <li>• Expenses (Travel and Venue Hire)</li> <li>• Free places for those who are unable to afford the entrance fee</li> </ul> <p>All costs are annual and once we re-establish ourselves we will move to a more self-sufficient enterprise.</p>	<p>£900</p> <p>£1,500</p> <p>£1,500</p> <p>£1,500</p> <p>£1500</p> <p>£1,500</p> <p>£1,500</p> <p>£500</p> <p>£2,500</p> <p>£1,000</p>
<b>Total cost of items listed above:</b>	13,900

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

£13,900
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23. What funds have you raised so far for this project?

Source	Amount (£)
Funds are raised via member fees and donations. However, these cover the cost of the venue and some expenses only.	
<b>Total fundraising:</b>	

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

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

24. 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 over the past year		
<b>Total:</b>		

# Community Chest Application Summary 2017/2018

Local Authority	St Edmundsbury Borough Council
Organisation	<b>Catch 22, Suffolk Positive Futures</b>
Amount Requested	£8,189
Total Project Cost	£9,389
Match Funding	£1,200 from Abbeycroft Leisure in kind facility discount of £12.50 per hour (£12.50 x 2hours x 48 weeks)
Partnerships	No
West Suffolk Bid?	Yes

## Key Points

- Catch22 is a forward looking social business that exists to transform lives and disadvantage communities.
- Suffolk Positive Futures is a youth crime prevention programme. Their projects use sport, physical activities and education to engage young people and reconnect them with their community.
- They would like the funding in order to be able to deliver a free weekly sports project to young people. The funding would predominately cover the cost of the staff (coaches).
- Project will target young people aged 10 to 19.
- Activities will predominately involve football but we would like to also offer other options to ensure a wide cross section of young people are involved.
- The project can also target other wider youth engagement issues such as drug and alcohol use. Linking up with local partners and groups can be a source to push and promote the project but also used as a mechanism for other activities and services to become involved.
- Project will predominately work on West Suffolk priority of '*improving wellbeing, physical and mental health*' through the duration of the project.
- **Project will be delivered for 1 year.**

**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): Catch22, Suffolk Positive Futures

2. Organisation address details

Address Ln1	The Info Bar		
Address Ln2	Constantine House		
Address Ln3	Constantine Road		
City/Town	Ipswich	Postcode	IP1 2DH
Main phone	01473 264971	E-mail	Paul.knight@catch-22.org.uk
Website	www.catch-22.org.uk		

Main Contact Person		Second Contact Person	
Title	Mr	Title	Mr
Forename	Paul	Forename	Mike
Surname	Knight	Surname	Chaplin
Role	Project Manager	Role	Project Co-ordinator
Daytime Tel No.	██████████	Daytime Tel No.	██████████
Mobile No.	██████████	Mobile No.	██████████
Email	<a href="mailto:paul.knight@catch-22.org.uk">paul.knight@catch-22.org.uk</a>	Email	<a href="mailto:Michael.chaplin@catch-22.org.uk">Michael.chaplin@catch-22.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	NR33

## About your organisation

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

All local authorities in Suffolk. This bid focuses on the St Edmundsbury 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	x	Charity number: 1124127
Applying for charitable status		
Company limited by guarantee	x	Company number: 6577534
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	400
Full Time staff / workers	1	Volunteers and helpers (non-management)	5
Part Time staff / workers	25		

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.

**Catch22** is a forward looking social business that exists to transform lives and disadvantage communities. Catch22 has been at the heart of public service delivery for 200 years. We now that a strong society is one where everyone has a place, a purpose and good people around them. Catch22's goal is to deliver social benefit by turning chaotic lives around. We do this by innovating in how public services are commissioned, excelling in the delivery of our programmes, building trusting relationships with those service users we work with and nurturing and investing in both our organisation and our people to be able to improve and grow the impact we achieve.

**Suffolk Positive Futures** is a youth crime prevention programme. For the past fourteen years the programme has been transforming lives & communities. Suffolk Positive Futures projects use sport, physical activities and education to engage young people and reconnect them with their community. Young people develop the skills and confidence to reach their goals and achieve through activities, education, and volunteering opportunities.

At present approximately 400 young people are regularly engaging with Suffolk Positive Futures in Suffolk in 40 hours of organised activities each week.

£157,000

8. What was your organisation's total expenditure for last financial year? £157,000
9. Does your organisation have more than six months running costs? Yes /No
10. What are your organisation's current unrestricted reserves or savings? £0.00
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 would like the funding in order to be able to deliver a free weekly sports project to young people. The funding would be used to cover the cost of the staff (coaches) and the facility hire. The weekly sports project would be targeting the Haverhill area of St Edmundsbury and would be run on a Friday evening between the times of 7pm-9pm.

The project will use sport and in particular football to engage with young people on a Friday evening and will offer young people from the town with the opportunity to participate in a free sports session within their local area. As with all our Suffolk PF sessions the young people won't need to book; they can simply turn up and join in whenever they like. Project will target young people aged 10 to 19. The project will present the young people with an opportunity to release some frustration in a safe environment and also have a place where they can meet friends and feel safe and welcome. The project will also be able to offer an activity that works towards improving levels of health and fitness and general wellbeing in young people. Activities will predominately involve football but we would like to at least offer other options to ensure a wide cross section of young people are involved. Sports such as cricket, dodgeball, street golf can all be delivered.

We will also look to engage with other youth projects and leaders in the area predominantly to widen the reach of the project and to engage with those young people currently outside the existing session or those who are unaware of the session. There may well be bolt-on's to the session for those that may wish to engage in other ways. These could include things such as young people coming up and taking photos of the session and maybe posting on social media or perhaps a small group of yp making a short film of the session which could be shown on our you tube channel or perhaps used for school projects.

The project can also target other wider youth engagement issues such as drug and alcohol use. Linking up with local partners and groups can be a source to push and promote the project but also used as a mechanism for other activities and services to become involved. For example, there may be opportunity for educational partners such as 'turning point' (drug and alcohol service) to do guest slots at the start/end of sessions with a captive audience. This would be in addition to our sports coaches handing out information on drug safety and guidance as well as being a responsible person for the young people to turn to for advice.

We are seeking funding to deliver the project for 1 year.

Project will predominately work on West Suffolk priority of 'Improving wellbeing, physical and mental health' through the duration of the project



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.

Using the health data on people and communities living in the St Edmundsbury district found at [www.westsuffolk.gov.uk/community-grants.cfm](http://www.westsuffolk.gov.uk/community-grants.cfm) It shows the Haverhill South Ward where the project will run from does have concerns with the health of young people particularly around the area of obesity where the area suffers from higher than county average obesity rates in young people. Also 5.4% of the population are described as having bad or very bad general health which is again above the county average.

Activities like the project we're proposed can be delivered right in the heart of this area, hopefully contributing to reducing some of these worrying figures.

Whilst we have not completed any official public consultation we have conducted our own research through the delivery of previous sessions in the Haverhill area. Weekly session attendances vary from 40-60 young people which I think does highlight the need for this type of activity and the popularity of it in the 10-19 age range. Having this many young people all participating in a positive evening activity must show there is a gap in the market / need for this type of work. During these sessions the community (young people) get opportunity to shape the project by identifying which sports they would like to play and whether they would like formal coaching or simply just for one of the coaches to facilitate a game. So the community are also involved in the decision making of how the sessions are delivered.

Varying levels of deprivation are found in Haverhill, with south Haverhill ranked amongst the 20% most deprived places in the county. Taken from report: [www.suffolk.gov.uk/assets/suffolk.gov.uk/Public%20Health/Annual%20Public%20Health%20Reports](http://www.suffolk.gov.uk/assets/suffolk.gov.uk/Public%20Health/Annual%20Public%20Health%20Reports) . The project we are proposing will hopefully address other factors the report highlights such as the fact there are a high proportion of 16-18 year olds who are neat and there are also high rates of criminal damage. We will offer a positive diversion to young people at a key time of the day as well as offering opportunities for some of the young people to gain qualifications.

Tommy (young person from Haverhill project) stated "I have been coming to Positive Futures for 5yrs now and I have always enjoyed the sessions. I get to play football for free at the sports on a Friday night with my mates which I wouldn't normally get chance to do"

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

Sport can play a role in bringing communities together having a social impact and reducing crime and ASB. Regular involvement in sport like our project can benefit individuals and communities and contribute to a range of positive outcomes including having more local people participating as volunteers in community life, local people having a greater voice and influence over decision-making and more sustainable communities with local pride and a sense of place.

We will also offer opportunities for young people to not only volunteer at the sessions but to also gain coaching qualifications. This will result in upskilling members of the community but will also provide a platform to make the project more sustainable in the future. The offer to the young people of getting qualified will come on a condition that they contribute a certain number of hours as volunteers to the project after they are qualified. This will cut down on the coaching costs. In the long term we hope then that these volunteers become paid coaches on the project - increasing skills and employment in the local area. Having local young coaches working on the project also provides a role model for other younger participants at the session.

Another way the project can help local people support each other is through education. As previously stated the project can link up with partners and other local groups to educate young people on the dangers of drug and alcohol use with agencies such as Turning Point delivering mini sessions at the start/end of the evenings activity.

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

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

The Suffolk Police and Crime Commissioner will be kept aware of the project and could well be a source of sustained funding if the project is seen as working towards the aims of the PCC Police and crime plan.

We will liaise with Suffolk FA in order to refer young people onto the coaching qualification courses

We will share updates with St Edmundsbury Councils such as trends / stats from the project. Will also seek guidance from them with regards areas of need and possible new trends/ areas of need

When will the project start?

April 2017

16. When will the project finish? Plan is for it to be on-going  or is the project ongoing? **Ongoing**

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

As always we will look to bring in alternative sources of funding within the existing funding period, in order for the project to continue long term. Sources of funding we will explore will include:

\*Suffolk Community Foundation – Safer Suffolk Fund larger pot.

\*We will look to apply to the 'Street Games' initiative funded by Sport England) Street Games is a nationally recognised funder of grass roots sports and would be an avenue to try once the initial funding period has ended.

\* There is an option to ask for a small charge from the young people in order to keep the sessions running. This is not our first choice and we feel we could lose some of the more vulnerable young people this way. So we think this would be the last resort.

We will also look to cut costs and make the project more efficient. Start-up costs such as equipment and publicity will be reduced. We plan also to use newly qualified volunteers to support the project and give something back - Possible replacing the need to have all 3 paid sports coaches in attendance.

17. Which years funding are you applying for? 2017/16

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

100 individuals / 1700 attendances annually

19. 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? If your project is health related how does it improve health outcomes for residents within community networks and beyond?

## Results

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

Although our staff are not experts in the area of mental health they facilitate the Friday evening session which can play a very active role improving wellbeing and mental health in young people. There is compelling evidence that participation in sport and physical activity has a positive influence on mental wellbeing and mental illness. As well as improving overall physical fitness, being more active can also impact on reducing risk of some serious diseases such as stroke / heart attack.

Having a mental health problem can put you at even higher risk of developing health problems. The benefits of taking part in sport and exercise such as our programme can support young people surrounding mental health such as reducing anxiety, happier moods, reduced feelings of stress, increased self-esteem. Sport and exercise can support healthier organs, healthier bones, healthier weight, more energy and improved sleep. Although quite hard to measure we are confident our project would impact on all these areas though offering them opportunity to get out and get active.

Other results the project will achieve.

**A minimum of 100 individual young people from Newmarket and surrounding area will have access to and attend the project**

**The project will generate at least 1700 attendances over the year**

**Supporting Families - The project can ease pressure on families by providing a safe place for their young people to attend. The sessions will be free so there won't be a financial barrier to participation**

**Upskilling young people in the areas – "2 newly qualified coaches will be trained and actively volunteering in the project".**

**Evidencing impact - "Police, County Councillors, Community Leaders, Parents, and Young People will acknowledge the positive impact the project has had upon them and the local community".**

**Young people will have opportunity to represent their local area - Increased self-esteem and pride.**

**Informal drug education. Young people will be given informal drug and alcohol information leaflet.**

**Improved social skills of young people - getting them out the house – away from computer games!**

20. 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 (£)
Facility Hire - £50.00 x 2hrs per week x 48 weeks	£4800.00
2 Qualified sports coaches £15 x 3 x 2hrs x 48	£4320.00
Additional equipment. Bibs £30 / new first aid kit £25 / 6 balls £54	£109.00
Flyers for promotion of project - £160.00	£160.00
(In-kind facility discount from Abbeycroft of £3600.00 from normal hire charge £70 x 48 weeks)	
<b>Total cost of items listed above:</b>	9389.00

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

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

Source	Amount (£)
In kind contribution from Abbeycroft towards facility hire	£1200.00
<b>Total fundraising:</b>	1200.00

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

<b>Funder</b>	<b>Amount (£)</b>	<b>Timescale for decision</b>
Not at this point		
<b>Total:</b>		

24. 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>
Jan 2016 - St Edmundsbury Borough Council (West Suffolk Community Chest)	£8902.50	To deliver 2 weekly sports programmes in Haverhill and Bury St Edmunds.
<b>Total:</b>		

# Community Chest Application Summary 2017/2018

Local Authority	St Edmundsbury Borough Council
Organisation	<b>Unit Twenty Three (Bury Youth Forum)</b>
Amount Requested	<i>£5,000</i>
Total Project Cost	<i>£5,000</i>
Match Funding	None
Partnerships	We will work alongside Mark Straw from Community PRAXIS.
West Suffolk Bid?	No

## Key Points

- Unit Twenty Three is a social enterprise aiming to support young people and creative enterprise.
- This funding would help to fund Bury Youth Forum, a project which we have successfully been involved in previously, and with which the voluntary directors of Unit23 have experience.
- The purpose of Bury Youth Forum (henceforth BYF) is to give young people a chance to at the very least experience civic life within their local community, and gain a better understanding of how decision making is carried out and what they can do to be involved.
- Project start: **April 2017**
- Project end: **January 2018**

**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):

Unit Twenty Three

2. Organisation address details

Address Ln1	Unit twenty Three		
Address Ln2	Diss Business Hub		
Address Ln3	Hopper Way		
City/Town	Diss	Postcode	IP22 4GT
Main phone	01379 882200	E-mail	kayt@unittwentythree.co.uk
Website	<a href="http://www.unit23.co">http://www.unit23.co</a>		

Main Contact Person		Second Contact Person	
Title	Mrs	Title	Mr
Forename	Kayt	Forename	Emrys
Surname	Button	Surname	Green
Role	Operations Manager	Role	Director
Daytime Tel No.	01379 882200	Daytime Tel No.	01379 882200
Mobile No.	██████████	Mobile No.	██████████
Email	kayt@unittwentythree.co.uk	Email	emrys@unittwentythree.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	
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**About your organisation**

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

Norfolk and Suffolk

\*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	x	Company number: 08564486
Community Interest Company		
Part of a larger regional or national charity (Please state which one)		
Constituted Community Group		
Social Enterprise	x	
Other (Please specify)		

5. How many people are involved in your organisation?

Management committee	3	Service users	
Full Time staff / workers	2	Volunteers and helpers (non-management)	8
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.

Unit Twenty Three is a social enterprise aiming to support young people and creative enterprise. We undertake to promote the voice of young people through creative activities and events, using these as a way of upskilling and building self-esteem, confidence and resilience in young people.

We undertake commissioned projects which help young people develop a range of life and employability skills. Our young associates programme does this through training and mentoring young people through event organisation. Starting with small events through to actively organising DissFest' they learn to plan, budget, communicate and co-ordinate public facing events of all kinds. We are also involved in youth forum activities, helping to train and arrange mentoring for young people to engage in civic life, particularly in their local

communities. We also have a live theatre show which raises awareness of young carers and how their additional responsibilities impact all aspects of their lives. This professional production Freefall tours the East of England visiting schools and community venues. We are currently looking to expand our work through music and the blues rock academy, and also to help young people with mental health issues.

*Maximum of 300 words*

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.

This funding would help to fund Bury Youth Forum, a project which we have successfully been involved in previously, and with which the voluntary directors of Unit23 have experience.

The purpose of Bury Youth Forum (henceforth BYF) is to give young people a chance to at the very least experience civic life within their local community, and gain a better understanding of how decision making is carried out and what they can do to be involved. However our intention is to actually get them actively involved in civic life, understanding the decision making process and actively feeding into it.



This would be done through recruitment at local schools in the area where the forum would be explained and individuals can sign up. This process would also be a chance to discover what issues motivate different groups of young people. This would help to draw up a plan for the year and then a series of meetings would be carried out to build the forum into a **sustainable** entity. A constitution and continuity plan drawn up and then the appropriate training given for the young people to address the issues they feel need addressing in their locality. There would also be possibilities of mentoring for the young people, given chances to attend, and /or follow willing staff and/or councillors within the local area.

Whilst previously this has been a very "hands off" process as we have been keen to facilitate rather than lead the group, experience has shown that this can work well while the groups is a cohesive team, however this year we would be little more "hands on" ensuring that the groups remains more team orientated and that a full committee is in place to ensure no individual feels too responsible, or overwhelmed by their roles.

Maximum of 300 words

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.

It is widely reported, and recognised that fewer and fewer young people engage in civic and political life. There are various surveys, including the YMCA who report that young people (those aged up to 24) are particularly disillusioned by the Brexit decision with 72% across the country and at least 65% in each region wanting to remain.

Whilst there are Suffolk wide youth events (SAY for example), giving young people in Bury St Edmunds a voice within the town is important to its future. It raises issues that are of concern to young people but also helps them to look for answers to these issues. The forum not only helps the young people involved directly, but their peers and families who learn about it. The ultimate goal would be for this forum to remain in perpetuity and at least inform, at best influence decisions made about the town of Bury St Edmunds.

It would also be an aim of the project to link the Bury Youth Forum to the Suffolk Assembly of Youth in order to maximise the use of the resources available, the TheSource website and services.

Through a small grant from Community Action Suffolk we have successfully worked with the forum for the past 12 months, creating the Happy Days campaign, having all Police & Crime Commissioner candidates in for a panel debate and a number of other health related organisations for developing the work. However, the main leader is heading to university and the next leader has not had the time to commit. We know there is a need and desire for youth voice & representation and we are in the best possible position to support the next generation of young civic leaders deliver this.

Maximum of 300 words

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

The very working of such a forum, with a constitution and continuity plan should provide the foundations of a team in which everyone is supported by each other. Alongside this, there would be opportunity for councillors and council staff to support to young people through mentoring programs which we will organise.

This forum would then be able to support the other young people of the town by addressing issues that are of concern to them, through signposting them to support or raising that issue if there is nothing readily available to help in the area. This should again feed into TheSource Website and SAY where appropriate.

Local representation, leading to local solutions to identified local challenges, ensures the whole community can work cohesively regardless of age. Meetings will facilitate these conversations and ensure empowerment of the local community is at it's heart.

Maximum of 300 words

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 will work alongside Mark Straw from Community PRAXIS who will work with us particularly regarding recruitment, and identification of issues that concern young people as well as helping to organise mentoring programmes and offering us regular external supervision. Mark plays a key role in SAY, which is a county wide Youth Assembly and it would be intended for links to be made between a Bury Youth Forum and SAY to reflect both local town issues and wider county concerns. This is also reflective of political structure and will create additional opportunities for young people to be involved with.

Mark is an evidence based consultant whom has over 20 years of experience working in all settings. He has worked in HMYOI's modelling participation throughout the secure estate demonstrating that the young people should be seen as the solution and not the problem. Central to his model of desistance is the notion of identity affirmation, accountability and responsibility through his interpretation of cultural praxis.

Currently he is involved in asset transfer opportunities fusing sustainable community engagement and participation together with the Business,

enterprise growth and skills agenda. Working as a consultant enables him to drive a community orientated agenda into the hearts and minds of the statutory, voluntary and community sector. Mark is also an Associate of the National Youth Agency where he is has become an expert in Participation and Informal Learning.

Maximum of 300 words

16. When will the project start?

April 2017

17. When will the project finish?  
project ongoing?

January 2018

or is the

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

We will continue to look for funds to support the forum as a supporting organisation but more importantly, we will train the members of the forum in grant finding and application skills and would ultimately expect that the forum would apply for its own funding. Running on a sustainable basis but with our support wherever they need.

Maximum of 300 words

18. Which years funding are you applying for?

2017

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

Direct beneficiaries on the forum 12 young people

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? If your project is health related how does it improve health outcomes for residents within community networks and beyond?

We would expect the results to be widespread across the town. For example, if bullying was an issue that the forum felt strongly about, it could run a campaign in local schools to raise awareness and signpost support agencies, or even to hold an event to which local councillors and students might be invited to discuss what can be done to address it.

Last year, the main concern addressed was emotional wellbeing and it may be that is still a priority, but it will be the issues that directly affect the young people of

Bury St Edmunds that will be addressed, in whatever way the forum feels reaches the needs of those it will be representing.

We will hold at least 6 publicly accessible meetings and 1 public event. This will just be the foundations.

Maximum of 300 words

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 (£)
18 hours per month for general meetings & support @ £20p/h = £360 per month	£3,240
20 hours additionally dedicated to support requested by YP with training & consultations or live activity. This will include mentoring program initialisation	£400
3 hours per month for additional administration support for YP's travel arrangements @ £15p/h = £45 per month	£405
Staff expenses allocation Towards travel costs to meet with YP regularly (allocated at £35 per month)	£315
Digital communications platform cost	£30
Monthly BSEYF meeting costs & YP expenses allocation @ £40 per meeting (Enhancing current activity & supporting greater accessibility for those that need bus fares for example)	£360
Allocation towards material costs for local consultation costs (especially supporting further funding bids)	£250
<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?

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

<b>Total fundraising:</b>	

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

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

Funder	Amount (£)	Reason for funding
Forest Heath DC	£5,000	Freefall Last Year

<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?

# Community Chest Application Summary 2017/2018

Local Authority	St Edmundsbury Borough Council
Organisation	<b>YOPEY Befriender</b>
Amount Requested	<i>£8,000 for both schemes or £4,000 for 1 scheme</i>
Total Project Cost	£8,000
Match Funding	YOPEY won £25,000 in the national Aviva Community Fund awards in 2015.
Partnerships	We currently work in Bury St Edmunds with two secondary schools – County Upper and St Benedict’s – and two care homes – St Peter’s House and North Court
West Suffolk Bid?	Yes

## Key Points

- To give young people a fairer image and to heal the rift between generations. Many adults, especially the elderly, suspect and fear the young. In part this fear is created by the negative press about the young, portraying them as binge-drinking, drug-taking violent hoodies.
- To continue to run for a second year two YOPEY Befriender schemes between two schools and two residential care homes for the elderly in Bury St Edmunds.
- Project start: **Late 2016 to end of 2017**
- Project end: **End of 2017 but Potentially ongoing forever! If we demonstrate the benefits of YOPEY Befriender to the care homes, I believe they will contribute in future years.**

**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):

YOPEY Befriender

2. Organisation address details

Address Ln1	Woodfarm Cottage		
Address Ln2	Bury Road		
Address Ln3	Stradishall		
City/Town	Newmarket	Postcode	CB8 8YN
Main phone	01440821654	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.	01440821654	Daytime Tel No.	01440 821654
Mobile No.	07711255675	Mobile No.	
Email	tony@yopey.org	Email	jo@yopey.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	CB8 8YN	Post Code	CB8 8YN



## About your organisation

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

We are currently running YOPEY Befriender schemes in Bury St Edmunds, Hertfordshire & Nottinghamshire, and starting new ones in Sudbury, Cambridge & Norwich

\*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: 1145573
Applying for charitable status		
Company limited by guarantee		
Community Interest Company		
Part of a larger regional or national charity (Please state which one)		We are a West Suffolk-based charity that has been running befriender schemes in Hertfordshire and Nottinghamshire for 3 years, and Bury St Edmunds for 1 year.
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)	100s
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. Many adults, especially the elderly, suspect and fear the young. In part this fear is created by the negative press about the young, portraying them as binge-drinking, drug-taking violent hoodies. To set up young people as Positive Role Models and encourage other young people to become Great Citizens by getting involved in, and leading, projects that benefit the wider community. 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 2013 we have been running YOPEY Befriender schemes. This application is for the costs of continuing for a second year one or both of our YOPEY Befriender schemes that have been running in Bury St Edmunds for a year.

Maximum of 300 words

7. What was your organisation's total income for last financial year? £93,316
8. What was your organisation's total expenditure for last financial year? £44,081
9. Does your organisation have more than six months running costs? Yes
10. What are your organisation's current unrestricted reserves or savings? Less than £8,000
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.

**To continue to run for a second year two YOPEY Befriender schemes between two schools and two residential care homes for the elderly in Bury St Edmunds. As the first year's volunteers from County Upper and St Benedict's secondary schools leave these schemes to take their exams, we will recruit new volunteers from both schools, train them to relate to, and not fear, elderly people living with dementia. We will then support them in care homes to befriend the residents for a year. We will provide them with ideas for activities and projects they can do with the elderly residents, seek explanations to reassure the young people when the behaviour of the people with dementia affects them, and produce positive publicity about the schemes so the young people can become positive role models for their generation and the elderly generation will fear the young less. Long-term 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 25 per cent chance one will get dementia – they will be better able to cope with this terrible, incurable disease and their relatives will be less of a burden on the state.** Maximum of 300 words

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.

Bury St Edmunds is currently working towards becoming a dementia friendly community so it is appropriate it has young people volunteering in a dementia friendly programme. YOPEY's founder, administrator and a volunteer working with the Bury schoolchildren are Dementia Friends and will have taken Dementia Champion training by mid-November.

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" as families abandon relatives with dementia as they cannot handle the changes in personality and being forgotten. But it doesn't have to be this way. Yes, dementia is a progressive disease – it will 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 have started to use Years 10) to go into care homes to befriend elderly residents. They do not judge the residents by their personality change as they did not know them before.

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.

Below is a link to research about loneliness among the elderly:

<http://www.ageuk.org.uk/Documents/EN-GB/For-professionals/Research/Age%20UK%20Evidence%20Review%20on%20Loneliness%20July%202014.pdf?dtrk=true>

Maximum of 300 words

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

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. If dementia strikes their families – if they have two parents there is a 25% chance at least one will develop the disease – they will be better able to cope than the present adult-aged population and could keep their parent/s with dementia out of the costly care sector for longer.

Maximum of 300 words

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 currently work in Bury St Edmunds with two secondary schools – County Upper and St Benedict's – and two care homes – St Peter's House and North Court

Maximum of 300 words

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?

Potentially ongoing forever! If we demonstrate the benefits of YOPEY Befriender to the care homes, I believe they will contribute in future years. We will also ask the schools that participate to fundraise to contribute to the scheme continuing after the second year funded by St Edmundsbury Council and the Community Chest scheme. The first year was funded by a one-off grant from Aviva Community Fund which will not be repeated. 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 Befriender 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.

Maximum of 300 words

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?

550 people (made up of school pupils & staff, residents & their families, care home staff. If you include people who hear about the scheme including the young people's families and fellow pupils this number will be over 1,000)

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? If your project is health related how does it improve health outcomes for residents within community networks and beyond?

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.

We have surveyed the families of care home residents and received positive feedback. Surveying residents with dementia on the benefits of the scheme is for obvious reasons difficult but this is something we may tackle in the future.

Maximum of 300 words

21. What is the total cost of the project? £8,000

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 (£)
Ongoing for two schemes (normal set up for one is 5K)	
Recruitment of care home and schools involved	0 as already done
Training	done
Publicity	3000
Support materials	1000
Mini awards ceremony at end	1000
Management of scheme for one year	1000
Savings due to this charity being based in West Suffolk mainly because there will be a lot less travel and we draw our freelancers locally. Eg It will cost a lot less to send a photographer from West Suffolk to West Suffolk than say Watford or Nottingham.	4000
	-2000
<b>Total cost of items listed above:</b>	8000

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

£8,000 for both schemes or  
£4,000 for 1 scheme

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

Source	Amount (£)
YOPEY won £25,000 in the national Aviva Community Fund awards in 2015. We were one of five good causes to come top out of over 3,000 nationwide. This money is being spent on five new schemes, including the two in Bury St Edmunds, in 2015/16 and will be used up by the end of 2016. If we are to continue these schemes we need to find new sources of funds, eg we have already received a grant to continue the scheme we are currently starting in Sudbury, Suffolk, but we have not been successful in securing new sources of funds, so far, for the two schemes coming to the end of their first year in Bury St Edmunds.	
<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>
Suffolk Community Foundation Dementia Friendly Communities  IN CONCLUSION WE ARE LOOKING FOR A BALANCE OF £6,000 TO CONTINUE BOTH SCHEMES FOR ANOTHER YEAR, OR WE COULD RUN ONE SCHEME FOR ANOTHER YEAR WITH £2,000 FROM WEST SUFFOLK COMMUNITY CHEST ADDED TO THE £2,000 ALREADY RECEIVED FROM THE SUFFOLK COMMUNITY FOUNDATION DEMENTIA FRIENDLY COMMUNITIES FUND	£2,000	awarded
<b>Total:</b>	£2,000	

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?

**None**

# Community Chest Application Summary 2017/2018

Local Authority	St Edmundsbury Borough Council
Organisation	<b>Spinning Wheel</b>
Amount Requested	<i>£5,880</i>
Total Project Cost	<i>£10,280</i>
Match Funding	Yes - <i>£2,900</i>
Partnerships	St John's Centre, Bury St Edmunds
West Suffolk Bid?	No

## Key Points

- Spinning Wheel creates innovative productions and provides creative opportunities for rural communities in the East of England.
- The Youth Takeover Project will invite a group of up to 20 people aged 15-25 to create their own theatre production.
- The group is split into committees which will specialise in particular areas including and help them gain beneficial practises in: IT, strategic planning, diplomacy, team work and leadership. Such skills would be beneficial in their adult life when it comes to job interviews, etc.
- Project start: **September 2017**
- Project end: **July 2018**

**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 Post Office		
Address Ln2	The Street		
Address Ln3	Rickinghall		
City/Town	Diss	Postcode	IP22 1EG
Main phone	07709 424948	E-mail	amy@spinningwheeltheatre.com
Website	www.spinningwheeltheatre.com		

Main Contact Person		Second Contact Person	
Title	Miss	Title	Mrs
Forename	Amy	Forename	Becca
Surname	Wyllie	Surname	Gibbs
Role	Artistic Director	Role	Producer
Daytime Tel No.	07709 424948	Daytime Tel No.	07812 130064
Mobile No.	See above	Mobile No.	See above
Email	amy@spinningwheeltheatre.com	Email	becca@spinningwheeltheatre.com
Address Details (if different from Org address)		Address Details (if different from Org address)	
Ln1	10 Raingate Street	Ln1	
Ln2		Ln2	
Town	Bury St Edmunds	Town	
Post Code	IP33 2AR	Post Code	



**About your organisation**

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

St Edmundsbury, Forest Heath, Mid-Suffolk

\*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: 2841365
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	2500
Full Time staff / workers	2	Volunteers and helpers (non-management)	10
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.

Spinning Wheel Theatre is a growing company based in the rural county of Suffolk. We create innovative productions and provide creative opportunities for rural communities in the East of England. We are passionate about providing our audiences with the opportunity to experience and participate in high quality, vibrant and accessible theatre on their doorstep.

As outlined in the Arts Council's survey 'The value of arts and culture to people and society', "participation in the arts can contribute to community cohesion, reduce social exclusion and isolation, and/or make communities feel safer and stronger". This is at the heart of our work.

We collaborate with the communities we tour to, consulting them on the type of productions they want to see, extending the invitation for anyone in rural Suffolk, irrespective of cultural, financial or educational background, to experience high-quality theatre. As a result of this consultation, we create professional touring work, and outreach projects with young people and communities which actively engage them in the arts. Our work is crucial to the development of a theatre-going culture in an area that has been identified as having the UK's lowest access to cultural provision (Hidden Deprivation and Community Need in Suffolk Report 2011)

7. What was your organisation's total income for last financial year? £24768.00
8. What was your organisation's total expenditure for last financial year? £10544.00
9. Does your organisation have more than six months running costs? Yes
10. What are your organisation's current unrestricted reserves or savings? £236.00
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.

The Youth Takeover Project will invite a group of up to 20 young people aged 15 – 25 to create their own theatre production. Alongside performing in the piece, the participants will take responsibility for fundraising, marketing, design and all other technical aspects of the production with the guidance and supervision of an established professional theatre company. Through this experience they will be enabled to utilise their own creativity and to learn new skills that are not only essential for a career in the arts but are transferable across a number of other educational and career pathways.

The Takeover participants will be commissioned with developing a production for their community to be performed during the Easter Holidays. This will be undertaken in consultation with a focus group of their chosen age range, and will be on a subject/theme/story of their choice.

The group is split into committees, which will specialise in particular areas of creating the production. Through their assigned tasks they will learn arts skills such as design, technical drawing and stage management as well as transferable skills including fundraising, budget management, scheduling, IT, strategic planning, diplomacy, team work and leadership. There is also a legacy attached to this project whereby alumni of the group are offered continued assistance with job and training applications and interviews.

Further elements of this project will be to develop and deliver children's activity workshops (for children aged 5-12), and in the Summer Term, the young people will then create a

smaller scale touring piece for young children which they will tour to rural locations in the region. This will not only provide the participants with the opportunity to develop and widen their skillset, but to also engage fully with their community.

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.

As outlined in the Arts Council's survey *The value of arts and culture to people and society* (March 2014), "There is strong evidence that participation in the arts can contribute to community cohesion, reduce social exclusion and isolation, and/or make communities feel safer and stronger". Our participatory projects are developed with this at the forefront of our minds. We collaborate with the communities we work with, researching and consulting with them on the type of productions they want to see and the sorts of projects they want to take part in.

This project will be another way that we can extend the invitation for new people, irrespective of cultural, financial or educational background, to experience high-quality theatre. "Standing on the set that we built and painted, listening to sounds that we recorded and performing the scenes that we worked so hard to give life to, we don't feel like 'young artists', but artists in our own right..." (Participant, Youth Takeover)

This project will build on our reputation in East Anglia and will be a continuation of our development of a theatre-going culture within isolated communities, which have been identified having the UK's lowest access to cultural provision (*Hidden Deprivation and Community Need in Suffolk, 2011*).

One of the most significant disadvantages facing young people in this region is their ability to access services, activities and opportunities. As a predominantly rural area, young people in Suffolk often rely on sporadic public transport, as the cost of running their own car (or being even being insured on a parent's vehicle) has become impractical for most. "Many parts of Suffolk have limited opportunities for young people. Demand and supply of employment opportunities do not always match geographically." (*Hidden Needs and Deprivation in Suffolk Report, 2011*). This has a variety of knock-on effects. Aside from the obvious high rate of unemployment, young people can begin feeling trapped or resentful of their community for its lack of opportunities, becoming unmotivated and disenfranchised and, in some cases, displaying anti-social or criminal behaviour, or suffering from anxiety, depression or other mental health disorders.

As an almost entirely youth led project, this is a rare opportunity for young people in this region which has had a significant and lasting impact on the wellbeing and career prospects of its participants since it first began in 2014.

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

The pivotal element of the Takeover Project is to equip its young participants with the skills to deliver their own projects in their own communities. This project is a unique opportunity for young people in Suffolk, offering them control over their own creativity, the chance to learn practical skills and to feel empowered and motivated. This experience is designed to provide them with the tools needed to make a constructive contribution towards their employability and emotional wellbeing and to make a positive impact on the world around them.

Having now run the Youth Takeover project for two years, we are able to see dramatic benefits to our participants in terms of career progression and opportunities and confidence.

A unique project in this region, young people in Suffolk would have to travel to London in order to acquire a similar experience. Since participating in this project, 67% of its participants aged 18+ have successfully embarked upon degree courses in playwriting, set design, stage management, acting, theatre in education, sound design and theatre for social change. They have all sited this project as being instrumental in them achieving a place on one of these highly competitive courses, and used their achievements as part of the project as the basis for their portfolios. Another four have gone on to form their own Community Interest Company creating arts projects in Bury St Edmunds. 100% of previous Takeover participants have said they feel more confident, motivated and positive as a result of taking part in this project.

"Youth Takeover is an experience that I can't even put into words. It sounds cheesy but it literally changed my life, without it I doubt I would be heading to University this September. I joined thinking I wanted to be an actor and left with an entirely new outlook on the theatre industry as a whole. There is nothing better than at the end of a rehearsal period standing on a set you built, performing a script you wrote and watching it come to life with lighting and sound designs that you designed as a team. We are so lucky in this area to have the opportunity to explore and learn skills in all aspects of theatre including technical design, marketing, fundraising and directing all things that usual drama groups may not teach. The takeover team are my second family and I can't thank them enough." – Jade Laurie, Takeover participant 2015-16. Now studying Drama and Theatre Practice at University of Hull

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.

St John's Centre, Bury St Edmunds

Spinning Wheel Theatre has an excellent relationship with the St John's Centre, having based all of our participatory projects there for the last three years. The organisation is eager to continue to develop it's relationship with Spinning Wheel, and to promote our engagement with young people and the local community by offering us a significant discount on hall hire, enabling us to keep running costs as low as possible.

16. When will the project start?

September 2017

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?

N/A

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 participants aged 15-25 (engaged weekly for 1 year) – Youth Takeover Team  
10 participants aged 5-12 (engaged for 3 days of workshops) – Workshop participants

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? If your project is health related how does it improve health outcomes for residents within community networks and beyond?

We would expect to see an increase from 67% to 75% of participants securing places at further education/training/employment as a result of participation in the project.

We would expect to see a continuation of our current track record of 100% of young participants expressing an improvement in their emotional wellbeing, confidence and motivation on the conclusion of the 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.

<b>Item or activity</b>	<b>Cost (£)</b>
Practitioner 1 Fee - (1 session (3 hrs) x 38 weeks @ £75 plus 2 weeks prep)	£3000
Practitioner 2 Fee - (1 session (3 hrs) x 38 weeks @ £75 plus 2 weeks prep)	£3000
Weekly hall hire - (38 sessions @ £35 per session)	£1300
Performance venue hire (4 x full day venue hire @ £100 per day)	£400
Activity Workshop venue hire (3 x full day venue hire @ £100 per day)	£300
Set build and materials	£1200
Costume	£400
Props	£400
Marketing (A5 flyers, A4 posters, programmes)	£250
<b>Total cost of items listed above:</b>	<b>£10280.00</b>

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

£5880.00

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

<b>Source</b>	<b>Amount (£)</b>
Participants Fees (£35 per term x 20 participants x 3 terms)	£2100
Estimated Ticket sales	£300
Workshop participant fees (£50 x 10)	£500

<b>Total fundraising:</b>	£2900.00
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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>
Kickstarter Campaign	£1500.00	This crowd funding campaign will be created by the participants and will be launched in Sept 2017, with outcomes expected within 1 month of its launch.
<b>Total:</b>	£1500.00	

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	£9000	I Heart Newmarket project
St Edmundsbury Borough Council (locality budget)	£1000	Youth Takeover 2015-16
<b>Total:</b>	£10000.00	

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# Community Chest Application Summary 2017/2018

Local Authority	St Edmundsbury Borough Council
Organisation	<b>COMPASSION</b>
Amount Requested	£20,102
Total Project Cost	£20,102
Match Funding	None
Partnerships	We would will develop our partnerships with other agencies in West Suffolk to identify facilitators and also further referrals for each of the programmes.
West Suffolk Bid?	No

## Key Points

- Over the last 13 years, Compassion has instigated various programmes and projects to support individual women and families who are experiencing or have experienced domestic abuse and violence.
- We seek funding to run one Stronger Families and one Who's In Charge? programme in both Bury St Edmunds and Haverhill.
- Stronger Families, a 12-week therapeutic group programme for children and mothers who have experienced domestic abuse. The programme is for **any** woman who has experienced domestic abuse, has children between 4 and 16 years old and no longer lives with the person who was violent within the family.
- Who's In Charge? a 9-week programme, combining educational/therapeutic sessions for parents whose children are verbally or physically abusive and beyond parental control. The programme works with parents to understand the complex nature of abuse.
- Project start: **May 2017**
- Project end: **March 2018**

**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):

COMPASSION

2. Organisation address details

Address Ln1	19 KINGS HILL		
Address Ln2	GREAT CORNARD		
Address Ln3			
City/Town	SUDBURY	Postcode	CO10 0EH
Main phone	07597 337831	E-mail	admin@compass-ion.org
Website	www.compass-ion.org		

Main Contact Person		Second Contact Person	
Title	MS	Title	MR
Forename	CATHY	Forename	ANDY
Surname	PRESS	Surname	Fell
Role	CHAIR OF TRUSTEES	Role	Projects Manager
Daytime Tel No.	01787 370378	Daytime Tel No.	07597 337831
Mobile No.	07966 592632	Mobile No.	07597 337831
Email	cathy@compass-ion.org	Email	andy@compass-ion.org
Address Details (if different from Org address)		Address Details (if different from Org address)	
Ln1	Same as above.	Ln1	Same as above
Ln2		Ln2	
Town		Town	
Post Code		Post Code	

## About your organisation

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

St Edmundsbury
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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: 1157970
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	79
Full Time staff / workers	0	Volunteers and helpers (non-management)	8
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.

Compassion was founded in September 2001 initially as a multi-agency forum for domestic abuse and violence focussing on the Babergh district of Suffolk, UK – subsequently the charity has developed its work on specific projects across Suffolk.

In 2014, Compassion became a registered CIO with the Charity Commission. Over the last 13 years, Compassion has instigated various programmes and projects to support individual women and families who are experiencing or have experienced domestic abuse and violence.

The aim of Compassion is:

“to work in partnership to develop and promote good practice to make domestic and sexual violence and abuse legally, socially, morally and culturally unacceptable.”

Our charitable objects are:

1. The relief of emotional distress and suffering and the preservation and protection of the mental and physical health of men, women, young people and children who have suffered or are exposed to domestic abuse

by the provision of advice, information, programmes of support and such other ways as shall be determined.

2. To advance the education of the public, organisations and agencies in all aspects of domestic violence including its impact on individuals and wider society.

We achieve our aims by providing;

- Programmes to women who have or are experiencing domestic abuse
- Programmes to women and their children together who have or are experiencing domestic abuse
- Programmes to parents of abusive and out of control children
- Support through one to one work with women
- Support through befriending service for women
- Programmes for young women
- Informal support and contact when required by women

The primary beneficiaries of our work and programmes are women and children who have or are experiencing domestic abuse, violence and/or coercive control.

Maximum of 300 words (287)

7. What was your organisation's total income for last financial year? £2710.33

8. What was your organisation's total expenditure for last financial year? £29425.37

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

10. What are your organisation's current unrestricted reserves or savings? £ 10532.10

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 seek funding to run one Stronger Families and one Who's In Charge?

programme in both Bury St Edmunds and Haverhill.

Stronger Families, a 12-week therapeutic group programme for children and mothers who have experienced domestic abuse. The programme is for **any** woman who has experienced domestic abuse, has children between 4 and 16 years old and no longer lives with the person who was violent within the family. The Children's groups consist of pre-planned therapeutic individual and group activities, using creative activities and discussions, focussing on building children's emotional literacy, self-esteem and confidence, helping them to deal with their emotions about what has happened and supporting them to self-regulate. Using therapeutic activities children are helped to understand that what has happened in their family is not their fault, as well learning about who is responsible for abusive behaviour.

The Mother's groups are held one week ahead of the children's groups - providing a safe, therapeutic and supportive environment to prepare mothers for the issues/topics that are going to be addressed in the children's groups. This provides a better understanding and insight into their children's behaviour and more confidence to support their children and strengthen their relationship.

Who's In Charge? a 9-week programme, combining educational/therapeutic sessions for parents whose children are verbally or physically abusive and beyond parental control. The programme works with parents to understand the complex nature of abuse.

The programme aims to reduce parental stress and guilt by providing a supportive environment and an opportunity for parents to explore their own attitudes and behaviours. The programme empowers parents to develop ideas on improving family relationships and building strategies to promote the reduction of children's violent and abusive behaviours.

This is achieved by the use of 8 structured sessions, which incorporate group exercises, discussion and handouts.

Maximum of 300 words **300**

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.

Women who use Compassion's support services often ask us for support for their children.

However, we are regularly contacted by individual parents who have been made aware of both the programmes we offer and who live in both Bury St Edmunds and Haverhill areas. Some of these individuals have been able to arrange transport to attend programmes in the Sudbury area, but many do not have this facility.

We are regularly contacted by professionals from a variety of statutory and voluntary agencies, asking if we know of anything similar to our programmes in the Bury St Edmunds and Haverhill areas. Sadly, there is no such provision particularly since the loss of the NSPCC who used to provide a shorter group to parents and children. The NSPCC have closed down all their project work in Suffolk. Family Support practitioners are left having to deal with these complex

issues but they are not trained in the specific kinds of skills needed to support children and parents needing therapeutic help in a safe space. The provision of this kind of support is much needed as a preventative measure, reducing the further impact of domestic and intergenerational abuse.

Compassion believe that these tried and tested programmes, which are also being used in other parts of the UK, are amongst the best available. As well as running the programmes we have also run training in both programmes for our local pool of facilitators and for organisations such as Lighthouse Women's Aid in Ipswich who now run both programmes regularly each year.

Compassion have a strong track record of developing new initiatives in Suffolk. We are known for recognising emerging issues in the field of intimate and intergenerational abuse and bringing programmes to those who need them. We offer highly skilled practitioners to facilitate our programmes.

Maximum of 300 words 300

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

When a family has lived with domestic abuse, emotional or physical, or intergenerational abuse, each family member is busy interpreting what is happening and trying to reason behaviour and actions away, without really understanding how it impacts us. Children as well as adults learn to construe themselves very negatively and we are well aware of the many ways this will manifest as they grow, shape their belief systems and behaviour towards self and others, lead to disengagement with family members, education, personal fulfilment and potentially on to becoming trapped in the cycle of abuse themselves.

These programmes enable survivors of domestic abuse and intergenerational abuse to meet others who have had similar experiences and have been impacted in very similar ways. It provides a safe environment where their feelings do not need to be justified with lengthy explanation because they sit in an environment where each offers understanding and acceptance of how difficult, complex, guilt ridden and shameful these dynamics are to live with. The group members, both children and adults develop meaningful connections with one another, which extend much further than the life of the group programme. It is Compassion's experience that group members want to continue to meet, which is why we have developed support groups and this is a facility we would be happy to support in other areas.

All our group participants are likely to share their new understanding and insights with friends and other family members, which may help to extend their support networks.

Maximum of 300 words 249

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 would will develop our partnerships with other agencies in West Suffolk to identify facilitators and also further referrals for each of the programmes, such as Bury Women's Aid, Suffolk Wellbeing, health visitors etc.  
Bury Library Children's Centre, BSE - Carousel Children's Centre, BSE - Hardwick Children's Centre, BSE - Cartwheels Children's Centre, Haverhill.  
Suffolk County Council Early Help Teams - BSE & Haverhill  
Suffolk County Council Social Care Teams - BSE & Haverhill  
Local Housing providers  
Suffolk Police - Anglia Care Trust - Lighthouse Women's Aid IDVA service.  
Local GP practices  
All Schools within the Bury St Edmunds and Haverhill areas

Maximum of 300 words (94)

16. When will the project start?

May 2017

17. When will the project finish?  
project ongoing?

March 2018

or is the

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

We will look to work in partnership with the other agencies that become involved to sustain the programmes - including making applications for further funding to enable the programmes to continue to be run and our own fundraising activities.

To support further funding we will ensure the use of various evaluation measures, for these specific programmes, enabling us to demonstrate the efficacy of the programmes and their outcomes for both the children and parents in Bury St Edmunds and Haverhill - which will also hopefully identify any specific needs and issues related to each area.

We will use this information to support funding applications to continue the work. As a coordinated approach across Suffolk is being developed for domestic abuse and violence we hope that appropriate financial support will be made available to fund further programmes - and that our work, the outcomes and monitoring will make the case for increased support in the areas.

Maximum of 300 words (152)

18. Which years funding are you applying for?

2017 - 2018

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

55 directly to benefit

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?

If your project is health related how does it improve health outcomes for residents within community networks and beyond?

We will:

- ❖ support all members of the identified families to engage more readily with the other forms of support available to them
- ❖ support family members to understand how to interpret the different feelings and behaviours present in the aftermath of domestic abuse and/or intergenerational abuse and how to rebuild their relationships, hereby enabling all family members to develop more resilience
- ❖ improved mental and physical health for all family members
- ❖ increase independence for family members to move on from the need for services and support thereby preventing further risk

55 people will benefit – with a larger unknown wider number of family members also benefitting from the changes made by parents and children. Due to the therapeutic nature, the work has to be undertaken in small supportive groups – with two workers to facilitate them.

This application is informed by conversations families living in the St Edmundsbury area – who have been able to access these programmes in Sudbury.

They have told us that no other agencies are offering these programmes or similar ones in the St Edmundsbury area – and they were directed to our programmes by professionals working with them who recognised the need and suitability of these programmes.

There is national research that shows the need for domestic abuse services;

- 1 in 4 women in England and Wales will experience domestic violence in their lifetimes and 8% will suffer domestic violence in any given year (Crime Survey of England and Wales, 2013/14)
- 20% of children in the UK have been exposed to domestic abuse (Radford et al. NSPCC, 2011)
- In 90% of domestic violence incidents in family households, children were in the same or the next room (Hughes, 1992)
- 62% of children in households where domestic violence is happening are also directly harmed (Safe Lives, 2015)

Maximum of 300 words (300)

21. What is the total cost of the project?

£ 20,102.00

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 (£)
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<b>STRONGER FAMILIES</b>	2250.00
Coordinator (5hrs per week @ £11.25 phr x 20wks x 2)	
Facilitators fees – (2 per grp / 4 grp) ( 8 x £12.00 phr x 4hrs x 13wksx2)	9984.00
Beverages (£25 p session x 12 x 2)	600.00
Phone £100 per programme x 2	200.00
Printing – Mothers and Children’s packs	200.00
Venue hire (£100 per session x 12 x 2)	2400.00
Materials for activities (£20 x 12 x 2)	480.00
Publicity (£150 per programme)	300.00
Travel (1000 miles per programme at 0.45px2)	900.00
<b>WHO’S IN CHARGE?</b>	
Facilitator fees (2 facilitators x 14 wks. x 3 hrs x £12.00)	1008.00
Printing/Materials (£90 per programme x 2)	180.00
Venue hire (£25 x 3hrs x 9 wks. x 2 progs)	1350.00
Beverages (£10 x 9 wks. x 2)	180.00
Telephone (£35 x 2)	70.00
<b>Total cost of items listed above:</b>	<b>£ 20,102.00</b>

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

£ 20.102.00

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

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

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

Funder	Amount (£)	Timescale for decision
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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>Amount (£)</b>	<b>Reason for funding</b>
none		
<b>Total:</b>		

# Community Chest Application Summary 2017/2018

Local Authority	St Edmundsbury Borough Council
Organisation	<b>Fresh Start New Beginnings Ltd</b>
Amount Requested	<i>£10,000</i>
Total Project Cost	<i>£10,000</i>
Match Funding	None
Partnerships	Yes (not directly). Initially, referrals can only be made by professionals to our charity, and as such we work closely with Social Services, the Police, and Children's Services, to include the Crown Prosecution Services.
West Suffolk Bid?	No

## Key Points

- We were set up in response to a perceived unmet need for therapeutic interventions for child sexual abuse victims and their families.
- Children work through their plans with a dedicated specialist worker on a 1:1 basis for several weeks or months.
- We require funding towards the salary and on-costs of our highly trained and professional child sexual abuse workers who enable children victims aged 0-21 years to become survivors, through the delivery of bespoke therapeutic treatment plans and workers skills and expertise.
- A grant of £10,000 would support 8 primary beneficiaries to receive 10 x 1:1 sessions and an average of 32 secondary beneficiaries would also benefit.
- Our efforts reduce the need for Council services and expenditure, now, and later on in their lives.
- **Project will last one year commencing 01 January 2017.**

**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):

F.S New Beginnings Limited
----------------------------

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.fsnb.org.uk		

Main Contact Person		Second Contact Person	
Title	Mrs	Title	Mrs
Forename	Diana	Forename	Susan
Surname	Porter	Surname	Wright
Role	Founder and CEO	Role	Bid Writer and Trustee
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?

All, across Suffolk, Norfolk and North Essex

\*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: 1149347
Applying for charitable status		
Company limited by guarantee		Company number: 08128922
Community Interest Company		
Part of a larger regional or national charity (Please state which one)		NO
Constituted Community Group		
Social Enterprise		
Other (Please specify)		

5. How many people are involved in your organisation?

Management committee	6	Service users	572
Full Time staff / workers	1	Volunteers and helpers (non-management)	17
Part Time staff / workers	8		

6.

7. 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 were set up in response to a perceived unmet need for therapeutic interventions for child sexual abuse victims and their families. No other service in the region provides for the child victim and family members, making our approach unique. Our belief is that if a child is to overcome their traumas, and recover from the crime committed against them, they need to have the support of a strong family unit.

We deliver therapeutic treatment services to child victims and their families, who ask for our help. Our aim is to help victims to become survivors. Bespoke and individual therapeutic treatment plans are formulated and tailored to their unique needs. Children work through their plans with a dedicated specialist worker on a 1:1 basis for several weeks or months. We aim to help these children and young people overcome their traumas, teaching them the tools to deal with difficulties, such as anger, self-harming, hypervigilance (looking around all the time) which damages the brain, poor mental health, feeling alone, frightened, lack of self-worth, and to teach them to identify their strengths. We aim to support the family by giving them information, guidance, and advice to the parent of the child to enable them to cope with their own emotional responses and be a supportive parent who can help their child heal and become emotionally stronger. The primary beneficiaries are children aged 5-12 living in Suffolk, Norfolk and North Essex. In 2015 children aged 5-12 presented ....% of primary beneficiaries. Of those ....% were living in the St Edmundsbury area.

8. What was your organisation's total income for last financial year? 272,593
9. What was your organisation's total expenditure for last financial year? £214,795
10. Does your organisation have more than six months running costs? **Yes**
11. What are your organisation's current unrestricted reserves or savings? £103,451
12. 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?**

13. 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 require funding towards the salary and on-costs of our highly trained and professional child sexual abuse workers who enable children victims aged 0-21 years to become survivors, through the delivery of bespoke therapeutic treatment plans and workers skills and expertise. It costs the charity £40 an hour to employ our child sexual abuse workers. A 'session' with a child takes 2.5 hours of time thereby costing us £100. This allows for preparation, a 1:1 hour work with the child, evaluation of work to date, meeting time with other professionals to review, travel to venue & other time spent on matters related to the child's progress. A grant of £10,000 would support 8 primary beneficiaries to receive 10 x 1:1 sessions and an average of 32 secondary beneficiaries would also benefit.

The process is that once a child is referred to us by a professional, a worker meets with the family and undertakes a full assessment of the child's emotional and psychological needs and the needs of family members, to include siblings. The worker will formulate a bespoke treatment plan, working with the child through 1:1 one hour long sessions, if necessary, for several months. We create opportunities for child victims of sexual abuse to regain and enjoy their Right to a happy childhood and a fulfilling adult life. We address the priorities in the Health and Wellbeing Strategy for Suffolk, by ensuring all children accessing our services leave our provision with the best start in life from hereon. We also support the second priority of the Strategy by empowering both child and parents to take responsibility for their own health and wellbeing by teaching strategies and coping skills for life. We particularly address the mental wellbeing of children, so they are not victims of poor mental health as adults and a drain on public resources where they live. We support the principles of a safe place and sense of belonging, and have regard for the whole person, enable healthy family relationships to grow and flourish. We teach empowerment skills to children so they have control over their lives, and help child and family to develop a future that is realistic and achievable for all family members.

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.

Research and our own evidenced based knowledge informs us that 1 in 6 children have suffered sexual abuse in England, and as a large geographical landmass, that statistic includes children in our region. Reporting of child rape is up 71% Suffolk Police said recently, thereby evidencing the need families have to seek help for the crimes committed against their children. The Children's Commissioner for England stated recently that 450,000 children in England were victims of sexual abuse and since the Jimmy Saville case more and more children are speaking up, impacting upon our workload. The communities we serve want this service. Suffolk and Norfolk Police Crime Commissioners ask for our services based on requests from the public for help with their crisis and traumas, following disclosures made by their children. Since 2012, 572 children have been offered our services; a year on year increase, so that we estimate in 2018 we will be offering services to 500 children aged 0-21 across our region. We provide a reactive and proactive support, responding to families who have reached crisis point, as well as equipping children, their siblings and parents with the tools to be able to avoid and recognise child grooming, perpetrators of sexual crimes against the child, and to build a sense of safety and trust in families. As such we work towards fewer families needing to access expensive and acute services later on. In Suffolk 32,000 children (Children's Commissioner) have a level of mental ill-health. Poor mental wellbeing is a key indicator of sexual abuse in a child, and as such it may be that of the 32,000 children, some are suffering in silence as victims of sexual abuse. It takes 7 years for a child to find the courage to speak up, on average; damage is done during that time. As the charity delivers more and more services into the county, and in particular the rural areas of St Edmundsbury and Forest Heath, so our visibility grows thereby bringing the availability of help to families who may otherwise not know that such a valuable service exists. Our efforts reduce the need for Council services and expenditure, now, and later on in their lives.

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

Part of the treatment services delivered are group work focussed, where age and gender appropriate children and young people join in a 10 week programme which will complement the work the children are doing with their dedicated child abuse support worker on a 1:1 basis. This format enables the child or young person to share the experiences of peers, learn from their strategies, and see that survivors are being created out of victims. Friendships build, plans for the futures created together. Support for one another is seen to bolster the self-esteem and self-confidence of others; building blocks for their futures.

Likewise, parents join in parent groups for 8 weeks, running concurrently with their child's therapy, and they too receive support from each other whilst gaining confidence, after coming to terms with their family situations. Currently we run group work from Suffolk venues.

Through education and enlightenment, family members can all support each other, to include grandparents, secondary victims receive support, to include cousins, family friends.

This is, however, a discrete service that does not lend itself to volunteering or general community support.

Families are local people, and they work hard to support one another, during and after our interventions.

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

**Yes (not directly)** If yes, please state the names of these groups and the nature of the relationship

Initially, referrals can only be made by professionals to our charity, and as such we work closely with Social Services, the Police, and Children's Services, to include the Crown Prosecution Services. We work with the Clinical Commissioning Groups who financially support our work, and we work with Norfolk, Suffolk and North Essex Police through funding provided by them to deliver this essential work. We work with local charities such as Survivors in Transition (Ipswich) or Ormiston Families and we work very closely with the Sexual Abuse Referral Centre based in Ipswich. However, as regards delivery of the work, we work alone on the delivery of sessions for both children and family members, but are in consultation with mental health providers both statutory and voluntary sector, as well as consulting with other NHS service providers. Our CEO sits on several Boards and Forums. We have partnered Bedfordshire University in a project commissioned by the Childrens Commissioner. We will work with partners on this project as described.

16. When will the project start?

1.1.2017

17. When will the project finish? **31.12.2017** or is the project ongoing?

**The work will be ongoing, and funding will have to be sought to deliver services.**

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

The work is essential to be delivered into both St. Edmundsbury DC and dovetailing Forest Heath DC, as victims from these Districts will continue to come forward asking for our help. As such funding opportunities will be sought and a strenuous effort made to secure the necessary monies to cover the costs of the work in these two large geographical areas of Suffolk.



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

8 primary beneficiaries weekly, and 32 secondary beneficiaries weekly, from this grant.

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? If your project is health related how does it improve health outcomes for residents within community networks and beyond?

10 children and young people will be empowered to take control of their lives with new found self-confidence, sense of self-worth, determination. They will have less lingering residue of their past experiences, and as such will have little or no presenting health issues or physical damage. They will be contributors to society and the economy instead of a drain on local resources. Without our interventions they may not be able to work due to poor mental health, not able to form healthy relationships or be a good parent, potentially leading to their own children being taken into care. We are actively addressing the identified six key priorities for a happy childhood as reported in the "Good Childhood Report" 2012. Some of these are:- choice, quality of family relationships and stability, all key priorities for this charity. We help create happy children, who will not have eating disorders, be depressed, and have a wide range of health issues and lack confidence. Our work improves health outcomes for residents in West Suffolk and the region. Our work supports the 4 principles of the Families and Communities Strategy and series of tests. Within our bid there is evidence of need and local community support, our work builds the capacity of local people, essentially stronger families, builds the capacity of the third sector, contributes to West Suffolk's priorities, promotes prevention and early intervention, promotes innovation as we deliver a unique service where we support the whole family, whom, uniquely, can self refer years later (after initial referral) if need be, support partnerships and have the ability to deliver. Our waiting lists tell us we are needed.

21. What is the total cost of the project?

£10,000

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.

<b>Item or activity</b>	<b>Cost (£)</b>
Specialist child abuse support workers salaries. £40 per hour cost to the charity, to include on-costs such as NI contributions, time travelling to venues to meet children and young people, families etc., time spent in consultation with other professionals, training costs included in the £40 per hour. 8 children will receive an average of 10 sessions (a session is 2.5 hours to allow for preparation, notes reviews, the 1:1 hour session with the child working on their bespoke treatment plan, to wind up evaluation of session, note writing, review of work to date, meetings with family to discuss if required, meetings with senior staff or senior psychologist, to travel to venues, which is costly for the charity due to the large rural nature of our area. (8 x £100 x 10 sessions = £8,000)	£8000.00
£1,250.00 for back room support, admin, time of CEO in ad-hoc meetings, materials used in performing duties etc.,	£1250.00
£720.00 towards supervision at £40 per worker (1 hour) plus £50 per hour clinical psychologist time to deliver supervision = £90 per hour to conduct one supervision session x 8 children 's cases being reviewed = £720.00	£720.00
£30.00 refreshments for families who have had to travel	£30.00
<b>Total cost of items listed above:</b>	<b>£10000.00</b>

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

£10,000

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

<b>Source</b>	<b>Amount (£)</b>
None raised for this project, but children and families are receiving treatment services from St Edmundsbury and Forest Heath District Councils as we had funding early 2016. £8,400 Forest Heath DC	
<b>Total fundraising:</b>	<b>0</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 currently.		
<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?

<b>Funder</b>	<b>Amount (£)</b>	<b>Reason for funding</b>
March 2016 – Forest Heath District Council, plus	8400	To deliver services into Forest Heath
<b>Total:</b>		

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# Community Chest Application Summary 2017/2018

Local Authority	St Edmundsbury Borough Council
Organisation	<b>Junction 10</b>
Amount Requested	<i>£5,000</i>
Total Project Cost	£10,000
Match Funding	£5,000 from Safer Suffolk Fund
Partnerships	SCC, Social Care in BSE and Haverhill and others.
West Suffolk Bid?	No

## Key Points

- We are a counselling service that was setup specifically to provide support to 14-25 year-olds.
- We have current contacts with Bury's Early Learning Help team. This provides funding but is budget and time limited. Therefore a community grant would fund running costs as well as minimal staff pay.
- Project start: **when funding is received.**
- Project end: **Ongoing.**

**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](tel:01638719763). 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):

JUNCTION10 FOR YOUNG PEOPLE CIC

2. Organisation address details

Address Ln1	
Address Ln2	
Address Ln3	
City/Town	Postcode
Main phone	E-mail
Website	

UNIT 6 MENTA.  
 EASTERN WAY  
 BURY ST EDMUNDS  
 IP32 7AB

Main Contact Person		Second Contact Person	
Title	MR	Title	MS
Forename	TOM	Forename	MANDY
Surname	HUBER	Surname	HORNE
Role	COUNSELLOR/DIRECTOR	Role	DIRECTOR OF OPERATIONS
Daytime Tel No.		Daytime Tel No.	
Mobile No.	AS ABOVE	Mobile No.	AS ABOVE

Email		Email	
Address Details (if different from Org address)	SAME	Address Details (if different from Org address)	SAME
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:
Community Interest Company	9978145
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	Service users	MULTIPLE
Full Time staff / workers	Volunteers and helpers (non-management)	1
Part Time staff / workers		1 X FULLTIME 2 X PARTTIME

THERE ARE 3 OF US IN THE MANAGEMENT COMMITTEE. 3 COUNSELLORS, ONE FULL TIME, 2 PARTTIME.

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 A COUNSELLING SERVICE THAT WAS SET UP SPECIFICALLY TO PROVIDE SUPPORT TO 14-25 YEAR OLDS. WE ARE WELL AWARE OF THE GAP IN DIRECT AND EFFICIENT MENTAL HEALTH CARE FOR OUR BURY BASED YOUTH.

JUNCTION10				
PROFIT & LOSS STATEMENT				
YTD AUGUST 2016				
	Aug YTD	Owed at Aug YTD	Forecast to YR end 30/1/17	
<b>INCOME</b>				
Grants*	7,400	0	10,000	(represents at least £10k due from Safer Suffolk Fund)
Public Donations	37.66	0	0	
Private fees	0	500	3,000	
Commissioned Work*	18,166.5	0	0	
Director's Loan	15,000	0	0	
Petty cash	0	40	100	
<b>TOTAL INCOME</b>	<b>40,604.16</b>	<b>540</b>	<b>13,100</b>	
*Includes an amount of Restricted funds of:	23,000	0	10,000	
<b>EXPENDITURE</b>				
Business Insurance	795.06	0	567.9	
Premises Rent/Service Charges	4,259.68	0	2,861.05	
Travel & Subsistence	166.5	0	200	
Office Cleaning/Beverages	21.83	0	50	
Utilities	158.3	21.61	150	
Phone/Internet	255.52	0	200	
Web/IT support	372	0	200	
Software	0	0	0	
Petty Cash	0	40	100	
Printing/Postage/Stationery	592.23	0	300	
Accountancy fees	90	0	1,000	
Professional fees	0	0	0	
Registrations/Subscriptions	0	0	0	
Training/Supervision	504	0	585	
Events/Conferences	0	0	0	
Miscellaneous	77.41	0	50	
Capital - Furniture/Equipment depreciation	897.5	0	0	Assumed depreciated over a 2 year period
External Loan repayments	0	0	0	
Director's Loan repayments	1,750	0	1,250	
Employee/Volunteers' Expenses	0	0	200	
Net Wages	20,895.54	0	7,754	
PAYE/NIC to HMRC	849.36	589.2	2,378	
Sessional Worker fees	560	0	2,400	
Employers' NI to HMRC	0	0	0	
Corporation Tax to HMRC	0	0	0	
<b>TOTAL OPERATING EXPENSES</b>	<b>32,244.93</b>	<b>650.81</b>	<b>20,245.95</b>	
<b>NET PROFIT YTD Aug 16</b>	<b>8,359.23</b>			

\* FOR USE WITH QUESTIONS 7-10



THE AIM OF THIS COUNSELLING VARIES FROM CLIENT TO CLIENT. HOWEVER WE SEEK THE OVERALL IMPACT TO BE FELT NOT JUST IN INDIVIDUALS BUT IN FAMILIES AND COMMUNITIES AS A WHOLE. DEVELOPING SELF AWARENESS, RESPECT, ESTEEM AND RESILIENCE IN OUR YOUNG WILL HAVE POSITIVE EFFECT ON THE STANDING OF OUR SCHOOLS, STREETS, HOMES AND ECONOMY.

Maximum of 300 words

WE ALSO EMPLOY A COUNSELLOR WHO OFFERS HELP TO PARENTS/CARERS. WE ALSO HAVE A DRAMA THERAPIST WHO HELPS CHILDREN.

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

\* SEE ATTACHED BALANCE SHEET.

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 HAVE CURRENT CONTRACTS WITH BURY'S EARLY HELP TEAM. THIS PROVIDES FUNDING & REFERRALS BUT IS BUDGET & TIME LIMITED. THEREFORE A COMMUNITY GRANT AWARD WOULD MEAN WE ARE NOT SO RESTRICTED. MANY OF THOSE THAT ARE IN GREATEST NEED FOR HELP CANNOT AFFORD PRIVATE FEE'S. FOR US THIS IS OUR ONLY INCOME, SO IT WILL HELP US COVER RUNNING COSTS (PREMISES & UTILITIES) AS WELL AS THE MINIMAL STAFF PAY. STATUTORY OR CONTRACT FUNDING IS VERY UNCERTAIN, SO A GRANT WOULD ALSO PROVIDE THE SAFETY OF SECURITY FINANCIALLY. THIS IN TURN MEANS WE CAN REMAIN OPEN & CONTINUE TO OFFER MUCH NEEDED SUPPORT & GUIDANCE.

Maximum of 300 words

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 SPENT NEARLY A YEAR IN CONSISTENT AND THOROUGH RESEARCH BEFORE SETTING UP OUR SOCIAL ENTERPRISE ORGANISATION (JUNCTION) O. AS A TEAM WE HAVE DIVERSE YET VAST EXPERIENCE BOTH WORKING IN AND RECEIVING MENTAL HEALTH CARE. WITH THIS KNOWLEDGE AND GATHERING OF DATA THE NEED WAS WELL EVIDENCED AND CLEAR. WE HAVE A STRONG RELATIONSHIP TO LOCAL SCHOOLS AS WELL AS COMMUNITY ACTION SUFFOLK. WE SPOKE WITH LOCAL GPs AS WELL AS NHS BASED PSYCHOLOGISTS. (NAMES CAN BE GIVEN ON REQUEST)

Maximum of 300 words

14. How will the project help local people to support one another? THE PURPOSE OF WHAT WE DO IS ALSO IN

BUILDING BETTER RELATIONSHIPS BETWEEN COMMUNITIES. WE HELP YOUNG PEOPLE AND PARENTS IMPROVE THEIR COMMUNICATION WITH EACH OTHER. THIS LEADS TO EMPATHY, RESPECT AND AWARENESS.

AS OUR YOUNG PEOPLE BETTER LEARN TO COMMUNICATE THEIR FEELINGS AND NEEDS THEIR OVERALL CONDUCT AND PLACE WITHIN THEIR ENVIRONMENT ALSO POSITIVELY SHIFTS. IMPROVED RELATIONSHIPS WITH SELF WILL ALWAYS IMPROVE OUR RELATIONSHIPS WITH EACH OTHER. COUNSELLING (TALKING THERAPY) IS HUGEY SUCCESSFUL IN BUILDING KNOWLEDGE AND CARE IN PEOPLE, WHICH IS THEN FELT BY THOSE AROUND THEM.

Maximum of 300 words

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 COUNCIL EARLY HELP TEAM.
- SOCIAL CARE IN HAVERHILL AND B-S'E
- WE HAVE A CONTRACT (EARLY HELP) FOR OUR COUNSELLING SERVICES WITH THESE COUNCIL TEAMS WHO REFER US RELEVANT CLIENTS WHEN COUNSELLING IS REQUIRED.

Maximum of 300 words

16. When will the project start? INTO SCHOOLS AND COMMUNITIES MORE

17. When will the project finish?  IT WILL START WHEN THE GRANT IS RECEIVED. WE BEGAN OPERATING IN FEB 16.

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

WE WILL ALWAYS NEED TO PARTLY RELY ON GRANTS AND FUNDING JUST TO OPERATE AND MANAGE COSTS. WITH THIS WE ARE ABLE TO OFFER QUICK, PROFESSIONAL AND FREE COUNSELLING TO OUR LOCAL YOUNG PERSONS AND PARENTS/CARERS. WE CAN CHARGE INDIVIDUALS FOR COUNSELLING BUT THIS WONT COVER COSTS ALONE AND IS JUST NOT POSSIBLE FOR MOST IN NEED.

Maximum of 300 words

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

19. How many people do you expect to benefit directly from the project on either a weekly, monthly or annual basis? THE FIGURE TO COVER ALL COSTS AND

SERVICES PROVIDED WOULD BE £500 FOR 10 WEEKS OF 1-1 COUNSELLING. THIS WILL PROVIDE EXTENSIVE COUNSELLING AS WELL AS FREE 10 WEEKS COUNSELLING TO A PARENT OF A CLIENT IN TREATMENT. NUMBERS WOULD DEPEND ON GRANT AWARDED.

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? If your project is health related how does it improve health outcomes for residents within community networks and beyond? IT IS DEPENDENT ON THE NUMBER OF CLIENTS AT ANY ONE TIME AS TO HOW MUCH EACH CLIENT HAS TO MAKE A CONTRIBUTION TOWARDS RUNNING COSTS. BASICALLY A GRANT OF £5000 WOULD GIVE 10 CLIENTS A MINIMUM OF 10 WEEKS COUNSELLING. AS WELL AS THIS WE WOULD OFFER 2-3 X 10 WEEKS FREE COUNSELLING TO A RELEVANT PARENT/CARERS. WITHOUT GRANT FUNDING WE WILL LIKELY NOT AFFORD TO OPERATE. WE SEE THE EFFECTIVE MANAGEMENT OF MENTAL HEALTH TO NOT JUST SUPPORT THE CLIENT BUT CONTRIBUTE HUGEY TO ALL OUR FUTURE'S

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

Typically as stated above £5000 would give 5 people 10 weeks counselling and guidance. 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>Total cost of items listed above:</b>	

OUR COUNSELLORS OUR QUALIFIED, PROFESSIONAL AND GREAT AT WHAT THEY DO. THEREFORE THEY ARE PAID THE AVERAGE HOURLY RATE. WE DONT ONLY OFFER COUNSELLING WE HAVE DIRECT INVOLVEMENT IN THEIR RELATIONSHIP TO THEIR EDUCATION AND EMPLOYMENT. WE ATTEND MULTIPLE MEETINGS WHERE REQUIRED AND SUPPORT

22. How much funding are you applying to us for? PARENTS FREE OF £  CHARGE.

23. What funds have you raised so far for this project? SAFER SUFFOLK FUND £5000 PER

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

SEE PREVIOUS PAGE..

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

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

WE HAVE PUT OUT A PUBLIC PLEA FOR SUPPORT.  
AS OF TODAY WE HAVE NO OTHER ACTIVE APPLICATIONS IN MOTION.

Funder	Amount (£)	Reason for funding
<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? WE HAVE HAD NO FUNDS FROM ST EDMUNDBURY OR FOREST HEATH COUNCILS. WE DO HAVE A CONTRACT WITH THE EARLY HELP TEAM (WEST SUFFOLK HOUSE) FOR WHICH WE ARE PAID A CONTRACT FEE. HOWEVER THEIR FUNDS ARE LIMITED.



# Community Chest Application Summary 2017/2018

Local Authority	St Edmundsbury Borough Council
Organisation	<b>Suffolk Cruse Bereavement Care</b>
Amount Requested	£9,458
Total Project Cost	£11,458
Match Funding	£2,000 - Suffolk Community Foundation (Davies Family Fund)
Partnerships	We continually fund raise to enable us to pay our volunteer expenses as these are an on going cost. This is by one of events ie Quiz Evening, Coffee Mornings.
West Suffolk Bid?	No

## Key Points

- We are in urgent need of funding to pay our volunteer expenses which are incurred when travelling to visit clients in their homes to offer support.
- Every year the number of bereaved people contacting Suffolk Cruse increases, there was an increase from 656 people supported the year ending March 2016 from 616 being supported the previous year.
- The project will help to support the bereaved and thus enable them to be part of the community often helping the bereaved to continue with their work/education and preventing them from turning to alcohol or drugs and using the NHS services.
- Project start: **Ongoing**

**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	47 St Helen's Street		
Address Ln2			
Address Ln3			
City/Town	Ipswich	Postcode	IP4 2JL
Main phone	01473 230659	E-mail	Suffolk@cruse.org.uk
Website	www.suffolkcruse.co.uk		

Main Contact Person		Second Contact Person	
Title	Mrs	Title	Mr
Forename	Susannah	Forename	Tim
Surname	Downing	Surname	Mills
Role	Area Coordinator	Role	Area Chair
Daytime Tel No.	01473 230659	Daytime Tel No.	██████████
Mobile No.		Mobile No.	██████████
Email		Email	tim@thestillpoint.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?

The whole of Suffolk

\*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:
Applying for charitable status		208078
Company limited by guarantee		Company number:
Community Interest Company		
Part of a larger regional or national charity (Please state which one)	X	Cruse Bereavement Care
Constituted Community Group		
Social Enterprise		
Other (Please specify)		

5. How many people are involved in your organisation?

Management committee	7	Service users	
Full Time staff / workers		Volunteers and helpers (non-management)	76
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.

Suffolk Cruse is part of Cruse Bereavement Care which was set up in 1959 to promote the well being of bereaved people. Our aim and objectives is to enable anyone bereaved by death to understand their grief and cope with their loss. Our services include one to one support, telephone support, group support and email support along with a specialist Children & Young People Team. We also hold information evenings. Our services are free to clients and are available no matter how or when their loved one(s) died. The beneficiaries of our service are over 650 bereaved people who have been supported by our volunteers throughout Suffolk last year including children and young people. We also have four telephone helplines which are manned by our volunteers, who last year received over 1300 enquiries.

£44,198

8. What was your organisation's total expenditure for last financial year? £72,588

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

10. What are your organisation's current unrestricted reserves or savings? £34,753

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 in urgent need of funding to pay our volunteer expenses which are incurred when travelling to visit clients in their homes to offer support. Our volunteers also incur travel expenses when travelling to mandatory supervision sessions and also to training sessions. Volunteer expenses are paid to cover their telephone/postage costs. We would not want anyone to be unable to volunteer due to expenses not being paid.

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 number of bereaved people contacting Suffolk Cruse increases, there was an increase from 656 people supported the year ending March 2016 from 616 being supported the previous year. The number of enquiries has also increased yearly. Our clients complete evaluation forms on completion of their support and comments/trends are noted so that we can use these to help determine the support which is wanted in the community and how best we can deliver this and shape our services.

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

The project will help to support the bereaved and thus enable them to be part of the community often helping the bereaved to continue with their work/education and preventing them from turning to alcohol or drugs and using the NHS services. When help is delivered to one family member this will often help enable them to support other members of the family/community thus preventing them from needing help elsewhere.

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 continually fund raise to enable us to pay our volunteer expenses as these are an on going cost. This is by one of events ie Quiz Evening, Coffee Morning and applying for funding usually via Suffolk Community Foundation.

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 project is ongoing and will continue, we will continue to apply for funding and to fundraise to enable us to pay our volunteer expenses so that they can continue to support the bereaved in Suffolk. Last year our volunteers gave over 14,000 hours to help support the bereaved.

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? If your project is health related how does it improve health outcomes for residents within community networks and beyond?

We anticipate that the number of enquiries which are received and the number of bereaved people supported will continue to increase as this has been the case for the last few years. There were an extra 50 bereaved people who received one to one support last year. The support is given in the client's home and usually consists of one hour sessions and an average of 6 are given per client. The support enables the bereaved person to understand and cope with their grief, often helping the person to once again be active in the community, continue to work or with their education, preventing the use of alcohol/drugs and the need to use the NHS services.

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 (£)
Volunteer travel expenses to visit clients in their homes/attend training/mandatory supervision (from accounts ending March 16)	£9,458
<b>Total cost of items listed above:</b>	£9,458

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

£9,458
--------

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

Source	Amount (£)
Suffolk Community Foundation (Davies Family Fund)	£2,000
<b>Total fundraising:</b>	£2,000

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

Funder	Amount (£)	Timescale for decision
None at present, but this is ongoing		
<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
Nil		
<b>Total:</b>		

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# Community Chest Application Summary 2017/2018

Local Authority	St Edmundsbury Borough Council
Organisation	<b>Survivors in Transit (SiT)</b>
Amount Requested	<i>Yr1 - £11,560; Yr2 - £11,560</i>
Total Project Cost	£33,620
Match Funding	£9,000
Partnerships	Fresh Start New Beginnings, Ormiston MPower Project, and others
West Suffolk Bid?	No

## Key Points

- Survivors in Transition (SiT) supports adults (18+) who have experienced any form of sexual abuse, exploitation or violence in their childhood, from throughout Suffolk.
- We are seeking funding from St Edmundsbury Community Chest to assist us to deliver outreach, 1:1 and group therapeutic services for adult survivors of childhood sexual abuse in St Edmundsbury over the next 2 years whilst developing a peer support group and network in the area.
- Project start: **April 2017**
- Project end: **Ongoing**

**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):

Survivors in Transition (SiT)

2. Organisation address details

Address Ln1	84 Fore Street		
Address Ln2			
Address Ln3			
City/Town	Ipswich	Postcode	IP4 1LB
Main phone	01473 232499	E-mail	fiona@survivorsintransition.co.uk
Website	http://www.survivorsintransition.co.uk		

Main Contact Person		Second Contact Person	
Title	Ms	Title	Mrs
Forename	Fiona	Forename	Kate
Surname	Ellis	Surname	Hughes
Role	Operations Director	Role	Chair of Trustees
Daytime Tel No.	01473 232499	Daytime Tel No.	██████████
Mobile No.	██████████	Mobile No.	██████████
Email	Fiona@survivorsintransition.co.uk	Email	trustees@survivorsintransition.co.uk
Address Details (if different from Org address)		Address Details (if different from Org address)	
Ln1	As above	Ln1	As above
Ln2		Ln2	
Town		Town	



Post Code		Post Code	
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**About your organisation**

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

Suffolk

\*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)		*Registered Charitable Incorporated Organisation (CIO) No. 1159782

5. How many people are involved in your organisation?

Management committee	5	Service users	12
Full Time staff / workers	2	Volunteers and helpers (non-management)	32
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.

Survivors in Transition (SiT) supports adults (18+) who have experienced any form of sexual abuse, exploitation or violence in their childhood, from throughout Suffolk. We aim *to break the cycle of abuse by empowering adult survivors of childhood sexual abuse*. SiT was formed in 2009 to address the lack of specialist support available for survivors of Childhood Sexual Abuse (CSA) in Suffolk. We are the only organisation in Suffolk who provide this support. 2 years ago we moved into our own rented premises in central Ipswich which enables us to deliver a broad range of individual, group, outreach and therapeutic services and cope better with ever increasing demand. We currently offer the following to individuals who have self referred (40%) or been referred by professionals. On average we receive 2 referrals per day for support. Clients are contacted with 3 days and we undertake a robust assessment to

establish what intervention/s would be suitable:

- 1:1 counselling and therapy
- Online and phone support
- Pre counselling programme ("Hold Fast" developed by SiT for survivors to prepare for formal counselling and increase self esteem, identify and provide any additional support)
- Targeted, facilitated group sessions
  - Evolve – closed, facilitated group for female survivors who have been referred
  - First Steps - open session for male and female survivors attending for the first time to reduce anxiety
  - Art therapy group session for women by referral
  - Facilitated men's group session
  - Peer support groups and sessions
- Legal advice in partnership with local solicitors Gotelee, pre trial counselling and support giving Police statements and throughout investigation
- Individual support plans (combination of practical support and therapy)
- Information, advice and guidance including referrals to partner organisations such as drug and alcohol support, domestic abuse, police, eating disorders support, self harming support and CV writing, employment and education support.

*Maximum of 300 words*

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. xx
- People playing a greater role in determining the future of their communities. xx
- Improved wellbeing, physical and mental health. xx
- 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.

“SiT in Bury”

We are seeking funding from St Edmundsbury Community Chest to assist us to deliver outreach, 1:1 and group therapeutic services for adult survivors of childhood sexual abuse in St Edmundsbury over the next 2 years whilst developing a peer support group and network in the area. Clients from St Eds postcodes will be offered a range of services closer to home which will ease anxieties and logistical issues related to accessing our centre in Ipswich, and be encouraged, trained and supported to build their own long term volunteer run support network in the area.

We want to pilot this approach with the involvement of survivors in Bury, and if successful roll out further afield. Our ethos is steeped in individual empowerment and building on resilience; we aim to work with the individual who may present with a common issue of sexual abuse we are dealing with but recognise each person will have been affected differently.

Childhood sexual abuse is strongly linked to subsequent poor health throughout life. The risk increases for a range of long-term psychological problems, including poor self esteem, insomnia, anxiety, depression, substance abuse, post traumatic stress behaviors, suicide attempts, eating disorders, higher vulnerability to stress, reduced incidence of pre- and postnatal care, and difficulty in personal relationships (Golding, Wilsnack, & Cooper, 2002; Wilson, 2010a).— all of which we see as ‘normal’ reactions to significant, unresolved trauma or ‘abnormal’ circumstances and we aim to treat the individual behind these symptoms.

*Maximum of 300 words*

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 currently have 34 clients waiting for a service with a St Eds postcode, which is in itself the best indicator of need. In the last year we have worked with 145 clients with a St Eds postcode. We believe that this number will increase if survivors could access and knew about a service in their local area – we have consulted with 10 of those on waiting lists via phone, referrers such as Suffolk Wellbeing service, Linkworkers and counsellors in the area who are unanimously of the view that bringing the service to survivors will ease anxiety, reduce travel pressure and time and ultimately improve client engagement and improve life outcomes. Of the 10 clients we spoke to on our waiting list 7 are extremely isolated with little contact and support and 1 has not left the house for some months, 2 had recently had suicide attempts and 8 of them were experiencing acute anxiety or depression. Of the current waiting list 50% have been assessed as requiring specialist 1:1 counselling / therapy and although we operate an online /phone counselling service this is not appropriate for all clients, although we are offering check in calls for the time being. A nurse based at Guildhall & Barrow Surgery told us “we are overwhelmed by the number of disclosures of historic CSA by patients and there is no local provision apart from yourselves’

Prevalence of sexual abuse can be difficult to determine but most recently a new

module of questions included in the Crime Survey for England and Wales (CSEW) between 1 April 2015 and 31 March 2016 asked adult respondents aged 16 to 59 whether they had experienced a range of abuse while a child. The survey showed that 7% of adults aged 16 to 59 had experienced sexual assault in childhood. To put this in perspective approximately 6.4% people in England have diabetes, and 6.0% have asthma (source: <http://fingertips.phe.org.uk/>). This means that over 6,000 adults in St Eds may have been affected and will likely be experiencing negative health and social consequences directly related to their experience.

As a charity with skilled staff and volunteers in this specialist field, we currently fill a gap where statutory provision is lacking or inadequate, as reported by our service users, many of whom have accessed numerous services over long periods of time “Through my adult life I have been with lots of organisations who didn’t provide what I needed which was **help with my sexual abuse**”

We believe that the model we are proposing is a good, strong fit with West Suffolk’s Families and Communities strategy as we aim to firstly stabilise and improve wellbeing and self esteem of survivors and then support them to become volunteers and offer peer support groups and networks across their community creating a pathway that is not dependant or draining of services whilst challenging stigma and raising awareness of sexual abuse in the community.

Maximum of 300 words

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

The model is based on survivors who have received support and made significant improvements against set outcomes in terms of dealing with the negative effects of childhood abuse being encouraged, trained and supported to start their own support network in their own community. This will be supported by SiT with facilitators being available and assisting in the establishment of guidelines and structure of the peer support.

Maximum of 300 words

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 be delivering the project but due to the complex nature of the effects of childhood sexual abuse we work in collaboration with a number of local organisations as follows:

- Fresh Start New Beginnings (work with under 18 abuse victims of CSA, tell us that 70% of the parents they come in contact with have also been sexually abused)
- Ormiston MPower Project (Parents whose children have been taken into care, tell us over 90% of the parents they work with have been sexually abused)
- Icenl (family support and addiction)

The following organisations are primarily used as part of a mutual referral system:

- GPs (40% of our users tell us the GP is their first point of disclosure,

- Sexual Assault Referral Centre / Police – we receive 30% of our referrals from ISVAs or Police / Victim Support  
- NSFT Suffolk Wellbeing Service (who aren't able to provide specialist support for sexual abuse)  
-Drug and alcohol services Turning Point

Maximum of 300 words

16. When will the project start?

April 2017

17. When will the project finish?  
project ongoing?

Ongoing

or is the

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

We hope to be able to evaluate the project on completion and apply to other sources of grant funding to continue offering specialist therapeutic services and counselling.

By Year 3 of the project we hope the peer support project will be staffed by volunteers and need little financial input.

Maximum of 300 words

18. Which years funding are you applying for?

2017-19

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

60 - 100 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? If your project is health related how does it improve health outcomes for residents within community networks and beyond?

Our KPIs are as follows (highlight those related to criteria)

- 90% of referrals contacted within 48 hours of receipt (*Service users feedback that waiting for contact after referral was causing additional anxiety*)
- Maintain awareness raising activities to sufficient level to ensure 40% of self referrals (*A significant proportion of our referrals are self and these referrals engage best -90% engagement / attendance*)
- 90% of referrals receive an assessment within 14 days (*Service users feedback that waiting fro an assessment / service caused anxiety – we also ensure that service users who are waiting receive regular welfare calls*)
- 75% of service users allocated to a service / worker within 6 weeks (*Our service users described that they were used to waiting long periods of time to receive a*

service and often this had devastating consequences and negative effects on their mental health)

- At least 65% improve self esteem by at least 40% (*Improving self esteem is a core outcome at SiT*). Measured by Rosenberg Self Esteem Scale and critical in demonstrating resilience, empowerment
- 20% tracked into employment / education (*Through anecdotal evidence in 2015 we realised a significant proportion of our users are going into work / education as a result of improved self esteem and empowerment*)
- 50% Reduce the number of negative mental and physical health issues as a result of intervention (*Core outcome*)
- 65% increase outcomes star measures across all areas (*Core Outcome*)
- 50% report being less socially isolated and having an improved support network (*Core outcome – due to the nature of CSA many survivors feel alone or isolated*)
- 80% meet or exceed their main objective (*In 2014 we started to ask service users what their main objective was, in order to plan goals with them. They self report on whether they have achieved this at the end of an intervention*)
- 80% rate the service they receive as good or better (*Core outcome*)
- At least 25% of those who receive a service go on to volunteer / offer peer support
- Retaining a ratio of 1 staff member to 10 volunteers (*Core outcome*)
- 95% of parents report increased confidence in ability to safeguard their children (*Core outcome - The effect of CSA on families is well documented and approximately half of mothers of sexually abused children incest have been sexually abused themselves*)

Maximum of 300 words

21. What is the total cost of the project?

£ 33,620

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 (£)
Cost per year:	
<b>Year 1</b>	
Outreach costs	
outreach worker 3 hours p/w @ £10ph (full cost) = £30 x £50 weeks £1500	1500
travel expenses, parking £500	500
Individual counselling / therapy for 15 clients £40/ session x avg 15 sessions = £9,000 (includes supervision costs)	9000
Print / materials	1000
<u>Match funding</u>	
Volunteer hours 6 per week @ £5/hr	1500
Room / venue hire @ £40/wk	2000
<b>Year 2</b>	
Develop and implement peer support group – volunteer costs & materials £1500	1,500
Outreach worker costs 2 hours per month @ £10 = £10x 12 = £120	120
Individual counselling / therapy for 20 individuals £40persession x avg 15 sessions each = £600 x 15 clients = £12,000	12,000
Print / materials	1000
<u>Match funding</u>	
Volunteer hours 2 per week @ £5/hr	1500
Room / venue hire @ £40/wk	2000
<b>Total cost of items listed above:</b>	<b>33,620</b>

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

£23.120

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

Source	Amount (£)
In kind funding as demonstrated above (Volunteer costs, venue hire)	7,000
Print costs, materials (Suffolk Community Foundation)	2,000
<b>Total fundraising:</b>	<b>9,000</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>
Range of Suffolk Community Foundation Small Grants	10,000	Feb17
<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>
<b>None, first time application</b>		
<b>Total:</b>		



## Community Chest Application Summary 2017/2018

Local Authority	St Edmundsbury Borough Council
Organisation	<b>Bury St Edmunds Women's Aid Centre Ltd</b>
Amount Requested	<i>£5,400</i>
Total Project Cost	£17,804.26
Match Funding	Annual Summer Raffle, 2015 - <b>£2,325.55</b> Bucket Collections - <b>£283.88</b>
Partnerships	Yes - Facilitator Training for the Project will be provided by Cathy Press, DV Trainer & Consultant
West Suffolk Bid?	No

### Key Points

- Stronger Families' is a 12-week therapeutic programme for children and mothers who have experienced domestic abuse and violence. It is specifically for families where the perpetrator has left the home or when the mother is no longer in a relationship with the perpetrator.
- We are applying to the St Edmundsbury Borough Council Community Chest for the initial funding required to finance a 3-day Facilitator Training course for 10 Facilitators. Please note that 10 is the recommended number of Trainees, as the Stronger Families Programme is very Facilitator-heavy.
- The 'Stronger Families' programme is delivered to small age-specific groups of children/young people in an atmosphere that encourages mutual trust and peer support. The same is true for the mothers' group, in which the sharing of past experiences and parenting issues will create a network of mutual support that will hopefully extend beyond the duration of the course.
- Project start: **training will take place May/June 2017**
- Project end: **ongoing**

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):

Bury St Edmunds Women's Aid Centre Ltd

2. Organisation address details

Address Ln1

1-3 Chevington Close

City/Town

Bury St Edmunds

Postcode

IP33 3FT

Main phone

01284 753085

E-mail [bsewacentre@btconnect.com](mailto:bsewacentre@btconnect.com)

Website

[www.burystedmundswomensaid.org.uk](http://www.burystedmundswomensaid.org.uk)

Main Contact Person

Second contact person

Title: Mrs

Title: Mrs

Forename: Judith

Forename: Annie

Surname: Grandi

Surname: Munson

Role: Fundraiser/Trustee

Role: CEO

Daytime Tel No.

01284 753085

Daytime Tel No.

01284 760975

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

Yes

Charity number: 276883

Applying for charitable status

Company limited by guarantee

Yes

Company number:

01338724

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?

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.

Bury St Edmunds Women's Aid Centre is a small independent charity that for the past 42 years has worked with women and their children who become victims of domestic abuse. Our 23-bed Refuge offers security, friendship, empowerment and a future to a maximum of 8 women and their children at any one time. Since January 2016 we have also been providing Specialist Domestic Abuse Support to 9 victims residing in Satellite Properties in Mildenhall, Brandon, Haverhill and Bury St Edmunds

who are not eligible to be housed at the Refuge by reason of gender or the complexity their additional needs.

In addition, we provide a dedicated Children's Service, based at the Refuge, run by two qualified Child Support Workers. We also offer a Telephone Helpline and an Outreach Service, both of which are available to non-resident Victims and Survivors. We also provide a range of Empowerment Programmes, Activities and

Management committee

8

Service users

480+

Full Time staff / workers

4

Volunteers and helpers (non-management) at Women's Refuge

12

Part Time staff / workers

6

Community Fundraising Volunteers

25+

Additional Services for the benefit of Survivors of Abuse, available both to residents at the Women's Refuge and to Survivors living in the local community, as follows:

Freedom Programme (Wednesdays during term time)

Coffee-and-Craft Morning + Surgery (Thursdays during term time)

SODA Group (Fridays during term time)

Therapeutic Writing Workshops in collaboration with the Theatre Royal (Tuesdays during Spring Term 2016. Now awaiting further funding)

Adult Counselling for Survivors who would benefit from additional support

Child Therapy available to the children of adult Survivors who would benefit from additional support

Holiday Activities

A crèche is provided for all the above programmes and activities, supervised by one or both of our two qualified Child Workers, supported by volunteers.

The beneficiaries of our organisation are women and their children who become Victims of Domestic Abuse. From April 2015 to March 2016 our services were used by a total of 485 local women and their children.

Maximum of 300 words

7. What was your organisation's total income for last financial year? **£251,584.00**

8. What was your organisation's total expenditure for last financial year? **£231,597.00**

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

10. What are your organisation's current unrestricted reserves or savings? **£5,171.51**

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.

### **The 'Stronger Families' Project: Training Costs and one-year Pilot Project**

'Stronger Families' is a 12-week therapeutic programme for children and mothers who have experienced domestic abuse and violence. It is specifically for families where the perpetrator has left the home or when the mother is no longer in a relationship with the perpetrator.

The Children's Group is for children/young people aged 5 – 16 years of age, with the children divided into age-specific groups. The programme focusses on building the child's self-esteem by helping them to deal with their emotions about what has happened, and helps them to understand that what has happened is not their fault. The purpose of the group is to validate the child's experiences and to explore (in an age-appropriate way) issues such as:

responsibility

positive problem solving

conflict resolution

feelings awareness

safety planning

The Mothers' Programme runs concurrently with the Children's Group. The purpose of the mothers' group is to provide a safe and supportive environment to prepare them for issues raised in the children's group and help them to better understand their child's behaviour in relation to their experiences of having been exposed to abuse.

The programme is based on a model originally developed in Canada. It is delivered throughout the UK under various names: e.g. in the Midlands it is called 'Hands are Not for Hurting'; in parts of London it is called the 'Parallel Group Programme'; in Scotland it is called 'CEDAR'; and in Nottingham it is called 'Stronger Families'. In Suffolk, accredited trainer Cathy Press has adopted the name 'Stronger Families'.

We are seeking funding from St Edmundsbury Community Chest to cover the training of 10 'Stronger Families' Facilitators.

The subsequent Pilot Project will be funded by The Bury St Edmunds Women's Aid Centre using money raised through community fundraising initiatives

Maximum of 300 words

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 have identified the need for this project through listening to the concerns of the women who use our services: in particular the feedback received from participants who attend the Freedom

Programme, a 12-week domestic violence education course that we offer three times a year to women from Bury St Edmunds and the surrounding area. Between April 2015 and March 2016 a total of 112 women attended our three Freedom Programme courses.

Most Freedom Programme participants are mothers who are concerned about the negative impact that their family situation has had on the behaviour and emotional well-being of their children and on the mother/child relationship. Currently we dedicate two sessions of the 12-week course to working on this issue, and also provide parenting support through our Children's Service, SODA Group and referrals to outside agencies. We also provide individual therapy for the most severely affected children. However, it has become increasingly clear that what is also needed, alongside the measures already in place, is a programme in which both children and their mothers can participate.

This is most certainly the view of our recently-appointed Support Services Manager, Tina Hickey, who has come to us with a 20-year background in family work, including local authority experience. She very quickly identified the lack of a family support programme as a significant gap in our service provision and proposed 'Stronger Families' as the solution. Our qualified Child Therapist, Jackie Ayling, Registered BACP (Snr Accred) also supports its introduction.

It is also important to note that, since 'Stronger Families' has been successfully launched in Babergh and Ipswich, we are receiving regular calls from partner agencies enquiring whether 'Stronger Families' programme or a similar type of programme is available in Bury St Edmunds.

Maximum of 300 words

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

The 'Stronger Families' programme is delivered to small age-specific groups of children/young people in an atmosphere that encourages mutual trust and peer support. The same is true for the mothers' group, in which the sharing of past experiences and parenting issues will create a network of mutual support that will hopefully extend beyond the duration of the course.

To encourage that supportiveness to continue, all participant mothers will be invited to join in the other activities we offer, such as our weekly Coffee-and-Craft mornings, our Creative Writing project, the Survivors of Domestic Abuse (SODA) Group, and family activities during the school holidays.

Our decision to train Volunteers as 'Stronger Families' Facilitators alongside members of the staff team is another way in which we will be helping local people to support one another. Further volunteers will also be on hand to run the crèche and serve refreshments.

Maximum of 300 words

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.

Facilitator Training for the Project will be provided by Cathy Press, DV Trainer & Consultant, who has successfully introduced the Stronger Families Programme to the Babergh District through the DV charity 'Compassion' of which she is the Chairperson. Cathy Press also provided Facilitator Training

to Lighthouse Women's Aid in Ipswich, who now offer the Stronger Families programme at their Women's Community Centre in Berners Street, Ipswich.

Once the Stronger Families Programme is up and running in our area we expect to receive referrals from Social Services and other organisations working with vulnerable families.

Maximum of 300 words

16. When will the project start? **Training will take place May/June 2017**

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

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

We are applying to the St Edmundsbury Borough Council Community Chest for the initial funding required to finance a 3-day Facilitator Training course for 10 Facilitators. Please note that 10 is the recommended number of Trainees, as the Stronger Families Programme is very Facilitator-heavy. The child participants are divided into age-appropriate groups, and work in their particular group with trained facilitators for the first part of each session. During this time, Mothers work in a separate adult group, where trained facilitators provide an opportunity for women to explore and reflect on how best to support their children's healing.

The group of 10 Trainee Facilitators will be composed of a mix of Refuge Staff and Volunteers, some of whom are themselves Survivors of Domestic Abuse.

Once the Facilitator Training has taken place, we are hoping to launch a one-year Pilot Project from September 2017 to July 2018, providing 3 x 12-week Stronger Families programmes. We have already raised sufficient funds to cover the running costs of these programmes through community fundraising.

Thereafter we plan to apply to a Grant-Making Trust via Suffolk Community Foundation for funding to run the Stronger Families Programme from September 2018 onwards.

Maximum of 300 words

18. Which years funding are you applying for? **2017 – 2018**

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

A grant from St Edmundsbury Community Chest will enable 10 Trainees to receive training to become accredited Stronger Families Facilitators.

Thereafter, we anticipate that a minimum of 30 children and their mothers will benefit from the Stronger Families Programme during the self-funded Pilot Project from September 2017 – July 2018, and considerably more in subsequent years.



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? If your project is health related how does it improve health outcomes for residents within community networks and beyond?

The impact of domestic abuse can have a profound effect on a child's self-esteem, educational development and ability to manage their own feelings. Once families have begun the long journey of learning how to function independently of the abusing parent, children may begin to act out their feelings in ways that would not have been safe when the perpetrator was in the home. It is a time when the 'big' and perhaps destructive behaviours exhibited by these vulnerable children may be interpreted by the mothers as becoming like those of the perpetrator. What is desperately needed at this stage of the family's journey is the opportunity to rebuild the bridges of communication, in the understanding that the feelings of the child and mother are normal responses in the context of the ordeal they have lived through.

We believe that the 'Stronger Families' programme fulfils the above need, and perfectly reflects the first priority of The Health and Wellbeing Strategy for Suffolk that "every child in Suffolk has the best start in life". The 'Stronger Families' programme will deliver "early intervention and prevention", which is a key feature of the Health and Wellbeing Strategy, as well as promoting a family focus, which the strategy also recommends.

An award from the Community Chest will ensure that Bury St Edmunds Women's Aid Centre has 10 accredited 'Stronger Families' facilitators at its disposal: a hugely important long-term resource to be used for the benefit of vulnerable families from the local community who have been affected by domestic abuse and violence.

Once the facilitators have been trained, we envisage that a minimum of 30 families in the Pilot year and considerably more thereafter will benefit from the Stronger Families Programme.

A recent evaluation of the Stronger Families programme carried out in the London Borough of Sutton, which included feedback from schools, parents and partner agencies, concluded that:

"All five outcomes of the 'Every Child Matters' framework are supported by this programme. It also helps to keep children in regular schooling, contributing towards the future economic wellbeing of those children as they grow up"

The five outcomes referred to above are 1. Be Healthy 2. Stay Safe 3. Enjoy and Achieve 4. Make a Positive Contribution 5. Achieve Economic Wellbeing. We are determined that those outcomes will be equally achievable for programme participants in Bury St Edmunds.

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.

£ 17,804.26

£5,400.00

22. How much funding are you applying to us for? **£5,400.00**

23. What funds have you raised so far for this project? **Annual Summer Raffle, 2015 - 2,325.55. Bucket Collections - 283.88. Total fundraising: 2,609.43.**

We estimate that £2500 of this amount will be sufficient to cover the running costs of the three 'Stronger Families' courses we will be piloting from September 2017 – July 2018. We will keep a careful record of the expenses incurred for the duration of the Pilot Project, which we will then use to create a Project Budget for future applications to Grant-Making Trusts. The reason that we are unable to present a Budget at this stage is because it is not yet clear (until the Training has taken place) how many individual rooms we will need to hire, and what materials/resources we will need to provide for the various groups.

<b>Item or activity</b>	<b>Cost (£)</b>
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**Training**

Stronger Families Facilitator Training	4,500.00
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<i>Fees for three-day training inclusive of all materials VAT @ 20% (see attached Quote from Awareness Matters Ltd.)</i>	900.00
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Staff Hours Contribution: 6 hours x 3 days x 5 members of staff @ differing rates of pay	1,111.51
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Volunteer Hours Contribution: 6 hours x 3 days x 5 volunteers @ £7.20 per hour	648.00
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**Pilot Project**

Room Hire Costs	2,500.00
Printing Costs	
Sessional Materials & snacks	
Supervision (estimate)	

**Facilitation**

Staff Hours Contribution: 3 hrs x 36 weeks x 2 members of staff	3,329.78
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Volunteer Hours Contribution: 3 hrs x 36 weeks x 4 volunteers @ £7.20 per hour	3,110.40
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**Crèche**

Staff Hours Contribution: 3 hrs x 36 weeks x 1 Child Worker	926.97
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Volunteer Hours Contribution: 3 hrs x 36 weeks x 1 volunteer @ £7.20 per	777.60
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**Total cost of items listed above: 17,804.26**

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

None as yet. However, we intend to apply for funding to a grant-making trust via Suffolk Community Foundation to cover the running costs of the Project from September 2018 onwards, once the self-funded one-year Pilot Project has been successfully completed in July 2018.

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 & Forest Heath District Council: **23,389.61**. This amount covers equipment costs, the salaries of two P/T Support Workers and mileage.

**Reason for funding**

Contract to provide specialist Domestic Violence support for the Councils' joint Satellite Project for victims not eligible to be housed at the Refuge by reason of their gender or the complexity of their additional needs.

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# Community Chest Application Summary 2017/2018

Local Authority	St Edmundsbury Borough Council
Organisation	<b>Community Action Suffolk (Volunteering)</b>
Amount Requested	<i>£30,000 over three years</i>
Total Project Cost	£24,416 - over three years; £73,248 in total
Match Funding	£4,416
Partnerships	Abbeycroft Leisure, National Trust (Ickworth) are both keen to work in partnership develop their events, promoting 'Family Volunteering'.
West Suffolk Bid?	Yes

## Key Points

- Community Action Suffolk is the infrastructure organisation working with the Voluntary, Community and Social Enterprise Sector (VCSE) in Suffolk.
- CAS is seeking funding to develop two new areas of volunteering serving the West Suffolk area to increase the diversity of people volunteering.
- **V-Event** - Family volunteering is a relatively new concept that describes the situation when family members volunteer together, and will deliver:
  - Deliver Running an Event Workshops
  - Promote/market courses to be delivered to all relevant parties
  - Develop online resources which will help people understand one off volunteering and deliver face to face training for volunteers
  - Provide virtual support and advice to individual volunteers.
- **Employee Supported Volunteering (ESV)** is a key aspect of the Suffolk Volunteering Strategy and has the potential to allow employees to be released during work time to share their skills in their community.
- Project start: **01 April 2017**
- Project end: **Ongoing**

**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):

Community Action Suffolk

2. Organisation address details

Address Ln1	Brightspace		
Address Ln2	160 Hadleigh Road		
Address Ln3			
City/Town	Ipswich	Postcode	IP2 0HH
Main phone	01473 345400	E-mail	info@communityactionsuffolk.org.uk
Website	www.communityactionsuffolk.org.uk		

Main Contact Person		Second Contact Person	
Title	Mrs	Title	Mrs
Forename	Carolyn	Forename	Christine
Surname	Shaw	Surname	Abraham
Role	Volunteering Services Manager	Role	Director of Community Services
Daytime Tel No.	01473 345369	Daytime Tel No.	01473 345302
Mobile No.	07702533058	Mobile No.	07771 932544
Email	<a href="mailto:carolyn.shaw@communityactionsuffolk.org.uk">carolyn.shaw@communityactionsuffolk.org.uk</a>	Email	<a href="mailto:chris.abraham@communityactionsuffolk.org.uk">chris.abraham@communityactionsuffolk.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?

All local authority areas across Suffolk
--

\*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: 1150501
Applying for charitable status	<input type="checkbox"/>	
Company limited by guarantee	<input checked="" type="checkbox"/>	Company number: 8316345
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	7	Service users	
Full Time staff / workers	25	Volunteers and helpers (non-management)	489
Part Time staff / workers	25		

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.

Community Action Suffolk is the infrastructure organisation working with the Voluntary, Community and Social Enterprise Sector (VCSE) in Suffolk. CAS's vision is that Suffolk communities are stimulated, empowered and strengthened through an effective and sustainable voluntary and community sector. Our mission is to strengthen and champion community action in Suffolk by supporting the voluntary and community sector (VCS) in its work.

CAS has four key aims :

- 1) Supporting a diverse and resilient VCSE sector to build capacity and sustainability
- 2) Stimulating and developing impactful community and voluntary action
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- 4) Develop CAS as a sustainable and essential business in Suffolk, driven by continuous improvement and innovation

CAS employs experienced, skilled and knowledgeable staff to provide support to both new and established VCSE organisations. Quality information, advice and guidance is provided on a range of topics about organisation development through 121 support, website, newsletters, toolkits and training. CAS has a bespoke Quality Standard for the sector endorsed locally by the Public Sector.

We provide networking opportunities for groups through local events, and facilitate workshops and conferences around information sessions to alert the sector to specific issues and opportunities.

Volunteering is a key area of our work supporting both individuals and organisations. CAS has recently led and facilitated the production of the Suffolk Volunteer Strategy on behalf of the Health and Wellbeing Board to provide a framework and county wide ambition for the future of Suffolk's Volunteering. We support good practice in organisations with the recruitment, development and retention of their volunteers.

CAS works collaboratively with colleagues across the Suffolk system through a myriad of services, programmes and work streams to create a resilient and effective VCS across the county.

7. What was your organisation's total income for last financial year? £2,125,477
8. What was your organisation's total expenditure for last financial year? £2,365,705
9. Does your organisation have more than six months running costs? No
10. What are your organisation's current unrestricted reserves or savings? £216,000 (free reserves)
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.

CAS is seeking funding to develop two new areas of volunteering serving the West Suffolk area to increase the diversity of people volunteering.

### **V-Event**

Family volunteering is a relatively new concept that describes the situation when family members volunteer together. 'One off' volunteering will identify suitable events in West Suffolk that families can engage with and will promote these opportunities to local families via targeted marketing and publicity including e-newsletter, social media, community networks, local events and organisations, local media. V-Event will also identify suitable organisations to target in terms of receiving referrals of appropriate families.

### **V-Event will;**

- Deliver Running an Event Workshops
- Promote/market courses to be delivered to all relevant parties
- Develop online resources which will help people understand one off volunteering and deliver face to face training for volunteers
- Provide virtual support and advice to individual volunteers.

The funding will enable the development of this work across West Suffolk

**Employee Supported Volunteering (ESV)** is a key aspect of the Suffolk Volunteering Strategy and has the potential to allow employees to be released during work time to share their skills in their community. NCVO (2015) stated that the three top benefits of such volunteering are 1) Connecting business to their community 2) Developing future leaders 3) Giving staff a better experience.

By involving people through their employers, West Suffolk will see an increase in diversity of the volunteering population, more people involved and committed to where they live and the VCS improving their reach of their work through new skills from different volunteers.

The West Suffolk Volunteering Services Officer will work closely with local business and VCS organisations to broker 5 businesses to VCS organisations and find volunteering for employees over a 12 month period.

Maximum of 300 words

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.

**V-EVENT:**

West Suffolk hosts a range of community events throughout the year, a number of which have been supported through the Sport and Event Volunteering Project. Many of the events benefit local charities through local community engagement. Annual events such as Girls Night Out (St. Nicholas Hospice), Race for Life (Cancer Research UK), Colour Dash (East Anglian Children's Hospices), West Suffolk Spin (West Suffolk Hospital) and Ickworth 10km, alongside international sporting (Aviva Women's Tour) and cultural (Bury Christmas Fayre) provide lots of volunteer opportunities.

Working closely with partners Abbeycroft Leisure, a wide range of volunteering roles (Bury Aquathlon / Triathlon, Women on Wheels / Cycling Velodrome) have also been developed and promoted across leisure centres within West Suffolk. A number of West Suffolk clubs have also received support, developing roles / opportunities, including; Bury Bombers Wheelchair Basketball, West Suffolk Athletics Club and St. Edmundsbury Sailing and Canoeing Club (SESCA).

There are of course many more events, hosted by local communities as well as clubs that provide an excellent opportunity to get involved through volunteering. At a recent meeting with young people attending the National Citizen Service East programme at West Suffolk College, 29 out of 30 of them expressed a desire to be involved in family volunteering opportunities.

Existing volunteers on the project have said "From my experience as a volunteer I have learnt new skills and discovered that there were existing skills that I didn't even know I had". (Jan, Bury). "After each event I feel a sense of achievement and the satisfaction of knowing that I have helped to make something happen that could not of happened without the volunteers" (Ann, Bury) .

"I'd just like to say that I really appreciate the opportunity that the sport & event volunteering project has given me & hopefully I would like to help out more in the future" (Ravi, nr Bury)

"Supporting local events and charities. Volunteering provides me with inspiration, self confidence but most important brings a smile and feel good factor to other people" (Pat, Bury)

"I enjoy the camaraderie from supporting events and the opportunity to take on new challenges. Volunteering allows me to stay active and involved in local community events" (Angie, Bury)

One-off or group volunteering opportunities are suitable for families as they can often be tailored for different age groups, require flexible commitment and they are, educational, purposeful activities for them to do as a family unit as well as introducing volunteering to children and young people

## **EMPLOYEE SUPPORTED VOLUNTEERING**

Allowing staff to have the opportunity to volunteer for a cause which is important to them has long been recognised as beneficial to the individual and the employer as well as a local community.

Joint research from CIPD and NCVO in 2015 showed that businesses and charities are failing to work together, negating many of the benefits. Some of the issues include a lack of employers understanding of the cost to charities to host volunteers and of charities a lack of understanding the benefits they gain from ESV. The research also highlighted the importance of the role of an independent broker between the two.

The brokerage role is key to supporting both parties to understand each others perspectives. Charities wish to increase their reach, diversity and meet their organisational objectives and not drift from these, whilst employers wish to increase staff development, morale and meet CSR objectives .

Justin Davis Smith, executive director of volunteering at NCVO, said: “ESV could potentially offer huge benefits for the voluntary sector and businesses alike – however, this research shows that without clear communication around expectations and the resources involved, many of those benefits could be lost. We need to recognise that volunteering isn’t free – there is a cost to the charity in terms of staff time, resources and supervision – yet the right kind of volunteering could outweigh those costs tenfold.”

Like the rest of Suffolk, West Suffolk has additional challenges with the make up of the scale of businesses within the District. Suffolk Observatory statistics show that 73% of businesses in West Suffolk host 0-4 employees, through to 0.34% hosting 250+ staff. The nature of the volume of SME’s in the district will require the support and partnership working with local Business Associations and Chamber of Commerce in order to share the vision of ESV as well as offer reach into these smaller organisations.

Evidence from a recent ESV event for the East of England funded by the Office for Civil Society, cited that the key areas of development were around networking developments, brokerage as well as getting VCS ESV ready. There were also significant gap in knowledge, capacity and infrastructure support to enable ESV to happen

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

## **V-EVENT**

Volunteering together can strengthen the bonds between family members by providing them with positive shared experiences. Children can develop new skills and learn respect for people of different backgrounds and beliefs in a safe environment. Family volunteering can also be a very appealing offer to families as it can be a relatively cost free family activity that brings added value.

- Develops family pride, sense of purpose and feeling of being part of the community.
- Teaches positive values, such as civic responsibility, empathy and respect.
- Creates positive role models for children and young people.
- Improves family members' understanding of and respect for each other.
- Improves family members' understanding of and respect for people in the community who are different to them, their local environment, heritage etc.
- Fosters a shared sense of accomplishment and satisfaction from giving back to the community.
- Offers an informal type of work experience for young people that they can use in job and college/university applications.
- Organisations benefit from an increase in number and in demographic diversity. The more diverse a volunteer pool is, the greater the range of skills and knowledge that will be available to organisations.
- Engaging families in a one off event may lead to longer term commitment. For example, child volunteers are likely to continue volunteering as teens and adults, if they have a positive experience.
- Increases the skill base of volunteers as organisations will attract new types of volunteers because of the family connection.
- Helps develop intergenerational relationships within and across families.

An evaluation undertaken by Education and Development in 2011 concluded that families learned new skills and knowledge. Parents found they learned more about their own family relationships and previously unrecognised strengths of their children. One of the most common barriers to volunteering for people of all ages is a lack of time because of work and family commitments including carer responsibility and a desire to spend spare time with loved ones. Fortunately, family volunteering allows people to fulfil their family responsibilities whilst also getting involved in voluntary activities in the community.

### **Building capacity of local people**

- Event volunteers are the lifeblood of community events, without which many events would struggle to operate. The key to success has and will continue to be the ability to harness the energy of local individuals, creating a win-win situation where volunteers help to develop projects which improve the quality of life of everyone involved.
- Existing volunteers who have expressed an interest or already benefitted from 'Family Volunteering' opportunities will play an important role in advocating and promoting this new area – through the role of 'Family Volunteering Ambassadors' – providing 'Peer to Peer support and advice'. This will be achieved through a series of 'Meet and Greet sessions' held locally alongside building on existing and developing new partnerships.

### **Building capacity of the third sector**

- V-Event will engage with 20 new families each year and develop a range of 'family volunteering resources; which will support event organisers in engaging with prospective volunteers.
- Event organiser seminars will directly support local community groups wishing to develop events within the area (including effective volunteer recruitment and engagement)
- Through co-locating the V-Event officer with the Communities and Families team several times a month, this will build collaborative working, and ensure that links between Officers and communities are developing.

### **Contribute to West Suffolk's Priorities**

- Many of the achievements and outcomes identified by V-Event support West Suffolk's priorities. The promotion of 'family togetherness', working with key partners (such as Suffolk Family Focus) to build resilient communities, offering better health outcomes for local people through the power of volunteering. The programme seeks to 'educate' and 'raise awareness' of opportunities throughout the area, strengthening local communities. Specific work with young people (including West Suffolk College) has sought to highlight the 'education / career aspirational' benefits to volunteering – with 80% of employers valuing volunteering on a CV.

### **Promote prevention and early intervention**

- One-off event volunteering is an excellent introduction (to volunteering) for people of all ages, reducing many perceived barriers that often prevent volunteers getting involved (i.e. long term commitment / lack of time). Helping to support local community groups / charities, volunteering helps to create a sense of 'community togetherness' as well as provide many positive health benefits (to individuals) through getting involved (reduced anxiety / greater self worth)
- Greater community engagement also helps to tackle other issues in society such as social isolation / loneliness

### **EMPLOYEE SUPPORTED VOLUNTEERING**

Employees having the opportunity to get involved in either their local community or with local community and charity organisations will build a feeling of belonging and being part of their local working community, or the community in which they live.

By employers allowing employees the time to volunteer, when the most cited reason for not volunteering is 'lack of time' especially by working age employees (NVCO Almanac), this barrier can be reduced.

Whether ESV comes in the form of 'one off' team volunteering days which often bring a large scale change to a green space through manpower clearing over grown community areas, or through sustainable longer term volunteering as shown by Ipswich Building Society with 2 hours per month per employee, the skills, man hours and sense of pride to the local community through the different which the volunteering has brought will help and support local people in local places.

### **Building capacity of the third sector**

- ESV will place 4 new employers each year , with potentially 10 employees per employer (40 people)
- Develop a range of ESV online resources; which will support employers/employees and host organisations
- Work with local business associations and Chamber of Commerce to share knowledge and promote ESV on behalf of the third sector.
- Developing partnerships between employers and third sector will see an increase in third sector increasing their knowledge about pro bono support and specialist support from business around strategic planning, project development, marketing –through skills match volunteering
- Support to third sector organisations who wish to develop their own ESV programmes, including closer working relationships through co-location working at West Suffolk House and with the Families and Communities team.

### **Contribute to West Suffolk's Priorities**

- Many of the achievements and outcomes identified by ESV support West Suffolk's priorities. The promotion of 'volunteering', working with key partners (such as Chamber of Commerce, local VCS) to build resilient communities, offering better health outcomes for local people through the power of volunteering. The programme seeks to 'educate' and 'raise awareness' of opportunities throughout the area, strengthening local communities.

### **Promote prevention and early intervention**

- Supporting and developing links between employers and their local communities will help to create local solutions to issues and develop more resilient communities who know where to go to 'fix' problems together.

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.

#### **V-EVENT**

Abbeycroft Leisure, National Trust (Ickworth) are both keen to work in partnership develop their events, promoting 'Family Volunteering' .CAS have had recent success working with West Suffolk College (following Youth Social Action work) which shows great potential to roll out and build on the previous relationship.

V-Event has strong relationships with many other local and national event organisers, and will continue to foster positive work with them in the future such as the Great East Swim, which this year saw 3 families involved (volunteering) as a pilot , all responding positively to their experiences.

From a volunteer perspective, we are well served in respect of 'advocates' within West Suffolk and would seek to utilise some of these individuals as ambassadors for the programme.

The V-Event Officer will co-locate at West Suffolk House with the Families and Communities team, therefore building up links with officers and communities and also allowing for smooth referral for families volunteering and for organisations/communities who wish to develop one off events and require support.

#### **EMPLOYEE SUPPORTED VOLUNTEERING**

This is a new area of development in Suffolk and specifically in West Suffolk.

The Volunteering Services Officer will build key relationships with some of the larger employers to begin to promote the benefits of ESV, as well as links through the Chamber as already stated to promote the work.

Case studies will be developed to share experiences and good practise, and VCS will be communicated and involved through Volunteer Development Forums, E-newsletters and 1:1 meetings held by the VSO.

The development of the ESV as part of the Suffolk Volunteering Strategy (Objective3) will also be key to the development of this area of work. The VSO will work closely with partners who have been key to developing the Strategy, including West Suffolk officers. By the VSO co-locating at West Suffolk offices, this will build relationships and referrals from the Communities and Families team. It will also allow the VSO to continue to offer any support to West Suffolk Officers around internal aspirations for ESV which began in 2016.

16. When will the project start?

1<sup>st</sup> April 2017

17. When will the project finish? Ongoing

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

Continue to seek funding and generate income from other sources

18. Which years funding are you applying for?

2017-2020

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

Directly annually in St Edmundsbury - 50 family members and individuals, 10 event organisers, 40 employees = **100 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? If your project is health related how does it improve health outcomes for residents within community networks and beyond?

#### OUTPUTS for St Edmundsbury

##### V-Event will;

- Deliver a "Running an Event" Workshop (10 attendees) – for event organisers/members of the community who wish to set up an event
- Promote/market courses to be delivered to all relevant parties
- Develop online resources which will help people understand one off volunteering and deliver face to face training for volunteers
- Provide virtual support and advice to individual volunteers as required- 50 individuals
- Offer virtual support to event organisers, offering good practise information (15 event organisers)
- Attend 2 Volunteer Development Forums to promote One Off volunteering, Family volunteering and good practise in running events
- Run 3 meet and greet sessions for new volunteers
- To co-deliver 1 celebration event for volunteers involved in 'one off' volunteering in partnership with other award programmes

##### Employee Support Volunteering will;

- Offer virtual support to 20 employers
- Engage 4 new employers , with potential to place 10 employees per employer (40 people)
- Develop online tools for employers, employee and VSE organisations in conjunction with VSO's and Suffolk Volunteering Strategy
- Deliver 2 Volunteer Development Forums with ESV on the agenda



The outcomes against the criteria for funding have been detailed in Q14 also.

Volunteering can yield many health benefits

- It was also found to boost quality of life and life satisfaction
- Volunteering can help people come to terms with their own illness and help take their mind off their own problems
- Improved family relationships
- Reduce Isolation and enable better integration into society
- “Volunteering improve self-esteem and having a positive impact on health and life.”

21. What is the total cost of the project? £24416 – West Suffolk

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>V-Event – West Suffolk only</b>	
Project Officer Costs –salary travel and phone and admin costs	£12656
Marketing and Communications	£650
Volunteer Expenses	£600
Training and events	£1000
Equipment	£500
<b>TOTAL</b>	<b>£15,406</b>
(Total for CountyWide V event Project £47,293)	
<b>Employee Support Volunteering (West Suffolk only)</b>	
Volunteer Services Officer salary contribution for ESV work only	£6760
Other staff costs, travel, phone and admin	£2250
	<b>£9010</b>
<b>Total cost of items listed above:</b>	<b>£24416</b>

22. How much funding are you applying to us for? £10,000 per year for 3 years

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

Source	Amount (£)
We will identify some of our own funding to use towards these areas of work	£4,416
<b>Total fundraising:</b>	£4,416

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

Funder	Amount (£)	Timescale for decision
Applying to Forest Heath Community Chest	£10,000	
NB for the county wide project not West Suffolk ESP – In process of applying Genesis Foundation	£15,000 £5,000	
<b>Total:</b>	£10,000	

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
In 2013/14 CAS received £18,000 core funding and in 14/15 received £16,000 core funding but none since		
<b>Total:</b>		

# Community Chest Application Summary 2017/2018

Local Authority	St Edmundsbury Borough Council
Organisation	<b>Community Action Suffolk (Locality)</b>
Amount Requested	<i>£7,500 per year for three years = £22,500</i>
Total Project Cost	£34,676
Match Funding	Own core and generated income funding: £17,176
Partnerships	Whilst there are no formal partnerships for this piece of work, Community Action Suffolk works closely with local partners throughout all activities.
West Suffolk Bid?	Yes

## Key Points

- Community Action Suffolk is the infrastructure organisation working with the Voluntary, Community and Social Enterprise Sector (VCSE) in Suffolk.
- Funding will support the CAS local delivery model through our West Suffolk Locality Officer to enhance the service in the area. CAS provide wide ranging support to the VCS to enable them to have greater impact on the local residents and communities they serve.
- Project start: **April 2017**
- Project end: **Ongoing**

**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	Brightspace		
Address Ln2	160 Hadleigh Road		
Address Ln3			
City/Town	Ipswich	Postcode	IP2 0HH
Main phone	01473 345400	E-mail	info@communityactionsuffolk.org.uk
Website	www.communityactionsuffolk.org.uk		

Main Contact Person		Second Contact Person	
Title	Mrs	Title	Mrs
Forename	Hannah	Forename	Christine
Surname	Reid	Surname	Abraham
Role	Senior Manager VCSE Sector Development	Role	Director of Community Services
Daytime Tel No.	01473 345332	Daytime Tel No.	01473 345302
Mobile No.		Mobile No.	
Email	hannah.reid@communityactionsuffolk.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?

Suffolk
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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	<input checked="" type="checkbox"/>	Charity number: 1150501
Applying for charitable status	<input type="checkbox"/>	
Company limited by guarantee	<input checked="" type="checkbox"/>	Company number: 8316345
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	7	Service users	
Full Time staff / workers	25	Volunteers and helpers (non-management)	489
Part Time staff / workers	25		

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.

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CAS has four key aims :

- 1) Supporting a diverse and resilient VCSE sector to build capacity and sustainability
- 2) Stimulating and developing impactful community and voluntary action
- 3) Creating and maintaining influential, equitable and beneficial relationships between the public, business and voluntary community sector
- 4) Develop CAS as a sustainable and essential business in Suffolk, driven by continuous improvement and innovation

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CAS works collaboratively with colleagues across the Suffolk system through a myriad of services, programmes and work streams to create a resilient and effective VCS across the county.

7. What was your organisation's total income for last financial year? £2,125,477
8. What was your organisation's total expenditure for last financial year? £2,365,705
9. Does your organisation have more than six months running costs? No
10. What are your organisation's current unrestricted reserves or savings? £216,000 free reserves

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. **300 words**

Funding will support the CAS local delivery model through our West Suffolk Locality Officer to enhance the service in the area. CAS provide wide ranging support to the VCS to enable them to have greater impact on the local residents and communities they serve. Officers have expert knowledge in a range of areas and are supported by further specialist knowledge throughout CAS. In WS, the locality officer will work alongside the Families & Communities team to provide:

- 1:1 support for VCS organisations to build capacity including effective governance, management, policies & procedures, financial planning etc.
- Develop and implement a triage/healthcheck system for organisations in West Suffolk. Specifically, this innovative approach will be developed here with a future implementation plan to roll out across Suffolk. This will enable any size or structure of organisation to perform an 'Organisation Efficiency' check, which will troubleshoot and identify gaps in capacity or capability that can then be supported for resolution.
- Health & wellbeing initiatives: including support for Good Neighbour Schemes which actively encourages communities to support themselves from within and become more resilient. New schemes will be introduced as a result of this funding
- Organisation start up and business planning support
- Specialist support and guidance for Community buildings and village halls, including specific support for less proactive community facilities to become community hubs supporting residents through social networking activities and local services
- Working with organisations to achieve the CAS QS Award
- Provide up to date online resources, toolkits & e-learning opportunities
- Community consultation in conjunction with the F&C team, through Locality Network Events ensuring communities are part of and informed of changes & opportunities
- Support for Community Action, resilience and reducing social isolation including partnership working.
- Tailored, locally delivered training courses

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 Localities Officer currently has a positive relationship with the 7 Families and Communities Officers and the team administrator which has enabled genuine partnership working. The CAS Locality Officer is co-located in West Suffolk offices and receives regular referrals from the F&C officers to work with external groups. Outreach projects such as Good Neighbour Schemes, Asset Transfers (land), engagement with Parish Councillors regarding governance, information and advice on village halls, usage of promotional equipment, supporting the West Suffolk Network committee, attending One Haverhill Board meetings, sign postings to Ward Cllrs Locality Budgets are a regular conversation with all staff members and provides evidence of needs based issues that the Locality Officer helps to resolve.

West Suffolk Families and Communities staff regularly attend the VCSE quarterly network events as agenda speakers outlining their roles, responsibilities (including funding) and the connections with local proactive organisations. These events are also used to carry out regular consultation with the organisations attending and understand the support they need from which our service delivery is planned.

Regular community consultation events are also carried out to understand demand from local residents and community groups, particular success has been with the People's Health Trust project in Haverhill during this year.

For Good Neighbour Schemes, of which there are 29 across Suffolk there are only currently 4 active schemes in West Suffolk (1 in Forest Heath and 3 in St Edmundsbury) and 2 in development. Good Neighbour Schemes are local voluntary groups which offer a service in their community for those in need of help and support. The people who may need support may be the elderly, disabled, single parents and young mothers, those temporarily in need through illness or anyone who may be isolated within the community. Good Neighbour Schemes are not there to replace the work done by Social Services and other professional care agencies. There is proven evidence that they can improve the quality of life of people living more isolated lives particularly in rural communities.

Over the past year, the West Suffolk Locality Officer has supported an average of 12 VCS organisations per month. This need is increasing in the area with a total of 59 organisations engaging between June and September 2016.

CAS regularly surveys the VCSE sector as a whole across Suffolk to understand local issues and inform the organisations strategic planning with particular reference to locality areas and community resilience.

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



Helping people to foster a sense of control over their own health is critical. In enabling individuals, it's important to create a pathway towards good health that is achievable, often beginning with small but manageable steps. These build confidence and, in turn, empower people to take control, building an individual vision of a healthy future. Through supporting organisations to deliver more effectively, expand services for communities and operate in a more robust manner, this funding will increase individual independence, sector sustainability and reduce reliance on statutory services i.e. health services and social care.

Peer to peer support – Good Neighbour Schemes are groups of local people who volunteer to support others in their local community with practical and emotional support. Tasks include transport, household tasks, errands, befriending, etc. They also provide valuable volunteering opportunities for local people, many of whom are retired or not currently working, leading to increased confidence, improved skills, and more active local people with local knowledge providing local solutions. GNS also create new social networks which are proven to significantly reduce social isolation encouraging members to be more active members of their community.

Better health, trust in community groups, regard for the whole person, their culture and values, and taking responsibility for individual health doesn't happen in isolation - relationships with others are of the greatest importance. These relationships are first personal: with family, friends and neighbours. This funding will enable individuals to take more control of their lives with the support of new 'safe' networks and community groups/organisations.

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.

Whilst there are no formal partnerships for this piece of work, Community Action Suffolk works closely with local partners throughout all activities. In West Suffolk, CAS has strong working relationships with Forest Heath and St Edmundsbury District Councils through Family and Communities Teams (from whom referrals are made), Suffolk County Council (locality officers, BCCOs), West Suffolk Council (Parks and open spaces, facilities, health & safety, environmental service and customer services teams). We also work closely with town councils and other VCS organisations i.e. Keystone Development Trust, Brandon Community Agency, Suffolk West CAB, Unity & Diversity CIC, St Nicholas Hospice and many more.

16. When will the project start? April 2017

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

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

CAS Locality Officers form a core part of the service provided by CAS across the county. We receive financial support from district and borough councils and Suffolk County Council to contribute to their work. However, in the current climate of funding cuts, CAS is working towards sustainability through the implementation of charges for services to ensure delivery continues post 2020. This work will contribute to long term sustainability particularly through the triage/healthcheck system that will allow us to not only highlight and promote West Suffolk as a proactive area in this field, but enable a Suffolk wide roll out to generate income and sustain future services. The Locality Officer service as a whole will also allow West Suffolk organisations to be more proactive themselves and increase their own sustainability through good financial systems allowing them to plan for service support within their own budgets.

18. Which years funding are you applying for?

2017-2020 3 years

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

66 Volunteers and 150 service users (residents) per year for good neighbour schemes

300 organisations throughout the project lifetime

Plus numerous additional impact on local residents and communities through the organisations supported delivery

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? If your project is health related how does it improve health outcomes for residents within community networks and beyond?

### **Outputs**

Over 3 years:

- 5 new Good Neighbour Schemes supported
- 6 training courses delivered (90 delegates) to develop organisation capacity and capability (2 per annum)
- 1:1 support for 75 organisations
- 8 new start up organisations/community groups supported to introduce or increase services to meet an identified unmet need in communities
- 1:1 support for 60 community buildings/village halls to ensure organisation efficiency, build capability and increase community reliance through realisation of community assets
- 38 organisations undergo the new 'healthcheck' and utilise the resulting action plan
- 6 Locality network events take place
- Minimum of 20 West Suffolk VCS organisations attend the CAS Locality Conference each year
- 150 organisations reached with quality information to improve their resilience and sustainability
- A minimum of £150,000 additional funding leveraged into West Suffolk through support and advice for VCS organisations
- 15 organisations working towards CAS Quality Standard

### **Outcomes**

Over 3 years:

- VCS organisations are better able to support themselves and offer peer support through use of new/existing networks and resources
- Organisations are more resilient and self sustaining, enabling effective local delivery for residents and communities
- Local communities benefit from additional funding leveraged in to organisations able to offer more local services and become more resilient
- Local residents benefit from improved health & wellbeing through increased opportunities and reduced social isolation
- Increased and improved access to information for local organisations to support the impact in their communities
- VCS organisations understand being a 'safe' organisation
- More organisations work together locally to strengthen communities and utilise assets (partnership working/collaboration)
- Increased prevention / early intervention approaches adopted by organisations working in local communities through increased understanding of sustainability and implementation of Good Neighbour Schemes reducing reliance on statutory services

21. What is the total cost of the project?

£34,676

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 (£)
Annual cost	
Salaries	28366
Other staff costs	4800
Events/venue hire	1510
<b>Total cost of items listed above:</b>	
	£34676

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

£7500 per year for three years

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

Source	Amount (£)
Own core and generated income funding	£17176
<b>Total fundraising:</b>	
	£17176

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

Funder	Amount (£)	Timescale for decision
Forest Heath District Council Community Chest	7,500	
<b>Total:</b>		
	7,500	

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 – we were commissioned for core funding by St Edmundsbury in 2013/14 and 14/15 £18,000 and 16,000 respectively No funding since		
<b>Total:</b>		

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# Community Chest Application Summary 2017/2018

Local Authority	St Edmundsbury Borough Council
Organisation	<b>Home-Start (Mildenhall Estate)</b>
Amount Requested	£10,767
Total Project Cost	£129,048
Match Funding	£118,281
Partnerships	We are working closely with organisations in West Suffolk including Children's Centres, Citizens Advice Bureaus and Community Action Suffolk and Suffolk well-being.
West Suffolk Bid?	No

## Key Points

- Home-Start Mid Suffolk (HSMS) aims to give support to families who may be struggling to cope with a variety of challenges
- We have set up and currently run a weekly drop in Family Group at on the Mildenhall Estate in Bury.
- Funding is required to cover the salary of a Group worker who will lead and plan the sessions, and to cover the costs of their time in supervising up to 5 volunteers who assist in the running of the group.
- Funding is also needed for cost of venue hire, refreshments, ongoing training for the volunteers e.g. safeguarding and travel costs for staff and volunteers. We have already purchased equipment and are approaching Local Councillors via their Locality Budgets for further support for this.
- Project start: **April 2017**
- Project end: **Ongoing**

**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/West Suffolk

2. Organisation address details

Address Ln1	The Principal's House		
Address Ln2	Kerrison		
Address Ln3	Thorndon		
City/Town	Eye, Suffolk	Postcode	IP23 7JG
Main phone	01379 678552	E-mail	amanda@homestartmidsuffolk.org.uk
Website	www.homestartmidsuffolk.org.uk		

Main Contact Person		Second Contact Person	
Title	Mrs	Title	Mrs
Forename	Amanda	Forename	Angela
Surname	Jacques	Surname	Dennis
Role	Scheme Manager	Role	Business Manager
Daytime Tel No.	01379 678 224	Daytime Tel No.	01379 678552
Mobile No.	██████████	Mobile No.	
Email	amanda@homestartmidsuffolk.org.uk	Email	angela@homestartmidsuffolk.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: St Edmundsbury, Forest Heath and Mid Suffolk
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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: 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)	✓	Home-Start UK however all HS schemes are independent charities
Constituted Community Group		
Social Enterprise		
Other (Please specify)		

5. How many people are involved in your organisation?

Management committee	5	Service users	
Full Time staff / workers	4	Volunteers and helpers (non-management)	55
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.

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, various mental health difficulties and/or multiple births. Many parents with whom we engage struggle to cope with everyday tasks, and this in turn leads to unhappy children, or children who become at risk. We 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. All our support is designed to provide activities for families that may be at risk of escalation of needs. Our support helps to prevent difficulties from escalating into crises, and reduces the potential impact of these on the children. Our ethos is to help families with identifying their own goals, where they are now and how we can work towards achieving them. Often parents feel isolated and have difficulty finding or accessing services. We work to support parents and children to develop their social networks and support groups within local communities, many of which are rural and isolated. 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. Our volunteers play a crucial role in the front-line delivery of our services.

- 7 What was your organisation's total income for last financial year? £225,110
- 8 What was your organisation's total expenditure for last financial year? £214,858
- 9 Does your organisation have more than six months running costs? **Yes**
- 10 What are your organisation's current unrestricted reserves or savings? £51,300

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 have set up and currently run a weekly drop in Family Group at on the Mildenhall Estate in Bury. A need was identified by those involved in the local community and we initially utilised funding from Henry Smith Charity towards the set up costs of this project. We now have a need to secure ongoing funding to enable this successful group to continue and to employ an additional member of staff. This group has grown in size and though the support we offered the parents it has been highlighted that the parents are needing a higher level of support than we first realised. These issues are around school readiness, play opportunities, sharing and taking turns, how to communicate with your child and generally meeting your child needs so they can reach their full potential.

Funding is required to cover the salary of a Group worker who will lead and plan the sessions, and to cover the costs of their time in supervising up to 5 volunteers who assist in the running of the group. Originally our thought were this group could be run by volunteers but as it has grown and we have come to understand the needs and the support these families require , we have decided that best practice would be to employ a Group worker . This worker would then be the link to our family coordinators and could refer to our home visiting service if the support was more appropriate. Funding is also needed for cost of venue hire, refreshments, ongoing training for the volunteers e.g. safeguarding and travel costs for staff and volunteers.

We have already purchased equipment and are approaching Local Councillors via their Locality Budgets for further support for this.

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.

This project was developed from listening to the need of the families we supported in this area already . They requested that they needed a group where their children could socialize and the parents can get together to form relationships to reduce their isolation . A lot of our families live in flats in this area where there is limited areas for the children to play together .

We have found in other areas that we support that running a group is an excellent way of raising awareness of the service that we provide in the area .

The evidence we have to support this is after a few weeks of opening we had a high number of parents and children attending and returning each week. The feedback from them was the parents were enjoying playing with their children as well as getting low level support from the volunteers . A couple of parents are now volunteers in the group each week and help with the preparation and planning.

We also work in partnership with Acorn house, Health service and the local Children centre who also highlighted a need for our service in this area

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 and introduce new ways to play and interact with their children. We have already trained several local mums who assist in our running of the groups. They showed an interest in helping others and we have facilitated their training and now they in turn support other parents. They were very proactive in sorting out toys, advertising the new group and engaging with their community. They have been committed to turn up each week but with discussions with them it was highlighted a need to have a paid worker who could take overall responsibility as well as sign posting and assessing that the families got the right level of support. The weekly sessions are planned using the early year's foundation stage and the children interests. The parents are allocated a keyworker who is a volunteer who will check base with them, if the parent does not attend for a couple of weeks a well-being call is given to ask how things are and any additional support needed .We encourage parents to interact with other parents as well as their children and many friendships are formed that carry on outside the weekly meetings. This encourages people to get involved with other parents and in the local community. and become part of the 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.

We are working closely with organisations in West Suffolk including Children's Centres, Citizens Advice Bureaus and Community Action Suffolk and Suffolk well-being. We have recently started to work in partnership with Acorn house which is situated in the middle of the estate. We are supporting the young parents to access our group as they are very isolated and do not tend to mix outside of Acorn House.

- 13 When will the project start?
- 14 When will the project finish? **Ongoing**

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

It should be possible to approach other funders to support us again in the future. Eg Henry Smith Application will be considered 2017/18. Additionally when our current Children in Need funding is due for renewal in 2018 we are considering extending the application to cover this group as well.

With Cabinet office money via Local Sustainability Fund we are looking at alternative ways of securing additional income to ensure we can continue to support our families in the future.

- 15 Which years funding are you applying for? 2017-18

- 16 How many people do you expect to benefit directly from the project on either a weekly, monthly or

- 17 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? If your project is health related how does it improve health outcomes for residents within community networks and beyond?

The principles for this project follow similar principles as Home start. The need categories we monitor are parenting skills, children wellbeing, parent's wellbeing and family management. Within these headings we support the families to make a plan of what they feel their family needs are. To look at different ways to address any problems. We always make sure these are realistic and achievable. The volunteers help to build self-esteem and confidence and offers emotional support. Within this we encourage the families to form wider links with the community and services around them so that they reduce their isolation and become a member of their community. These all support them to look at their well-being. Part of the journey with the family the volunteers undertakes is supporting their emotional needs, this is offering a listening ear. The families often discuss their past and any barriers they feel they have to overcome. This is part of them moving forward. The volunteers are non-judgemental and look at the whole family needs

- 18 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>
Mildenhall Estate Family Group:	
Group Worker salary costs	3,332
Scheme Manager salary costs	183
On-going training contribution for volunteers and staff	350
Home-Start preparation course costs for 5 new volunteers	1,612
Volunteer mileage	1,800
Marketing & equipment	700
Running costs	2,600
Home-Start fee for insurance, legal cover and organisation support	190
<b>Total cost of items listed above:</b>	<b>10,767</b>

19 How much funding are you applying to us for?

£10,767

20 What funds have you raised so far for this project?

<b>Source</b>	<b>Amount (£)</b>
This project comes under the banner of our pilot work in West Suffolk for the Stepping Stones Project. Stepping Stones is also funded by the Big lottery Reaching Communities Fund. Year 3 funding from the Big Lottery to be received in 2017-18	85,267
Community Chest main fund Bury St Edmunds and Forest Heath 2017-18	9,800
Royal British Legion	9,800
	13,414
<b>Total fundraising:</b>	<b>118,281</b>

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

<b>Funder</b>	<b>Amount (£)</b>	<b>Timescale for decision</b>
Raising the Bar	18,000	Applied Sep 16'
<b>Total:</b>	18,000	

22 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 St Edmundsbury Borough Council	13,250 13,250	Home-visiting service in West Suffolk Districts
<b>Total:</b>	26,500	

# Community Chest Application Summary 2017/2018

Local Authority	St Edmundsbury Borough Council
Organisation	<b>Home-Start (Acorn House)</b>
Amount Requested	£7,454
Total Project Cost	£125,735
Match Funding	£118,281
Partnerships	Coupal Court Manager and Amanda Jacques Home-Start Scheme Manager will have regular planning meetings.
West Suffolk Bid?	No

## Key Points

- 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, various mental health difficulties and/or multiple births. Many parents with whom we engage struggle to cope with everyday tasks, and this in turn leads to unhappy children, or children who become at risk.
- This project has been developed from discussions with the young people that we are supporting at Acorn House, Bury St Edmunds.
- A volunteer would be assigned to the parent and they would support the parent with the re-housing bidding process, viewing the places, making sure they were more confident in moving on – helping the parent to make decisions and choices.

It has been agreed that Home-Start will become involved 6 weeks before they are due to leave and Home-Start will be part of the 'moving on' plan. The support package for will be as follows:

- Home-Start will help the parents to engage with their local communities – helping them feel that they belong
- Home-Start will help the family to start making steps in developing a healthy lifestyle for parents and children – looking at healthy diets, cooking and shopping and attending medical appointments
- Project start: **April 2017**
- Project end: **Ongoing**

**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	The Principal's House		
Address Ln2	Kerrison		
Address Ln3	Thorndon		
City/Town	Eye, Suffolk	Postcode	IP23 7JG
Main phone	01379 678552/ 224	E-mail	amanda@homestartmidsuffolk.org.uk
Website	<a href="http://www.homestartmidsuffolk.org.uk">www.homestartmidsuffolk.org.uk</a>		

Main Contact Person		Second Contact Person	
Title	Mrs	Title	Mrs
Forename	Amanda	Forename	Angela
Surname	Jacques	Surname	Dennis
Role	Scheme Manager	Role	Business Manager
Daytime Tel No.	01379 678224	Daytime Tel No.	01379 678552
Mobile No.	07540 282074	Mobile No.	
Email	amanda@homestartmidsuffolk.org.uk	Email	angela@homestartmidsuffolk.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: St Edmundsbury, Forest Heath and Mid Suffolk

\*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)		Home-Start UK network although independent charity status
Constituted Community Group		
Social Enterprise		
Other (Please specify)		

5. How many people are involved in your organisation?

Management committee	5	Service users	
Full Time staff / workers	4	Volunteers and helpers (non-management)	55
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.

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, various mental health difficulties and/or multiple births. Many parents with whom we engage struggle to cope with everyday tasks, and this in turn leads to unhappy children, or children who become at risk. We 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. All our support is designed to provide activities for families that may be at risk of escalation of needs. Our support helps to prevent difficulties from escalating into crises, and reduces the potential impact of these on the children. Our ethos is to help families with identifying their own goals, where they are now and how we can work towards achieving them. Often parents feel isolated and have difficulty finding or accessing services. We work to support parents and children to develop their social networks and support groups within local communities, many of which are rural and isolated. 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. Our volunteers play a crucial role in the front-line delivery of our services.

7 What was your organisation's total income for last financial year? £225,110

8 What was your organisation's total expenditure for last financial year? £214,858

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

10 What are your organisation's current unrestricted reserves or savings? £51,300

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,

We have just started working in partnership with Acorn House in Bury St Edmunds. We have, over the last few months, been supporting 3 young parents who are about to move out of Acorn House. Through working in partnership with Acorn House our Scheme Manager and the Centre Manager have highlighted that there is a need to carry on with the Home-Start support once the young people have moved in to their new accommodation in the community. It has been agreed that Home-Start will become involved 6 weeks before they are due to leave and Home-Start will be part of the 'moving on' plan. The support package for will be as follows:

- Home-Start support will enable the parents to take control of their own lives
- Home-Start will help the parents to engage with their local communities – helping them feel that they belong
- Home-Start will help the family to start making steps in developing a healthy lifestyle for parents and child/ren – looking at healthy diets, cooking and shopping and attending medical appointments

Home-Start volunteers are non-judgmental and offer a professional befriending service. Emotional support is very high on the agenda and the volunteers can often discuss things with parents whereas other professionals may not have been able to get the parents to open up. e.g. fear of statutory agencies, past history, worries, beliefs and much more. Home-Start volunteers can be a listening ear and help them articulate what it is they want to do with their lives.

The funding is needed to sustain this project so we can offer a seamless service and the clients of Acorn House see Home-Start as part of their 'moving on' package of support. To sustain this project, we need the funding to train more volunteers, to cover the volunteers' mileage, to offer a full and comprehensive home support service supporting parents to access local provision.

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.

This project has been developed from discussions with the young people that we are supporting at Acorn House, Bury St Edmunds. From these discussions the young people have said it is very important to them to feel safe and have a place where they have a sense of belonging, to be in control of their lives and being able to support their family within a budget. The families have said how important it is to them to have a relationship with an outside agency. The volunteers have been helping families to look in to the future and articulate what they want from life – what they want to aspire to for themselves and their child/ren. From discussion with the Acorn House Manager it was decided that Home-Start could provide support for six weeks before the young families are signed off from Acorn House. This would be via a formal referral to Home-Start from Acorn House. From the referrals we are supporting at this present time at Acorn House, these parents have often come from a dysfunctional background and would benefit from support to understand their pasts. Some have not had the best start in life, they have been in foster care themselves, missed out on good parenting role models and find it very hard to trust professionals. An outcome of supporting these families before moving on has been the ability to build a trusting relationship between the volunteer and family and the volunteers have been able to feed back to Acorn House with the young parent agreement, any issues or problems the young parents might have. The young families have fed back and said that they are better prepared to move on after Home-Start support. In one case there was a change of support worker as the young person could not relate to her, after the change things have greatly improved and Children Services have closed the case. This family was under Child in Need. Home start is making a big difference to these young parent's lives.

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

A volunteer would be assigned to the parent and they would support the parent with the re-housing bidding process, viewing the places, making sure they were more confident in moving on – helping the parent to make decisions and choices. The support would continue into the new home and for the following six weeks. This provision would then be reviewed and if the support was needed to continue we would offer another 6 weeks support. This would be regularly reviewed and six week 'blocks' of additional support may be necessary for some young families until the young person was confident and competent with the required skills to manage their home, finances and parenting competently.

The volunteer would look in to what other community services were in the area and if needed would attend with the young parent. This will reduce isolation and support both parent and child in developing social skills – most importantly for the child especially in preparing for school. For the parents who might need additional support due to learning disabilities, poor social skills, new to the area and no social network Home-Start will place the most appropriate volunteer with the family depending on the skills, personality and experience. Together the parents will gain confidence and build their self-esteem to be able to live and feel happy, safe and confident within their community.

**Yes**

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

Coupal Court Manager and Amanda Jacques Home-Start Scheme Manager will have regular planning meetings. Within this meeting future referrals will be discussed and any new clients who may require Home-Start support sooner will be discussed.

There is also currently in place a system where volunteers submit reports to their Family Co-ordinator and have supervision on a six weekly basis which supports the work that they carry out with the family.

16 When will the project start? April 2017

17 When will the project finish? **Ongoing**

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

As our funding streams start to come to a close we will look at funding available at that time to carry on with this project. This will be in junction with Acorn house.

18 Which years funding are you applying for? 2017- 2018

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

7 families weekly basis / more within group

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? If your project is health related how does it improve health outcomes for residents within community networks and beyond?

The principles for this project follow similar principles as Home -Start. The need categories we monitor are parenting skills, children wellbeing, parent's wellbeing and family management. Within these headings we support the families to make a plan of what they feel their family needs are. To look at different ways to address any problems. We always make sure these are realistic and achievable. The volunteers help to build self-esteem and confidence and offers emotional support. Within this we encourage the families to form wider links with the community and services around them so that they reduce their isolation and become a member of their community. These all support them to look at their well-being.

Part of the journey with the family the volunteers undertakes is supporting their emotional needs, this is offering a listening ear. The families often discuss their past and any barriers they feel they have to overcome. This is part of them moving forward. The volunteers are non-judgemental and look at the whole family needs

21 What is the total cost of the project? £7,454

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>
Home-visiting service:	
Family Co-ordinator salary costs	3671
Scheme Manager salary costs	153
Scheme Support Officer salary costs for monitoring and administration	172
On-going training contribution for volunteers and staff	350
Home-Start preparation course costs for 5 volunteers	1612
Volunteer mileage	1134
Marketing & materials	230
Home-Start fee for insurance, legal cover and organisation support	132
<b>Total cost of items listed above:</b>	<b>7454</b>

22 How much funding are you applying to us for?

£7454

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

<b>Source</b>	<b>Amount (£)</b>
This project comes under the banner of our pilot work in West Suffolk for the Stepping Stones Project. Stepping Stones is also funded by the Big lottery Reaching Communities Fund. Year 3 funding from the Big Lottery to be received in 2017-18	85,267
Community Chest main fund Bury St Edmunds and Forest Heath 2017-18	9,800
Royal British Legion	9,800
	13,414
<b>Total fundraising:</b>	<b>118,281</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>
Raising the Bar	18,000	Submitted Sep 16'
<b>Total:</b>	18,000	

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 St Edmundsbury Borough Council	13,250 13,250	Home-visiting service in West Suffolk Districts
<b>Total:</b>	26,500	

# Community Chest Application Summary 2017/2018

Local Authority	St Edmundsbury Borough Council
Organisation	<b>Home-Start (Coupal Court)</b>
Amount Requested	£7,454
Total Project Cost	£125,735
Match Funding	£118,281
Partnerships	Coupal Court Manager and Amanda Jacques Home-Start Scheme Manager will have regular planning meetings.
West Suffolk Bid?	No

## Key Points

- 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, various mental health difficulties and/or multiple births. Many parents with whom we engage struggle to cope with everyday tasks, and this in turn leads to unhappy children, or children who become at risk.
- We have just started working in partnership with Acorn House in Bury St Edmunds and it was suggested, by their manager, that the same level of support should be offered to Coupal Court clients. This project has been developed from discussions with the young people that we are supporting at Acorn House, Bury St Edmunds.
- A volunteer would be assigned to the parent and they would support the parent with the re-housing bidding process, viewing the places, making sure they were more confident in moving on – helping the parent to make decisions and choices.

It has been agreed that Home-Start will become involved 6 weeks before they are due to leave and Home-Start will be part of the 'moving on' plan. The support package for will be as follows:

- Home-Start will help the family to start making steps in developing a healthy lifestyle for parents and children – looking at healthy diets, cooking and shopping and attending medical appointments
- Project start: **April 2017**
- Project end: **Ongoing**

**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/West Suffolk
2. Organisation address details

Address Ln1	The Principal's House		
Address Ln2	Stoke Road, Kerrison		
Address Ln3	Thorndon		
City/Town	Eye, Suffolk	Postcode	IP23 7JG
Main phone		E-mail	amanda@homestartmidsuffolk.org.uk
Website	<a href="http://www.homestartmidsuffolk.org.uk">www.homestartmidsuffolk.org.uk</a>		

Main Contact Person		Second Contact Person	
Title	Mrs	Title	Mrs
Forename	Amanda	Forename	Angela
Surname	Jacques	Surname	Dennis
Role	Scheme Manager	Role	Business Manager
Daytime Tel No.	01379 678224	Daytime Tel No.	01379 678552
Mobile No.	██████████	Mobile No.	
Email	amanda@homestartmidsuffolk.org.uk	Email	angela@homestartmidsuffolk.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: St Edmundsbury, Forest Heath and Mid Suffolk
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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: 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)		Home-Start UK linked to but each Home-Start is independent
Constituted Community Group		
Social Enterprise		
Other (Please specify)		

5. How many people are involved in your organisation?

Management committee	5	Service users	
Full Time staff / workers	4	Volunteers and helpers (non-management)	55
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.

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, various mental health difficulties and/or multiple births. Many parents with whom we engage struggle to cope with everyday tasks, and this in turn leads to unhappy children, or children who become at risk. We 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. All our support is designed to provide activities for families that may be at risk of escalation of needs. Our support helps to prevent difficulties from escalating into crises, and reduces the potential impact of these on the children. Our ethos is to help families with identifying their own goals, where they are now and how we can work towards achieving them. Often parents feel isolated and have difficulty finding or accessing services. We work to support parents and children to develop their social networks and support groups within local communities, many of which are rural and isolated. 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. Our volunteers play a crucial role in the front-line delivery of our services.

- 7 What was your organisation's total income for last financial year? £225,110
- 8 What was your organisation's total expenditure for last financial year? £214,858
- 9 Does your organisation have more than six months running costs? **Yes**
- 10 What are your organisation's current unrestricted reserves or savings? £51,300

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 have just started working in partnership with Acorn House in Bury St Edmunds and it was suggested, by their manager, that the same level of support should be offered to Coupal Court clients. We have over the last few months been supporting 3 young parents who are about to move out of Acorn House. Through working in partnership with Acorn House our Scheme Manager and the Centre Manager have highlighted that there is a need to carry on with the Home-Start support once the young people have moved in to their new accommodation in the community. It has been agreed that Home-Start will become involved 6 weeks before they are due to leave and Home-Start will be part of the 'moving on' plan. The support package for Coupal Court will be as follows:

- Home-Start support will enable the parents to take control of their own lives
- Home-Start will help the parents to engage with their local communities – helping them feel that they belong
- Home-Start will help the family to start making steps in developing a healthy lifestyle for parents and child/ren

Home-Start volunteers are non-judgmental and offer a professional befriending service. Emotional support is very high on the agenda and the volunteers can often discuss things with parents whereas other professionals may not have been able to get the parents to open up. e.g. fear of statutory agencies, past history, worries, beliefs and much more. Home-Start volunteers can be a listening ear and help them articulate what it is they want to do with their lives.

The funding is needed to sustain this project so we can offer a seamless service and the clients of Coupal Court see Home-Start as part of their 'moving on' package of support. To sustain this project, we need the funding to train more volunteers, to cover the volunteers' mileage, to offer a full and comprehensive home support service supporting parents to access local provision.

Maximum of 300 words

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.

This project has been developed from discussions with the young people that we are supporting at Acorn House, Bury St Edmunds. From these discussions the young people have said it is very important to them to feel safe and have a place where they have a sense of belonging, to be in control of their lives and being able to support their family within a budget. The families have said how important it is to them to have a relationship with an outside agency. The volunteers have been helping families to look in to the future and articulate what they want from life – what they want to aspire to for themselves and their child/ren. From discussion with the Coupal Court Manager it was decided that Home-Start could provide support for six weeks before the young families are signed off from Coupal Court. This would be via a formal referral to Home-Start from Coupal Court. From the referrals we are supporting at this present time at Acorn House, these parents have often come from a dysfunctional background and would benefit from support to understand their pasts. Some have not had the best start in life, they have been in foster care themselves, missed out on good parenting role models and find it very hard to trust professionals. An outcome of supporting these families before moving on has been the ability to build a trusting relationship between the volunteer and family and the volunteers have been able to feed back to Acorn House with the young parent agreement, any issues or problems the young parents might have. In one case there was a change of support worker as the young person could not relate to her, after the change things have greatly improved and Children Services have closed the case. This family was under Child in Need. Home start is making a big difference to these young parent's lives.

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

A volunteer would be assigned to the parent and they would support the parent with the re-housing bidding process, viewing the places, making sure they were more confident in moving on – helping the parent to make decisions and choices. The support would continue into the new home and for the following six weeks. This provision would then be reviewed and if the support was needed to continue we would offer another 6 weeks support. This would be regularly reviewed and six week 'blocks' of additional support may be necessary for some young families until the young person was confident and competent with the required skills to manage their home, finances and parenting competently.

The volunteer would look in to what other community services were in the area and if needed would attend with the young parent. This will reduce isolation and support both parent and child in developing social skills – most importantly for the child especially in preparing for school. For the parents who might need additional support due to learning disabilities, poor social skills, new to the area and no social network Home-Start will place the most appropriate volunteer with the family depending on the skills, personality and experience. Together the parents will gain confidence and build their self-esteem to be able to live and feel happy, safe and confident within 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.

Coupal Court Manager and Amanda Jacques Home-Start Scheme Manager will have regular planning meetings. Within this meeting future referrals will be discussed and any new clients who may require Home-Start support sooner will be discussed.

There is also currently in place a system where volunteers submit reports to their Family Co-ordinator and have supervision on a six weekly basis which supports the work that they carry out with the family.

16. When will the project start?

April 2017

When will the project finish?

**Ongoing**

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

As our funding streams start to come to a close we will look at funding available at that time to carry on with this project. This will be in junction with Coupal Court.

17. Which years funding are you applying for? 2017/2018

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

5 plus families weekly basis

19. 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? If your project is health related how does it improve health outcomes for residents within community networks and beyond?

The principles for this project follow similar principles as Home-Start. The need categories we monitor are parenting skills, children wellbeing, parent's wellbeing and family management. Within these headings we support the families to make a plan of what they feel their family needs are. To look at different ways to address any problems. We always make sure these are realistic and achievable. The volunteers help to build self-esteem and confidence and offers emotional support. Within this we encourage the families to form wider links with the community and services around them so that they reduce their isolation and become a member of their community. These all support them to look at their well-being. Part of the journey with the family the volunteers undertakes is supporting their emotional needs, this is offering a listening ear. The families often discuss their past and any barriers they feel they have to overcome. This is part of them moving forward. The volunteers are non-judgemental and look at the whole family needs

20. 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>
Home-visiting service:	
Family Co-ordinator salary costs	3671
Scheme Manager salary costs	153
Scheme Support Officer salary costs for monitoring and administration	172
On-going training contribution for volunteers and staff	350
Home-Start preparation course costs for 5 volunteers	1612
Volunteer mileage	1134
Marketing & materials	230
Home-Start fee for insurance, legal cover and organisation support	132
<b>Total cost of items listed above:</b>	<b>7,454</b>

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

£7,454

22. What funds have you raised so far for this project? Clv/b

o

<b>Source</b>	<b>Amount (£)</b>
This project comes under the banner of our pilot work in West Suffolk for the Stepping Stones Project. Stepping Stones is also funded by the Big lottery Reaching Communities Fund. Year 3 funding from the Big Lottery to be received in 2017-18	85,267
Community Chest main fund Bury St Edmunds and Forest Heath 2017-18	9,800
Royal British Legion	9,800
	13,414
<b>Total fundraising:</b>	<b>118,281</b>

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

<b>Funder</b>	<b>Amount (£)</b>	<b>Timescale for decision</b>
Raising the Bar	18,000	Applied Sep 16'
<b>Total:</b>	18,000	

24. 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 St Edmundsbury Borough Council	13,250 13,250	Home-visiting service in West Suffolk Districts
<b>Total:</b>	26,500	

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# Community Chest Application Summary 2017/2018

Local Authority	St Edmundsbury Borough Council
Organisation	<b>Home-Start (Honington)</b>
Amount Requested	£12,294
Total Project Cost	£130,575
Match Funding	£118,281
Partnerships	We anticipate that we will work with the welfare services already active at the base and have a close working relationship with the Children's Centres across Mid and West Suffolk
West Suffolk Bid?	No

## Key Points

- 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.
- We have been fortunate in securing funding from the Royal British Legion (TRBL) to set up and run 12 Stay and Play sessions for pre-school children and their parents, at RAF Honington to meet an identified need in the area.
- Funding is required to cover the salary of a Group Worker who will lead and plan the ongoing sessions, and to cover the costs of their time in supervising volunteers who will assist in the running of the group.
- Funding is also needed for cost of venue hire, refreshments, ongoing training for the volunteers e.g. safeguarding and travel costs for staff and volunteers.
- Project start: **January 2017**
- Project end: **Ongoing**



**St Edmundsbury Borough Council  
Community Chest Grant Application  
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)

Page 3 of 3

1. Name of your organisation(s):
2. Organisation address details

Address Ln1	The Principal's House		
Address Ln2	Kerrison		
Address Ln3	Thorndon		
City/Town	Eye, Suffolk	Postcode	IP23 7JG
Main phone	01379 678552/ 224	E-mail	amanda@homestartmidsuffolk.org.uk
Website	<a href="http://www.homestartmidsuffolk.org.uk">www.homestartmidsuffolk.org.uk</a>		

Main Contact Person		Second Contact Person	
Title	Mrs	Title	Mrs
Forename	Amanda	Forename	Angela

Surname	Jacques	Surname	Dennis
Role	Scheme Manager	Role	Business Manager
Daytime Tel No.	01379 678224	Daytime Tel No.	01379 678552
Mobile No.	07540 282074	Mobile No.	
Email	amanda@homestartmidsuffolk.org.uk	Email	angela@homestartmidsuffolk.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: St Edmundsbury, Forest Heath and Mid Suffolk

\*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)		Home-Start UK network although independent charity status
Constituted Community Group		
Social Enterprise		
Other (Please specify)		

5. How many people are involved in your organisation?

Management committee	5	Service users	
Full Time staff / workers	4	Volunteers and helpers (non-management)	55
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.

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. We 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 a Leader/volunteer.

£225,110

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

8 What was your organisation's total expenditure for last financial year? £214,858

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

10 What are your organisation's current unrestricted reserves or savings? £51,300

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 have been fortunate in securing funding from the Royal British Legion (TRBL) to set up and run 12 Stay and Play sessions for pre-school children and their parents, at RAF Honington to meet an identified need in the area. These sessions include a focus such as messy play, healthy eating and getting the child and parents 'school ready'.

Initially we planned to offer the Stay and Play sessions over a 12 month period, however after discussions with family support staff at the Base it has become clear that a weekly support Group is needed. TRBL have agreed to this change and we now seek funding to extend the Group offering past this initial 12 week period.

Funding is required to cover the salary of a Group Worker who will lead and plan the ongoing sessions, and to cover the costs of their time in supervising volunteers who will assist in the running of the group. We have used our experience in running our Family Group in Bury to realise we need a dedicated Group Worker to manage the sessions rather than leave this entirely to volunteers. The Group Worker will then be the link to our family coordinators and can refer families to our one to one home visiting service if additional support is identified. This Group Worker support model has been used by us successfully in

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 builds on a very successful project at Honington Primary School (2015). Here we used a storyteller and artist to work alongside children throughout the school to explore their feelings and experiences of regularly being moved to a new base and a new school. Through this we developed an excellent understanding of the needs of children and families on the Base. Additionally, we have used our experience in our long-running Group work at RAF Wattisham where there are similar issues. When developing the project we consulted Honington Primary School Base Welfare Officer, First Steps Nursery, Bluebells Children's Centre and the Base Youth Worker about needs and ways to address them, considering how to build on what exists. Additionally, we have feedback from families and teachers about the Honington Primary School project.

We already receive referrals to support families on a one to one basis from Hive staff, Health Visitors and local Children's Centre. They have highlighted the needs faced by families on the base which include the feelings of isolation, poverty, and concerns about children's behavioural issues or development. Most families have been relocated away from their wider circle of support and children need additional emotional support concerning their parent's deployment. We are experienced in supporting families with these needs and we are a catalyst for additional support networks to develop outside the Group meetings. Part of TRBL funding is to provide training for volunteers from the base who will then be involved in supporting families either at the Group sessions or on a one to one basis via our home visiting service. We have already been approached by service personnel who would be willing to undertake such training so they can help and 'give something back' to others.

## 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 and introduce new ways to play and interact with their children. We will train local parents to assist our Group Worker in running the groups. There has already been an active interest shown in helping others and we will facilitate formal training. This means these volunteers will then support other parents and children who attend the Group.

We encourage parents who attend the Group to interact with other parents as well as their own children and many friendships are formed that carry on outside the weekly meetings. This encourages people to get involved with other parents and in the local community. We will work closely with the staff on the Base to ensure our support works alongside any other help that is available. We will signpost families to other support agencies eg Children's Centres, Health Visitors, and if required will encourage the parent to meet with one of our Home Visiting Volunteers.

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 anticipate that we will work with the welfare services already active at the base and have a close working relationship with the Children's Centres across Mid and West Suffolk – some commission us to run Groups, eg, Little Stars play session at Stradbroke and Dads and Kids breakfast group at Stowmarket, we attend their advisory boards and they are our main referrer of families for home visiting. We will work alongside SSAFA to promote our Group and one to one home visiting support. We will work with the RAF Honington Welfare Officer, Hive staff, Youth Club worker, and Nursery and Children's Centre to make sure people are aware of our project and refer families to us. We will also link in with Health Visitors. There are some existing meetings of families so we will engage with these. We already receive referrals for home visiting support from Hive staff, Health Visitors and the Children's Centre, so there is existing awareness of HSMS.

14 When will the project finish? **Ongoing**



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

Over the course of the year, we will work to make this support sustainable, through recruiting and training a network of local volunteers who will be available to support families. Central to our work with families is that we work to help families help themselves, by giving them the knowledge, skills and confidence to do this. The work that we do with families should therefore have a sustained impact.

As our funding streams start to come to a close we will look at funding available at that time to carry on with this project to fund our Group worker costs.

15 Which years funding are you applying for? 2017-18

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

40 families annual basis

17 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? If your project is health related how does it improve health outcomes for residents within community networks and beyond?

The principles for this project follow similar principles as Home-Start. The need categories we monitor are parenting skills, children wellbeing, parent's wellbeing and family management. Within these headings we support the families to make a plan of what they feel their family needs are. To look at different ways to address any problems. We always make sure these are realistic and achievable. The volunteers help to build self-esteem and confidence and offers emotional support. Within this we encourage the families to form wider links with the community and services around them so that they reduce their isolation and become a member of their community. These all support them to look at their well-being.

Part of the journey with the family the volunteers undertakes is supporting their emotional needs, this is offering a listening ear. The families often discuss their past and any barriers they feel they have to overcome. This is part of them moving forward. The volunteers are non-judgemental and look at the whole family needs

19 What is the total cost of the project?

£12,294

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.

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Item or activity	Cost (£)
Honington Family Group:	
Group Worker salary costs	3,332
Scheme Manager salary costs	183
Home-Start preparation course costs for 5 new volunteers	1,612
On-going training contribution for volunteers and staff	350
Volunteer mileage	1,800
Marketing & equipment	2,200
Running costs	2,600
Home-Start fee for insurance, legal cover and organisation support	217
This project comes under the banner of our pilot work in West Suffolk for the Stepping Stones Project. Stepping Stones is also funded by the Big lottery Reaching Communities Fund. Year 3 funding from the Big Lottery to be received in 2017-18	85,267
Community Chest main fund Bury St Edmunds and Forest Heath 2017-18	9,800
	9,800
Royal British Legion	12,294
<b>Total cost of items listed above:</b>	<b>122,941</b>

20 How much funding are you applying to us for?

21 What funds have you raised so far for this project?

<b>Total fundraising:</b>	118,281

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

Funder	Amount (£)	Timescale for decision
Raising the Bar	18,000	Applied Sep 16'
Funder	Amount (£)	Reason for funding
Forest Heath District Council	13,250	Home-visiting service in West Suffolk Districts
St Edmundsbury Borough Council	13,250	
<b>Total:</b>	18,000	
<b>Total:</b>	26,500	

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

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# Community Chest Application Summary 2017/2018

Local Authority	St Edmundsbury Borough Council
Organisation	<b>Our Special Friends</b>
Amount Requested	<i>£18,000 over three years. Yr1 - £6,000, Yr2 - £6,000, Yr3 - £6,000</i>
Total Project Cost	£37,440
Match Funding	None
Partnerships	We don't have formalised relationships but we have been working alongside, receiving from, and referring cases to, a wide variety of groups/organisations including: AgeUK, St Nicholas Hospice, Sensing Change, Community Mental Health, Local Veterinary Practices, Social Services and Alzheimer's Society
West Suffolk Bid?	Yes

## Key Points

- The charity offers a range of practical and emotional support services to help isolated and vulnerable individuals continue to benefit from animal companionship during illness, bereavement and other crises.
- Current admin support is unable to keep up with back end office tasks e.g. filing, phone answering, fundraising applications, volunteer packs and badges, organising and managing events let alone entering new client information. In order to continue our work across Forest Heath and St Edmundsbury OSF needs to generate a consistent income stream to cover ongoing costs.
- We hope to raise awareness of the charity's work by means of a regular newsletter and fundraising events but this will require a further investment of admin time.
- If there are voids that can be filled with a new companion animal, we can endeavour by our assessment/research and guidance to create relationships that are age and lifestyle appropriate.
- Project start: **April 2017**
- Project end: **April 2020**

**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):

Our Special Friends

2. Organisation address details

Address Ln1	West End House		
Address Ln2	Upper Green		
Address Ln3	Higham		
City/Town	Bury St Edmunds	Postcode	IP28 6PA
Main phone	01284 247077	E-mail	office@ourspecialfriends.org
Website	ourspecialfriends.org		

Main Contact Person		Second Contact Person	
Title	Mrs	Title	Ms
Forename	Belinda	Forename	Alison
Surname	Johnston	Surname	Martin
Role	Chief Executive	Role	Office Manager
Daytime Tel No.	██████████	Daytime Tel No.	01284 247077
	██████████		
Mobile No.	██████████	Mobile No.	n/a
Email	Belinda.johnston@ourspecialfriends.org	Email	Alison.martin@ourspecialfriends.org
Address Details (if different from Org address)		Address Details (if different from Org address)	
Ln1		Ln1	7 Grove Road
Ln2		Ln2	Walsham-le-Willows

Town		Town	Bury St Edmunds
Post Code		Post Code	IP31 3AF

### About your organisation

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

Several but St Edmundsbury for this application

\*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: 1156778
Applying for charitable status		
Company limited by guarantee	x	Company number: 08769892
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	70
Full Time staff / workers	0	Volunteers and helpers (non-management)	57
Part Time staff / workers	2	Advisory Committee	4

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.

Our vision is of a society which recognises the vital role that companion animals play in the lives and wellbeing of people and which ensures that neither a lack of financial resources, physical disability or ill health result in separation from their companion animals. The charity offers a range of practical and emotional support services to help isolated and vulnerable individuals continue to benefit from animal companionship during illness, bereavement and other crises.

Our Special Friends aims to apply the proven benefits of animal companionship and emotional support to enhance the wellbeing of people and animals.

We are:

A trusted and professionally respected charity, building awareness and enabling delivery of proven benefits of animal companionship to people at vulnerable times in their lives.

Helping people to retain the companionship of animals by enabling practical assistance thereby supporting the wellbeing of both people and their animals.

Supporting and empowering people during difficult times and when facing difficult decisions concerning companion animals.

Facilitating effective collaboration between human and companion animal organisations and support networks.

Through the support we provide, we may sometimes be able to identify unmet health and social care needs of vulnerable people which may be concealed from others. We can then put them in touch with other social and health care providers.

We are putting evidence into practice as the health and social benefits of appropriate, well matched and supported human-companion animal relationships are proven. They prevent social isolation, encourage mobility and enhance physical and mental wellbeing; facilitating independent living. GP services are not called upon so often, less medications are taken etc. However, when people or animals are vulnerable there can be welfare issues for both and so being able to access and address these issues can make a real difference to anxiety, subjective wellbeing and quality of life.

OSF was initially set up to find and support grieving people isolated in the community as it developed out of bereavement workshops within the veterinary profession. Vets see mental and physical frailty in their clients but are not in a position to address this. OSF is able to access people through their love of animals in an easily accessible, non-confrontational way. We have been described as a diagnostic tool which is part of a preventative health initiative.

Individuals, family members and carers benefit. Organisations that need our specialist input include ageUK, St Nicholas Hospice, Community Mental Health etc

*Maximum of 300 words*

7. What was your organisation's total income for last financial year? £27,695
8. What was your organisation's total expenditure for last financial year? £18,698
9. Does your organisation have more than six months running costs? Yes
10. What are your organisation's current unrestricted reserves £11,840



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.

**Administration to enable delivery of:  
COMPANION ANIMAL SUPPORT SERVICES AND ANIMAL-ASSISTED  
ACTIVITY IN THE ST EDMUNDSBURY AREA**

**Need for more admin support/growth**

Current admin support is unable to keep up with back end office tasks e.g. filing, phone answering, fundraising applications, volunteer packs and badges, organising and managing events let alone entering new client information. Since April 2016, we have 26 potential volunteers and 184 new contacts along with 80 organisations but admin volunteer help is limited sometimes to just a few hours a week which is insufficient to cope even with existing tasks. At present we are struggling to provide service delivery to our current area due to the increasing demand.

In order to continue our work across Forest Heath and St Edmundsbury OSF needs to generate a consistent income stream to cover ongoing costs. We hope to raise awareness of the charity's work by means of a regular newsletter and fundraising events but this will require a further investment of admin time.

Maximum of 300 words

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.

OSF has been running for 5 years. Over 700+ cases have been addressed and there is proven need for our novel holistic approach interfacing between the human and animal health and social care organisations.

If there are existing people/pet relationships with vulnerability on either side of the equation, we can help.

If there are voids that can be filled with a new companion animal, we can endeavour by our assessment/research and guidance to create relationships that are age and lifestyle appropriate. If it is not possible for people to have a

companion animal, then we match them to a local DBS checked volunteer who visits regularly with their own animal (that has been checked for health and behaviour).

“The service, support, kindness and understanding that you have offered me has been undoubtedly the best.

The Jenkins family (OSF volunteers) have been wonderful, there are no words to express my gratitude to them for their care of Sophie when i have had to stay away from home after chemotherapy.

Without their continuing care, she would have to either be rehomed or placed in a cattery which would cause some financial strain for me.

Having the ability to keep my precious Sophie is one that causes me a relief from stress and loneliness. She offers me unconditional love no matter how unwell i feel.

**Jennifer P. Aug 2016**

"I have been visiting a 90 year old man and his wife in Bury St Edmunds for almost two years. He suffers from the early onset of dementia and his 79 year old wife is his carer. From the word go, I took my border collie 'Holly' to see them. They love dogs and, until they were unable to walk one, had dogs of their own.

The lady idolises Holly and spends a lot of time stroking her and playing ball with her in the garden. In the good weather she will sit on the grass with her and rub her tummy. She often buys her little biscuit treats.

The wife has said to me that her husband is a completely different man since we started visiting. He had become withdrawn and only happy when in his own company. He is much more talkative now and regularly pulls my leg.

Holly has provided them with access to a pet which they would never otherwise have. They regard her visits as a very important part of their lives.”

**Michael G Aug 2016**

Maximum of 300 words

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

We bring together people in the same locality who are keen to offer their help, with people who need help. By our recruitment process we are ensuring that appropriate volunteers are well matched to clients so that it is a win:win. By training and supporting our volunteers in areas like Dementia we are raising their skills and understanding of how to communicate with someone with Dementia. Our intervention empowers people and the intent is to increase resilience and social cohesion. Our emotional support enables people to be 'heard' and by signposting and working with other already existing support, we are facilitating integrated care.

Maximum of 300 words

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 don't have formalised relationships but we have been working alongside, receiving from, and referring cases to, a wide variety of groups/organisations including:

AgeUK  
 St Nicholas Hospice  
 Sensing Change  
 Community Mental Health  
 Local Veterinary Practices  
 Social Services  
 Alzheimer's Society

Case E.G.

Social worker referred socially isolated, disengaged 69 yr lady with 2 dogs. Recently out of hospital. Husband died 6 yrs ago and reclusive since. Significant public health issues. RSPCA involved. Ongoing chronic medical/mobility conditions. Having physiotherapy but being passive. OSF has visited with Social Worker, assessed and reassured owner. Matched case to experienced OSF volunteer and looking at providing pet care assistance while also influencing the community physiotherapist to encourage functional goals involving the pet as they are proven motivators of exercise engagement and improved outcomes.

There are others but we are time limited in completing this form.

Maximum of 300 words

16. When will the project start?

April 2017

17. When will the project finish?  
 project ongoing?

April 2020

or is the

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

When the funding ends, we hope to have further funding solutions to provide for the future admin support.

**Sustainable business plan for funding future admin support.**

We have taken on a fifth trustee who is also our treasurer. He has set up a funding committee which has introduced a coherent funding strategy that caters for both our current level of service and the first phase of our expansion. This strategy includes:

- a. continued liaison with existing donors and keeping them informed
- b. fundraising applications to charitable trusts by our trustees
- c. setting up of a membership scheme
- d. possible 'crowdfunding' initiatives
- e. charging for the training that we give at present

Immediate Options identified by our fundraising team.

Type	Potential outcome	Activity required	Initial objective per annum to reach the £40k pa
Grants/Donations from organisations	These are the most lucrative, but require dedicated applicants to research potential	Grants/Donations. Applications will be made by DC, MJ and IH at an initial rate of 2/applications/month. Sourcing potential donors should be	£10k

	donors and write the applications.	made by the applicants using <a href="http://www.trustfunding.org">www.trustfunding.org</a> and <a href="http://www.fundingcentral.org.uk">www.fundingcentral.org.uk</a> . To avoid duplication of effort, applicants will need access to a web-based database	
Membership schemes	Relatively simple to implement with a reasonable return for the effort expended	These too would provide rapid results so a membership scheme or schemes should also be examined as a matter of priority.	£5k
Donations from individuals	Can be quite lucrative but donors need keeping sweet so medium effort.	These will be the result of service delivery but letters of thanks should be written by members of the fundraising committee	£10k
Donation boxes	Low yield, easy to set up but need regular maintenance.	Need to identify retail sites where cash is still spent, rather than contactless cards etc. Garages, pubs	£1k
Charging for services	Relatively low effort but needs very careful handling of existing relationships. This could be to provide training of organisations needing to understand more about the Human Animal Bond	Results from this would be almost immediate. The CEO should thus look at ways of implementing charges as a matter of priority.	£3k
Local Authority Grants	Relatively high impact for modest effort. Currently applications have been the responsibility of the CEO but, with guidance, these could be passed to the fundraising committee for action.		£5k
Events	These can be productive, but unless OSF is the nominated charity for an event organised by others (e.g. excellence of Youth) then these events need a significant amount of resource to make them	Excellence of Youth. Ask for OSF to have a three year agreement with EOY.  “Walk and Talk” with health professionals and councillors etc. Available on the walk for conversations during the walk.  Regional lunches	£5-10k

	happen.		
Pennies / Just Giving	These can be set up relatively easily and should be low effort once set up and yet enable people to give on a regular basis, or to use these		£1k
Affiliate schemes	These would be achieved via an option on a company website. An initial effort to set up but then should be steady state.  If combined with e.g. a pet retailer (or veterinary practice) this could be an annual event organised by the affiliate company.	Eg when a customer is buying an insurance policy, or subscribing to Vetstream's services, this site will have an option for people to make a commitment to donate a regular amount each month or year.	£1k

Maximum of 300 words

18. Which years funding are you applying for? 04/2017-03/18; 04/2018-03/2019; 04/2019-03/2020

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

20+/week, difficult to predict due to influencing and training others which escalates the outcomes

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? If your project is health related how does it improve health outcomes for residents within community networks and beyond?

More people receiving OSF services empowering them and enabling the evidenced health and social benefits to be optimised; enhanced independent living, subjective wellbeing, community cohesion.  
Efficient and effective service delivery and volunteer management, training, support and retention.  
Complete and accurate data entry (please see attached case for support)  
  
Our work is a relatively low cost preventative health initiative. There is a large amount of evidenced research which we are currently having summarised.

<https://habri.org/research>

[https://www.amazon.co.uk/Handbook-Animal-Assisted-Therapy-Foundations-Interventions/dp/0128012927/ref=dp\\_ob\\_title\\_bk](https://www.amazon.co.uk/Handbook-Animal-Assisted-Therapy-Foundations-Interventions/dp/0128012927/ref=dp_ob_title_bk)

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 (£)
Paid admin @ £10 ph, (8 hrs pd, 3 days pw) 24 hrs per week	240
52 weeks pa	12,480
3 years	37,440
<b>Total cost of items listed above:</b>	<b>37,440</b>

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

£18,000

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

Source	Amount (£)
We have none raised to date but we have other initiatives in line with our developing fundraising strategy.	
<b>Total fundraising:</b>	

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

Funder	Amount (£)	Timescale for decision
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None so far. Very much work in progress. However, we have identified the following grant making trusts as potential sources: The Alborada Trust; The H.B. Allen Charitable Trust; The Lord Faringdon Charitable Trust; The Ganzoni Charitable Trust; Simon Gibson Charitable Trust; The Hobson Charity Ltd; The Muriel Jones Foundation; The Kennel Club Charitable Trust; The Mackay and Brewer Charitable Trust; The Persula Foundation Richer Sounds; Mrs L D Rope Third Charitable Trust; Annie Tranmer Charitable Trust; Henry Smith Foundation; Lloyds Bank Foundation Trust; Pet Plan Charitable Trust.		
<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>
Bury St Edmunds Locality Funding (Risbygate)	500	Volunteers & dog assessments, fish tank, bird feeders & leaflets
Forest Heath DC Community Chest	6000	Database software & salaried admin
Forest Heath Council Locality Budget	500	Laptop & software
<b>Total:</b>	7000	

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# Community Chest Application Summary 2017/2018

Local Authority	St Edmundsbury Borough Council
Organisation	<b>Suffolk Coalition of Disabled People (SCODP)</b>
Amount Requested	<i>£36,120</i>
Total Project Cost	£36,120 over a two years
Match Funding	None
Partnerships	University of Suffolk – Sue Hollinrake Suffolk County Council – Sara Spencer Lauren White- Miller – Family & Community Team
West Suffolk Bid?	Yes

## Key Points

- We are an organisation of disabled people, run and controlled by disabled people. The organisation aims to:

Ensure decisions that are made about services and support that affect disabled people are made with disabled people in true co-production;

To ensure that disabled people have choice and control over their lives;

To give disabled people an opportunity to come together to discuss the issues that they want to discuss and to take action together on issues that are important to them;

To provide information, advice and support to enable disabled people to live the lifestyle of their choice.

- Forest Heath will become our next target area, we would like to work together with disabled people from this area to determine what the issues are that prevent them from being fully integrated into their community whether that is in relation to leisure, employment services or support.
- Project start: **April 2017**
- Project end: **March 2019**

**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):

Suffolk Coalition of Disabled People (SCODP)

2. Organisation address details

Address Ln1	Epsilon House Business Centre		
Address Ln2	1 – 5 Epsilon Terrace		
Address Ln3	West Road		
City/Town	Ipswich	Postcode	IP3 9FJ
Main phone	01473 276115	E-mail	enquiries@scodp.org.uk
Website	www.scodp.org.uk		

Main Contact Person		Second Contact Person	
Title	Mr	Title	Mrs
Forename	Geof	Forename	Kathy
Surname	Dix	Surname	Bole
Role	Disability Development Officer	Role	Chairperson
Daytime Tel No.	01473 276115	Daytime Tel No.	01473 276115
Mobile No.	██████████	Mobile No.	██████████
Email	Geof.dix@scodp.org.uk	Email	Kathy.bole@scodp.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	

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**About your organisation**

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

Suffolk Wide

\*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: 1146878
Applying for charitable status		
Company limited by guarantee	x	Company number: 7877035
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	
Full Time staff / workers		Volunteers and helpers (non-management)	3
Part Time staff / workers	4		

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.

SCODP was established in 2012 to ensure disabled people had a voice in decisions and services that affect them. We are an organisation of disabled people, run and controlled by disabled people. The organisation aims to:

Ensure decisions that are made about services and support that affect disabled people are made with disabled people in true co-production;  
 To ensure that disabled people have choice and control over their lives;  
 To give disabled people an opportunity to come together to discuss the issues that they want to discuss and to take action together on issues that are important to them;  
 To provide information, advice and support to enable disabled people to live the lifestyle of their choice.

We work with statutory and voluntary sector organisations across the county and ensure that disabled people are involved in all aspects of our work. We offer volunteering opportunities to enable people

to gain skills, experience and self-confidence. We are responsible for the Suffolk Co-production network which brings together statutory and voluntary organisations to work on issues of mutual importance.

The primary beneficiaries of our organisation are disabled people and their families but we work closely with other organisations across Suffolk to ensure people are able to access a wide range of services which enables them to take part in all activities available within their local communities. We also work closely with the University of Suffolk to research and support service delivery for disabled people

*Maximum of 300 words*

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:

- 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.

Expert researchers is a program we have undertaken within the Ipswich area to find out if changes are required to current services to allow disabled people to live a fully accessible and active life. The program has been a success in Ipswich reporting varied outcomes in order to create a detailed report from which a display at University of Suffolk will be held.

West Suffolk will become our next target area, we would like to work together with disabled people from this area to determine what the issues are that prevent them from being fully integrated into their community whether that is in relation to leisure, employment services or support. This program will allow disabled people to engage in research that is relevant to them, receive training in research and interview techniques building self-esteem and confidence, to act as peer supporters to other disabled people, especially those that have recently acquired an impairment to provide support, encouragement and relieve social isolation.

Maximum of 300 words

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.

Expert researchers is a co-produced piece of work between SCODP, Suffolk County Council and University of Suffolk. The pilot scheme has been run in Ipswich and is funded by our own money. Initially we recruited disabled people as Researchers who were offered training into research for 6 weeks at the University of Suffolk followed by the recruitment of Participants, all disabled people, to log, photograph and record their daily activities which included services used, transport, leisure, statutory services assistance required and general wellbeing. Services, good or bad, blogs and pictures taken by the participants were analysed by the researchers where findings showing trends and concerns were recorded in preparation for a public display at University of Suffolk on October 12 2016. This program has empowered the researchers and participants to be confident and assertive regarding their needs for services and wellbeing. We are presenting this program at Lodz University, Poland on September 29 2012 at the Participatory Social Work, Approaches, Barriers, Critique seminar along with the analysis we have gathered. We would like to target the West Suffolk Area with this piece of work, recruiting researchers and participants within the West Suffolk boundary, offering the same training package, to collate the evidence within that area.

Maximum of 300 words

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

It will provide disabled people with the ability to:

- Work together to identify the issues of importance to them;
- Obtain training on research, interviewing and analysis skills;
- Use the skills learnt to enhance other areas of their lives;
- Understand what is available in the local community;
- Be part of the change and possible improvement within the local community;
- Work together to provide solutions to the issues raised;
- To take part in an expert research programme to record what it is like to be a disabled person in West Suffolk;
- To take part in activities and be supported by volunteers with the same interest to enable people to be full and active members of their communities;
- To learn skills and gain confidence as peer supporters;

Maximum of 300 words

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.

SCODP works closely with a number of voluntary and statutory organisations. If our project bid was successful we would look to work with our partner organisations to identify disabled people and to deliver this programme. Our main partners would be:

- University of Suffolk – Sue Hollinrake
- Suffolk County Council – Sara Spencer
- Lauren White- Miller – Family & Community Team

Maximum of 300 words

16. When will the project start?

April 2017

17. When will the project finish?  
project ongoing?

March 2019

or is the

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

We would work throughout the project to ensure that disabled people in West Suffolk are equal partners in the design and delivery of all aspects of this project. This would enable us to ensure that each element is led by local disabled people and we would help them to develop the skills and expertise to continue the work after the funding has ceased.

Maximum of 300 words

18. Which years funding are you applying for?

2017/2019

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

All Disabled People across West Suffolk

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? If your project is health related how does it improve health outcomes for residents within community networks and beyond?

We will recruit and train 30 researchers and 60 participants to conduct the research within the West Suffolk area, the research will cover all aspects of disability and how disabled people manage their daily lives, use services and access amenities that are available to them and discover areas where new or improved service may be required. The progress of the Researchers and Participants will be closely monitored, further guidance and advice will be given where required, constant support, evaluation and regular group meetings will be held to ensure program is on schedule and results are being captured.

The findings and analysis will have an effect on the current services provided and signify how change could take place in the areas where it may be required. This program will connect all people within the community, giving non-disabled people and insight into disabled people's lives and how change may help to integrate society. Researchers will carry out the analysis and evaluate the trends and common themes captured by the participants, a detailed report will be created where findings will be displayed using the blogs and images to present to Local Authorities, Service providers, local businesses and general public.

Maximum of 300 words

21. What is the total cost of the project?

££36,120.00 – (2 year period)

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>
Staff: 40 days @ £128 per day	5,120.00
Volunteer Expenses @ 40p per mile	4,000.00
Recruitment costs – researchers and participants	3,000.00
Researchers/participants wages	6,000.00
Publicity Materials	4,000.00
Travel expenses – staff	3,000.00
Meeting rooms for project set up group	1,000.00
Meeting rooms for interviews/training/analysis	4,000.00
Refreshments etc.	1,500.00
Trainers expenses (SS & SH)	1,500.00
Equipment – cameras, Dictaphones, stationery etc.	1,500.00
<b>Total cost of items listed above:</b>	<b>£36,120.00</b>

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

££36.120.00

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

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

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

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



# Community Chest Application Summary 2017/2018

Local Authority	St Edmundsbury Borough Council
Organisation	<b>Suffolk West Citizens Advice Bureau (MoneySmart)</b>
Amount Requested	£27,192
Total Project Cost	£27,192
Match Funding	None
Partnerships	<ul style="list-style-type: none"> <li>• Citizens Advice local offices across West Suffolk – for local face to face advice and casework</li> <li>• Local authority locality officers – for their local knowledge and referrals</li> <li>• Local solicitors – monthly appointment rota in Haverhill with 3 different firms, and free half hour referral rota in BSE with 6 firms</li> <li>• And many others</li> </ul>
West Suffolk Bid?	Yes

## Key Points

- Our service provides free information, advice and advocacy to all members of the local community.

Funding enables the project:

- To provide guidance on how to locate trusted information including Citizens Advice
- To maintain contacts in the community and communicate changes in the availability of sources of help
- To provide money management training to small groups
- To raise awareness of the dangers of scams and give examples of current scams and how people can protect themselves
- To help people to save money on energy costs including how to switch energy providers and reduce energy use
- To promote understanding of safe methods of saving and borrowing, and steer people away from doorstep lenders and high interest credit schemes
  
- Project start: **01 April 2017**
- Project end: **31 March 2018**

## 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):

Suffolk West Citizens Advice Bureau

2. Organisation address details

Address Ln1	Risbygate Centre		
Address Ln2	90 Risbygate Street		
Address Ln3			
City/Town	Bury St Edmunds	Postcode	IP33 3AA
Main phone	01284 767572	E-mail	<a href="mailto:Jane.ballard@swcab.org.uk">Jane.ballard@swcab.org.uk</a>
Website	<a href="http://www.suffolkwestcab.org.uk">www.suffolkwestcab.org.uk</a>		

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, Forest Heath, Mid Suffolk, South Cambridgeshire

\*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:1144118
Applying for charitable status		
Company limited by guarantee	x	Company number: 7645392
Community Interest Company		
Part of a larger regional or national charity (Please state which one)		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		
Social Enterprise		
Other (Please specify)		

5. How many people are involved in your organisation?

Management committee	9	Service users	5,787
Full Time staff / workers	3	Volunteers and helpers (non-management)	115
Part Time staff / workers	16		

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.

Our service provides free information, advice and advocacy to all members of the local community. Our aim is to provide information and advice that clients need at the time they need it, and to target our resources towards providing detailed casework for those unable to manage their problems themselves, for whatever reason.

We aim to be a first point of contact to provide help ourselves or refer clients to trusted organisations, to address all issues that result from their problems, not just the single reason for their contact, to enable them to move forward/be as independent as possible.

Our dual aim is to promote change locally and nationally through our research and campaigning work, using client experiences to lobby parliament and a range of other organisations.

We are also working to reduce discrimination and ensure that people are treated fairly.

Our service also provides:

- Casework in welfare benefits, money advice, employment, housing, consumer issues, child support and level 1 immigration
- Disability benefit form filling by a group of trained and experienced advisers within the welfare benefits team
- Form completion and advice on power of attorney by a trained adviser
- Financial capability team providing group training in money management (understanding budgeting, safe methods of saving and low cost loans, income maximisation and cost reduction, including identification of priority and non-priority expenditure)
- 1:1 budgeting interviews (particularly useful for money advice clients to enable us to work with them on debt issues)
- Awareness and training in reducing energy costs, saving energy, switching providers and the availability of help, financial and otherwise, to the vulnerable
- Core support for project work: with people affected by MS, the provision of advice in GP surgeries and community work across rural Forest Heath
- Supported volunteering and work experience, to develop confidence and skills, and prepare for further education or employment

*Maximum of 300 words*

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.

Funding is needed for:

- Four offices across West Suffolk (as cost-effective as possible, with two in local authority offices, providing a focus for the community and a base for caseworkers, projects, telephone advice and training)
- Our mainly part-time staff of 11.9FTE in total out of which 10.8FTE are core staff and the remainder are project workers
- Reference materials/software, including our comprehensive information system and national case recording database (enabling us to provide help to clients moving into our area)
- Registration of trained staff, such as our Debt Relief Order intermediaries
- Travel expenses for our volunteers, on the principle that they give their time and commitment but should not incur costs, and across a rural area this has an impact
- Working with and supervising work experience students, and volunteers with particular support needs
- Statutory monitoring and compliance with our financial obligations
- Networking and partnership working with other agencies, more essential in changing times when some agencies are reducing or losing services

Advice is provided face to face and by telephone and funding has enabled:

- Increased telephone access to advice (our trial changes in hours have enabled phone calls to more than double as a method of primary contact)
- Planning with Citizens Advice for us to join the Suffolk Adviceline has commenced, in which we will share initial calls with local bureaux in order to increase our ability to respond to demand

Calculations by Citizens Advice using a Treasury-approved methodology show our own value in 2015-16 as:

- £11.83 in public value for every £1 invested
- £14.33 in benefit to individuals for every £1 invested

Maximum of 300 words

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.

Access to timely advice and trusted information can make a great difference in peoples' lives – ensuring they receive all the income they are entitled to, preventing them falling victim to scams, and giving them more control over running their lives. Increased housing costs are squeezing household budgets and creating difficult choices, particularly when income is reduced, so advice at the point of life changes can be critical.

- Child poverty at 17% in St Edmundsbury (re End Child Poverty group statistics)
- Overturn rate of welfare benefit decisions at tribunal (April to June 2016) was 58% - with highest likelihood of success when represented
- 74% of lowest income households have never switched fuel supplier, could be paying up to £300 more annually (Citizens Advice)
- Total cost of mass-marketed scams can be as high as £5 billion (CTSI)
- Fuel poverty campaigners claim number of excess winter deaths increased last winter to 49,260, of which around 14,780 were due to people living in cold homes
- Latest government household statistics show some households are paying up to 43% of their income in housing costs
- Latest Citizens Advice statistics show rent-to-loan and logbook loans are replacing payday loans as significant high cost credit options

These are all areas of life where we can make a real difference – recognised by Haverhill South earlier this year, when residents voted to award us a grant for financial capability work in their area, aware that money management training and support was needed and could promote change.

We know that 1 in 4 people in debt have mental health problems. A client survey found that debt / poor money management skills places significant strain on families: Strain of fuel bills (43%), struggle to understand money (25%), creditor harassment (39%), threatened by creditors (16%), stress (42%) – (16% saw GP), relationship problems (33%) - leading to domestic violence (5%).

Maximum of 300 words

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

Our increasing community work is building awareness of our own service as a source of advice, but also:

- increasing links between other, often very small, local groups.
- mapping sources of help and advice, from community luncheon clubs to parental support groups, which we can then publicise through community talks and our website
- providing more signposting and referral as part of our information service than previously
- development of access to advice by phone means that local people can access more immediate help for themselves or each other, making it a more effective result of sharing information
- supporting other agencies, such as banks, to run open days to provide awareness of scams

Over 80% of our workforce are volunteers and this results in:

- continuing value of life experience after retirement
- proven benefits in health and wellbeing
- combatting loneliness
- increasing confidence and employability
- increasing the knowledge base of the community, in help available from local organisations
- valued experience by potential employers
- experience of real work environment

We regularly offer work experience to local schools and the college, and this year have two students with us longer term to develop their skills and enable them to move on to employment. External feedback on one student is that his confidence has increased significantly, and both have chosen to extend their volunteering with us.

Maximum of 300 words

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 work with the following agencies, and would continue client referrals with them appropriately:

- Citizens Advice local offices across West Suffolk – for local face to face advice and casework

- Local authority locality officers – for their local knowledge and referrals
- Local solicitors – monthly appointment rota in Haverhill with 3 different firms, and free half hour referral rota in BSE with 6 firms
- Local banks – in general awareness of scams but also referrals of customers raising concern
- Shelter – for housing and homeless advice (and casework for clients eligible for legal aid)
- SNAP – for practical support for clients threatened with losing their home
- Housing Associations – particularly Havebury and Flagship, with whom we are able to resolve some issues before court or crisis
- ISCRE – discrimination lawyers providing legal representation, mainly used for employment and consumer discrimination but covering all areas of discrimination under the law
- Rural Coffee Caravan – reaching isolated villages with information
- Womens' Refuge – provide advice and outreach support for victims of domestic violence if unable to access the refuge
- Suffolk Family Carers – provide support for clients with caring responsibilities and help reduce their isolation
- GP's – we are building a closer relationship/understanding with the 2 surgeries in the current trial in Haverhill, enabling referrals from them and requests from us for written support for client casework
- Many small local groups with whom we have regular contact through our community work, and to whom we refer clients with specific needs
- Trading Standards – we currently report consumer issues from across the Suffolk Citizens Advice offices, initially anonymously, and we are pleased that they have successfully prosecuted in 2 of the cases SWCAB have referred to them
- Healthwatch – we are discussing entering a similar agreement to Trading Standards with them, so they can take up health issues raised with the providers

Maximum of 300 words

16. When will the project start?

1<sup>st</sup> April 2017

17. When will the project finish?  
project ongoing?

31<sup>st</sup> March 2018

or is the

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

Applying for funding, undertaking fundraising events (to raise awareness of our status as a charity as well as raising funds) and continually evaluating the potential of the work we do for the ability to contribute financially is ongoing within the bureau.

Core funding is increasingly difficult to raise although it is vital to our ability to then target resources. We have therefore developed our project work, and find that some elements of our work are attractive to funders aiming to reach specific groups, but we always apply to extend and develop work that will enhance the advice service we offer to the community, as with the MS project in which we can offer home visits and ongoing support by the same caseworker.

Similarly with the project in GP surgeries, which we would like to extend since again it takes access to advice out of the bureau to reach a group that may not otherwise seek help and some of the work we can do there is transforming. We will therefore be seeking funding to develop this work which will also rely on a strong core service to support the casework and quality elements.

We have always valued the support we receive from local authorities and are increasingly able to measure the value we provide in return:

- To customer services – as a first port of call for help
- To benefits and revenues – to help resolve housing benefit queries, and to support the collection of council tax through our money advice work which promotes priority debt repayments
- To housing – to enable people to remain in their homes where possible through income maximisation, money advice, and advice on repairs/tenancy deposits/notice
- Contributing to the self-reliance of the community through the provision of advice and information

Maximum of 300 words

18. Which years funding are you applying for?

2017-18

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

Approximately 6,250 directly, with another 1,000+ due to projects reliant to an extent on the core service

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? If your project is health related how does it improve health outcomes for residents within community networks and beyond?

Thriving voluntary sector and active communities:

- Supportive volunteering environment for people who need to build confidence and develop skills in order to enter or return to work
- Working with young people to offer meaningful work experience, developing an understanding of the responsibilities of employment, and supporting them towards further education or employment
- Using the skills and experience of people retired from their working life, for whom their continuing contribution to the local community keeps them active mentally and physically
- Enabling people to enter or maintain work through advice on in-work benefits and money advice to reduce costs

Number of volunteers to be trained during year: 35-40 (27 trained in 2015-16 with ongoing volunteer recruitment)

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

- Access to information, developing control over their lives through community training, bringing more money into the community through income maximisation,
- providing training and skills development, enabling links to be made within the community to a range of ongoing support
- providing a single point of contact for a wealth of advice and connections to other agencies

Financial capability statistics: training 850 to 1,000 people in community groups (833 trained in 2015-16 plus 94 front line workers)

Financial gains: £900,000 plus (£710,900 recorded in financial benefits and debt written off in 2015-16)



Improved wellbeing, physical and mental health:

- Through enabling people to continue working despite health issues, combating discrimination and enabling access to additional income for support needs through in-work benefits
- Reducing pressure on mental health through practical advice and support, dealing with debts and maximising income
- Providing information and advice pro-actively to avert crisis
- Promoting awareness of help with energy costs to improve winter health
- Links with organisations such as Shaw Trust for in-work support and ISCRE for employment discrimination

Maximum of 300 words

21. What is the total cost of the project?

£466,569

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 (£)
Salaries - including NI and pension	316,704
Staff and volunteer costs - including training and travel	30,900
Office costs - including IT, telephone, reference materials/subscriptions, stationery etc	35,250
Premises - including rent, rates, heat and light, repairs and maintenance	77,615
Governance - including audit, professional fees, reports and AGM	4,800
Other costs - publicity and promotion, interpreting costs etc	1,300
<b>Total cost of items listed above:</b>	<b>466,569</b>

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

£182,000

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

<b>Source</b>	<b>Amount (£)</b>
Estimated and due for confirmation at different times through the year but based on current and previous years' funding	
MS Project	19,846
Donations, fundraising and other income (including bank interest and capital investment restricted funds)	20,833
Room hire/rent from tenants/Insolvency Service payments/miscellaneous	18,000
Citizens Advice -Energy Best Deal funding/Big Energy Savings Week etc	21,000
DECC – Big Energy Savings Network	10,000
Suffolk Community Foundation – bids to specific funds	5,000
Universal Credit – potential roll out to full service during the year	5,000
<b>Total fundraising:</b>	<b>99,679</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>
Suffolk County Council - estimated	75,000	February 2017
Mid Suffolk District Council - estimated	5,200	February 2017
South Cambridgeshire District Council (yr 2 of 3 year funding agreement)	5,950	Confirmed
Town councils – potential funding unconfirmed	5,000	In discussions with one council and others during 17-18
Forest Heath District Council (yr 2 of 2 year funding agreement)	39,650	Confirmed
FHDC – Outreach at RAF Mildenhall (awarded but postponed until required)	8,500	Unknown as yet
FHDC – Rural MoneySmart programme	30,000	December 2016
St Edmunds Trust	15,000	December 2016
<b>Total:</b>	<b>184,300</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>
SEBC – funding	182,000	Core advice work
FHDC – funding	39,650	Core advice work
FHDC – Rural MoneySmart project	30,000	Community work
FHDC – outreach project	16,521	and financial capability in Forest Heath
SEBC – funding for improved access to advice	17,500	Training and equipment to improve telephone advice
<b>Total:</b>	<b>285,671</b>	

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# Community Chest Application Summary 2017/2018

Local Authority	St Edmundsbury Borough Council
Organisation	<b>Suffolk West Citizens Advice (Operations)</b>
Amount Requested	<i>£182,000</i>
Total Project Cost	<i>£466,569</i>
Match Funding	<i>£99,679</i>
Partnerships	<ul style="list-style-type: none"> <li>• Citizens Advice local offices across West Suffolk – for local face to face advice and casework</li> <li>• Local authority locality officers – for their local knowledge and referrals</li> <li>• Local solicitors – monthly appointment rota in Haverhill with 3 different firms, and free half hour referral rota in BSE with 6 firms</li> </ul>
West Suffolk Bid?	No

## Key Points

- Our service provides free information, advice and advocacy to all members of the local community.

Funding is needed for:

- Four offices across West Suffolk (as cost-effective as possible, with two in local authority offices, providing a focus for the community and a base for caseworkers, projects, telephone advice and training)
- Our mainly part-time staff of 11.9FTE in total out of which 10.8FTE are core staff and the remainder are project workers
- Reference materials/software. Registration of trained staff, such as our Debt Relief Order intermediaries
- Travel expenses for our volunteers.
- Working with and supervising work experience students, and volunteers with particular support needs
- Statutory monitoring and compliance with our financial obligations
- Networking and partnership working with other agencies, more essential in changing times when some agencies are reducing or losing services

Advice is provided face to face and by telephone and funding has enabled:

- Increased telephone access to advice (our trial changes in hours have enabled phone calls to more than double as a method of primary contact)
- Planning with Citizens Advice for us to join the Suffolk Adviceline has commenced, in which we will share initial calls with local bureaux in order to increase our ability to respond to demand

- Project start: **01 April 2017**

- Project end: **31 March 2018**

## 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):

Suffolk West Citizens Advice Bureau

2. Organisation address details

Address Ln1	Risbygate Centre		
Address Ln2	90 Risbygate Street		
Address Ln3			
City/Town	Bury St Edmunds	Postcode	IP33 3AA
Main phone	01284 767572	E-mail	<a href="mailto:Jane.ballard@swcab.org.uk">Jane.ballard@swcab.org.uk</a>
Website	<a href="http://www.suffolkwestcab.org.uk">www.suffolkwestcab.org.uk</a>		

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, Forest Heath, Mid Suffolk, South Cambridgeshire

\*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:1144118
Applying for charitable status		
Company limited by guarantee	x	Company number: 7645392
Community Interest Company		
Part of a larger regional or national charity (Please state which one)		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		
Social Enterprise		
Other (Please specify)		

5. How many people are involved in your organisation?

Management committee	9	Service users	5,787
Full Time staff / workers	3	Volunteers and helpers (non-management)	115
Part Time staff / workers	16		

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.

Our service provides free information, advice and advocacy to all members of the local community. Our aim is to provide information and advice that clients need at the time they need it, and to target our resources towards providing detailed casework for those unable to manage their problems themselves, for whatever reason.

We aim to be a first point of contact to provide help ourselves or refer clients to trusted organisations, to address all issues that result from their problems, not just the single reason for their contact, to enable them to move forward/be as independent as possible.

Our dual aim is to promote change locally and nationally through our research and campaigning work, using client experiences to lobby parliament and a range of other organisations.

We are also working to reduce discrimination and ensure that people are treated fairly.

Our service also provides:

- Casework in welfare benefits, money advice, employment, housing, consumer issues, child support and level 1 immigration
- Disability benefit form filling by a group of trained and experienced advisers within the welfare benefits team
- Form completion and advice on power of attorney by a trained adviser
- Financial capability team providing group training in money management (understanding budgeting, safe methods of saving and low cost loans, income maximisation and cost reduction, including identification of priority and non-priority expenditure)
- 1:1 budgeting interviews (particularly useful for money advice clients to enable us to work with them on debt issues)
- Awareness and training in reducing energy costs, saving energy, switching providers and the availability of help, financial and otherwise, to the vulnerable
- Core support for project work: with people affected by MS, the provision of advice in GP surgeries and community work across rural Forest Heath
- Supported volunteering and work experience, to develop confidence and skills, and prepare for further education or employment

*Maximum of 300 words*

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.



Funding is needed for:

- Four offices across West Suffolk (as cost-effective as possible, with two in local authority offices, providing a focus for the community and a base for caseworkers, projects, telephone advice and training)
- Our mainly part-time staff of 11.9FTE in total out of which 10.8FTE are core staff and the remainder are project workers
- Reference materials/software, including our comprehensive information system and national case recording database (enabling us to provide help to clients moving into our area)
- Registration of trained staff, such as our Debt Relief Order intermediaries
- Travel expenses for our volunteers, on the principle that they give their time and commitment but should not incur costs, and across a rural area this has an impact
- Working with and supervising work experience students, and volunteers with particular support needs
- Statutory monitoring and compliance with our financial obligations
- Networking and partnership working with other agencies, more essential in changing times when some agencies are reducing or losing services

Advice is provided face to face and by telephone and funding has enabled:

- Increased telephone access to advice (our trial changes in hours have enabled phone calls to more than double as a method of primary contact)
- Planning with Citizens Advice for us to join the Suffolk Adviceline has commenced, in which we will share initial calls with local bureaux in order to increase our ability to respond to demand

Calculations by Citizens Advice using a Treasury-approved methodology show our own value in 2015-16 as:

- £11.83 in public value for every £1 invested
- £14.33 in benefit to individuals for every £1 invested

Maximum of 300 words

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.

Access to timely advice and trusted information can make a great difference in peoples' lives – ensuring they receive all the income they are entitled to, preventing them falling victim to scams, and giving them more control over running their lives. Increased housing costs are squeezing household budgets and creating difficult choices, particularly when income is reduced, so advice at the point of life changes can be critical.

- Child poverty at 17% in St Edmundsbury (re End Child Poverty group statistics)
- Overturn rate of welfare benefit decisions at tribunal (April to June 2016) was 58% - with highest likelihood of success when represented
- 74% of lowest income households have never switched fuel supplier, could be paying up to £300 more annually (Citizens Advice)
- Total cost of mass-marketed scams can be as high as £5 billion (CTSI)
- Fuel poverty campaigners claim number of excess winter deaths increased last winter to 49,260, of which around 14,780 were due to people living in cold homes
- Latest government household statistics show some households are paying up to 43% of their income in housing costs
- Latest Citizens Advice statistics show rent-to-loan and logbook loans are replacing payday loans as significant high cost credit options

These are all areas of life where we can make a real difference – recognised by Haverhill South earlier this year, when residents voted to award us a grant for financial capability work in their area, aware that money management training and support was needed and could promote change.

We know that 1 in 4 people in debt have mental health problems. A client survey found that debt / poor money management skills places significant strain on families: Strain of fuel bills (43%), struggle to understand money (25%), creditor harassment (39%), threatened by creditors (16%), stress (42%) – (16% saw GP), relationship problems (33%) - leading to domestic violence (5%).

Maximum of 300 words

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

Our increasing community work is building awareness of our own service as a source of advice, but also:

- increasing links between other, often very small, local groups.
- mapping sources of help and advice, from community luncheon clubs to parental support groups, which we can then publicise through community talks and our website
- providing more signposting and referral as part of our information service than previously
- development of access to advice by phone means that local people can access more immediate help for themselves or each other, making it a more effective result of sharing information
- supporting other agencies, such as banks, to run open days to provide awareness of scams

Over 80% of our workforce are volunteers and this results in:

- continuing value of life experience after retirement
- proven benefits in health and wellbeing
- combatting loneliness
- increasing confidence and employability
- increasing the knowledge base of the community, in help available from local organisations
- valued experience by potential employers
- experience of real work environment

We regularly offer work experience to local schools and the college, and this year have two students with us longer term to develop their skills and enable them to move on to employment. External feedback on one student is that his confidence has increased significantly, and both have chosen to extend their volunteering with us.

Maximum of 300 words

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 work with the following agencies, and would continue client referrals with them appropriately:

- Citizens Advice local offices across West Suffolk – for local face to face advice and casework

- Local authority locality officers – for their local knowledge and referrals
- Local solicitors – monthly appointment rota in Haverhill with 3 different firms, and free half hour referral rota in BSE with 6 firms
- Local banks – in general awareness of scams but also referrals of customers raising concern
- Shelter – for housing and homeless advice (and casework for clients eligible for legal aid)
- SNAP – for practical support for clients threatened with losing their home
- Housing Associations – particularly Havebury and Flagship, with whom we are able to resolve some issues before court or crisis
- ISCRE – discrimination lawyers providing legal representation, mainly used for employment and consumer discrimination but covering all areas of discrimination under the law
- Rural Coffee Caravan – reaching isolated villages with information
- Womens' Refuge – provide advice and outreach support for victims of domestic violence if unable to access the refuge
- Suffolk Family Carers – provide support for clients with caring responsibilities and help reduce their isolation
- GP's – we are building a closer relationship/understanding with the 2 surgeries in the current trial in Haverhill, enabling referrals from them and requests from us for written support for client casework
- Many small local groups with whom we have regular contact through our community work, and to whom we refer clients with specific needs
- Trading Standards – we currently report consumer issues from across the Suffolk Citizens Advice offices, initially anonymously, and we are pleased that they have successfully prosecuted in 2 of the cases SWCAB have referred to them
- Healthwatch – we are discussing entering a similar agreement to Trading Standards with them, so they can take up health issues raised with the providers

Maximum of 300 words

16. When will the project start?

1<sup>st</sup> April 2017

17. When will the project finish?  
project ongoing?

31<sup>st</sup> March 2018

or is the

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

Applying for funding, undertaking fundraising events (to raise awareness of our status as a charity as well as raising funds) and continually evaluating the potential of the work we do for the ability to contribute financially is ongoing within the bureau.

Core funding is increasingly difficult to raise although it is vital to our ability to then target resources. We have therefore developed our project work, and find that some elements of our work are attractive to funders aiming to reach specific groups, but we always apply to extend and develop work that will enhance the advice service we offer to the community, as with the MS project in which we can offer home visits and ongoing support by the same caseworker.

Similarly with the project in GP surgeries, which we would like to extend since again it takes access to advice out of the bureau to reach a group that may not otherwise seek help and some of the work we can do there is transforming. We will therefore be seeking funding to develop this work which will also rely on a strong core service to support the casework and quality elements.

We have always valued the support we receive from local authorities and are increasingly able to measure the value we provide in return:

- To customer services – as a first port of call for help
- To benefits and revenues – to help resolve housing benefit queries, and to support the collection of council tax through our money advice work which promotes priority debt repayments
- To housing – to enable people to remain in their homes where possible through income maximisation, money advice, and advice on repairs/tenancy deposits/notice
- Contributing to the self-reliance of the community through the provision of advice and information

Maximum of 300 words

18. Which years funding are you applying for?

2017-18

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

Approximately 6,250 directly, with another 1,000+ due to projects reliant to an extent on the core service

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? If your project is health related how does it improve health outcomes for residents within community networks and beyond?

Thriving voluntary sector and active communities:

- Supportive volunteering environment for people who need to build confidence and develop skills in order to enter or return to work
- Working with young people to offer meaningful work experience, developing an understanding of the responsibilities of employment, and supporting them towards further education or employment
- Using the skills and experience of people retired from their working life, for whom their continuing contribution to the local community keeps them active mentally and physically
- Enabling people to enter or maintain work through advice on in-work benefits and money advice to reduce costs

Number of volunteers to be trained during year: 35-40 (27 trained in 2015-16 with ongoing volunteer recruitment)

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

- Access to information, developing control over their lives through community training, bringing more money into the community through income maximisation,
- providing training and skills development, enabling links to be made within the community to a range of ongoing support
- providing a single point of contact for a wealth of advice and connections to other agencies

Financial capability statistics: training 850 to 1,000 people in community groups (833 trained in 2015-16 plus 94 front line workers)

Financial gains: £900,000 plus (£710,900 recorded in financial benefits and debt written off in 2015-16)

Improved wellbeing, physical and mental health:

- Through enabling people to continue working despite health issues, combating discrimination and enabling access to additional income for support needs through in-work benefits
- Reducing pressure on mental health through practical advice and support, dealing with debts and maximising income
- Providing information and advice pro-actively to avert crisis
- Promoting awareness of help with energy costs to improve winter health
- Links with organisations such as Shaw Trust for in-work support and ISCRE for employment discrimination

Maximum of 300 words

21. What is the total cost of the project?

£466,569

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 (£)
Salaries - including NI and pension	316,704
Staff and volunteer costs - including training and travel	30,900
Office costs - including IT, telephone, reference materials/subscriptions, stationery etc	35,250
Premises - including rent, rates, heat and light, repairs and maintenance	77,615
Governance - including audit, professional fees, reports and AGM	4,800
Other costs - publicity and promotion, interpreting costs etc	1,300
<b>Total cost of items listed above:</b>	<b>466,569</b>

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

£182,000

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

<b>Source</b>	<b>Amount (£)</b>
Estimated and due for confirmation at different times through the year but based on current and previous years' funding	
MS Project	19,846
Donations, fundraising and other income (including bank interest and capital investment restricted funds)	20,833
Room hire/rent from tenants/Insolvency Service payments/miscellaneous	18,000
Citizens Advice -Energy Best Deal funding/Big Energy Savings Week etc	21,000
DECC – Big Energy Savings Network	10,000
Suffolk Community Foundation – bids to specific funds	5,000
Universal Credit – potential roll out to full service during the year	5,000
<b>Total fundraising:</b>	<b>99,679</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>
Suffolk County Council - estimated	75,000	February 2017
Mid Suffolk District Council - estimated	5,200	February 2017
South Cambridgeshire District Council (yr 2 of 3 year funding agreement)	5,950	Confirmed
Town councils – potential funding unconfirmed	5,000	In discussions with one council and others during 17-18
Forest Heath District Council (yr 2 of 2 year funding agreement)	39,650	Confirmed
FHDC – Outreach at RAF Mildenhall (awarded but postponed until required)	8,500	Unknown as yet
FHDC – Rural MoneySmart programme	30,000	December 2016
St Edmunds Trust	15,000	December 2016
<b>Total:</b>	<b>184,300</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>
SEBC – funding	182,000	Core advice work
FHDC – funding	39,650	Core advice work
FHDC – Rural MoneySmart project	30,000	Community work
FHDC – outreach project	16,521	and financial capability in Forest Heath
SEBC – funding for improved access to advice	17,500	Training and equipment to improve telephone advice
<b>Total:</b>	<b>285,671</b>	

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# Community Chest Application Summary 2017/2018

Local Authority	St Edmundsbury Borough Council
Organisation	<b>The Matthew Project</b>
Amount Requested	<i>£10,306</i>
Total Project Cost	<i>£10,306</i>
Match Funding	None
Partnerships	No
West Suffolk Bid?	No

## Key Points

- The Matthew Project is a value driven charity based in Norfolk and Suffolk working with adults, children, adults and communities affected by drugs, alcohol and other related issues. The Matthew Project was established in 1984 and has a strong local reputation for delivering high quality, effective services, in both prevention and treatment.
- We would like funding to deliver the 2 week (10 days) Crucial Crew in St Edmundsbury along with 15 supporting primary school sessions. The supporting primary school sessions will be offered to the schools that attend the Crucial Crew weeks as pre or post session.
- These sessions will resource pupils to make positive choices, remain safe and form healthy relationships. Having an overall impact on the child's wellbeing, physical and mental health.
- Project start: **When funding is received**
- Project end: **1 full academic year, or 3 consecutive terms**

**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):

The Matthew Project

2. Organisation address details

Address Ln1	Nedeham House		
Address Ln2	22 St Stephens Road		
Address Ln3			
City/Town	Norwich	Postcode	NR1 3QU
Main phone	01603 626123	E-mail	
Website	www.matthewproject.org		

Main Contact Person		Second Contact Person	
Title	Mrs	Title	Mrs
Forename	Esther	Forename	Lisa
Surname	Heybourne	Surname	Hallett
Role	Youth Team Manager	Role	Head of Development
Daytime Tel No.	01603 216424	Daytime Tel No.	01603 626123
Mobile No.	07765232028	Mobile No.	
Email	esther.heybourne@matt hewproject.org	Email	lisa.hallett@matthewpro ject.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	
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**About your organisation**

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

Norfolk & Suffolk

\*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: 1122801
Applying for charitable status		
Company limited by guarantee	X	Company number: 6388343
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	
Full Time staff / workers	69	Volunteers and helpers (non-management)	33
Part Time staff / workers	59		

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 Matthew Project is a value driven charity based in Norfolk and Suffolk working with adults, children, adults and communities affected by drugs, alcohol and other related issues. The Matthew Project was established in 1984 and has a strong local reputation for delivering high quality, effective services, in both prevention and treatment.

The Matthew Project has workers throughout Norfolk and Suffolk in both rural and urban areas where it is needed most. Our team work tirelessly to ensure alcohol and substance misuse harm is reduced by reaching out to rural and isolated communities.

We provide support and practical advice to anyone affected by substance misuse to help assist recovery and wellbeing of those needing help.

The Youth Team works across the county with young adults under the age of 25 in relation to drugs & alcohol, wellbeing and health. We aim to empower young adults by giving them the skills to help them to make more informed choices, build resilience as well as maintaining a healthy, balanced lifestyle through our Life Coaching services. We deliver outreach services on Voicebox (mobile outreach vehicle), taking services to young adults within their own communities, including educational sessions, and drop in's around Norfolk.

The Youth Team has received funding from the Suffolk DAAT to deliver universal sessions across Suffolk for 3 days per week supporting settings with educational sessions, workshops, training, drop-ins etc for young people secondary age and older. We are also delivering a family project in Mid Suffolk as part of the Wellbeing Fund supporting families and individual young people.

*Maximum of 300 words*

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:

- 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.

The Matthew Project Youth Team has been involved in delivering sessions at Crucial Crews across Suffolk and we see a real benefit in engaging with year 6 pupils around the topics of drugs & alcohol.

Children aged 10-11years old in year 6 attend half a day of back to back sessions

with professionals from the Fire Service, Police etc. Professionals introduce the pupils to their service and focus on personal safety and personal wellbeing.

The Matthew Project delivers a session on drugs & alcohol, normally in a form of a quiz or fast paced, engaging activity. The children go away with bitesize information on the topic. The session also introduces the children to The Matthew Project. If the child needs help now or in the future they know who to go to.

As universal funding in Suffolk has been reduced and focused more on targeted and specialist provision The Matthew Project is unable to deliver Crucial Crews without additional funding.

We would like funding to deliver the 2 week (10 days) Crucial Crew in St Edmundsbury along with 15 supporting primary school sessions.

The supporting primary school sessions will be offered to the schools that attend the Crucial Crew weeks as pre or post session. We feel it is important to offer schools a further session to deepen the learning from the Crucial Crew session and reinforce the information taken away by the child. Or we can prepare children in advance for the Crucial Crew session.

Children in year 6 are about to go through transition as they move from primary school to secondary school. These sessions will resource pupils to make positive choices, remain safe and form healthy relationships. Having an overall impact on the child's wellbeing, physical and mental health.

Maximum of 300 words

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.

During the last academic year The Matthew Project Youth Team delivered Crucial Crew sessions to 5 different settings across Suffolk. We have been requested to apply for funding or funding has been obtained for us to return to some settings due to the importance of these events.

100% of the staff evaluation forms completed after the St Edmundsbury Crucial Crew indicated that The Matthew Project's scenario held the children's attention, the subject matter was dealt with appropriately, the session was informative and that they could use the session content in lessons.

Over 80% of the staff evaluations rated The Matthew Project session as 'very good'.

We were encouraged to apply for the Community Chest funding to enable us to be able to deliver sessions again for the next academic year.

The additional primary school sessions we would like to offer would support the learning gained from the Crucial Crew sessions.

We have delivered a project focused on primary school sessions in Norwich and received the following feedback from professionals:

*"Made children aware of the dangers of smoking and alcohol"*

*"I liked the whole participation with the cards for the quiz"*

*"Generated thoughtful questions.... Generated open and frank discussions"*

We believe it is important to engage with children before they transition to Secondary School. This preventative work enables children to learn valuable life lessons and introduces them to a support service. The Matthew Project is not the specialist substance misuse provider in Suffol but we do promote Turning Point at universal sessions as Turning Point are unable to deliver this type of service.

Maximum of 300 words

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

The primary school support sessions are designed to involve the children in learning together. They address issues around healthy relationships and peer pressure as well as drugs and alcohol.

Children will be encouraged to think about the way they treat each other, careful not to peer pressure or bully their friend or classmate into doing something they don't want to do. They will also learn how to say 'no'.

This shared learning will help them as they transition from primary to secondary school.

Maximum of 300 words

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

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

Maximum of 300 words

16. When will the project start?

When funding is received

17. When will the project finish? project ongoing?

1 full academic year, or 3 consecutive terms

or is the

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

This is not an ongoing project, once the funding ceases so will the service delivery.

As we are funded to deliver the Suffolk Universal work across the county, it is expected that this will come to an end at the end of the academic year 2016/2017 and we have been advised to explore options with Schools Choice. We will look into this and other sources of funding to continue the primary school and Crucial Crew provision.

Maximum of 300 words

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? If your project is health related how does it improve health outcomes for residents within community networks and beyond?

We expect to see the following over 1 year:

- 625 children (on average 25 children per session)

As a result of the primary school sessions we expect:

- 50% to have an increased understanding on substance use
- 50% to have an increased understanding of staying safe
- 50% to be able to make healthier choices

As a result of the Crucial Crew sessions, at least 50% of any staff feedback form to indicate that the session was appropriate and informative for the children.

Maximum of 300 words

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 (£)
------------------	----------

Staff time (this is fully inclusive of costs for office space, pension, employer national insurance contributions, management cost and core costs – finance and HR services)	£9446.00
Staff Travel	£860
<b>Total cost of items listed above:</b>	<b>£10,306.00</b>

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

£10,306.00

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

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# Community Chest Application Summary 2017/2018

Local Authority	St Edmundsbury Borough Council
Organisation	<b>Multicultural Women's Group Bury St Edmunds Ltd</b>
Amount Requested	<i>£2,500 for two years - £5,000 total</i>
Total Project Cost	£5,515
Match Funding	£515
Partnerships	St Edmundsbury Borough Council – officers and councillors and other partners.
West Suffolk Bid?	No

## Key Points

- The MWGBSE is a non-political and non-religious not-for-profit company that pro-actively engages with and meets the needs of 'hard to reach' vulnerable women. Funding for:
- Expanding our meetings to provide four social evenings each year, so women who cannot attend in the day can benefit from the group.
- Providing training on topics of benefit to our members, such as language, IT, interview/presentation skills and self-confidence. Several of our management team are PTLLS qualified, experienced trainers.
- Holding four public multicultural events per year, including events targeted at West Suffolk College and West Suffolk Hospital: we currently hold a popular annual Taste of Culture event.
- Hosting three outings per year for our members to places and exhibitions of cultural interest and learning.
- Project start: **01 April 2017**; Project end: **Ongoing**

**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):

Multicultural Women's Group Bury St Edmunds Ltd.

2. Organisation address details

Address Ln1	14 Runnymede Green		
Address Ln2			
Address Ln3			
City/Town	Bury St Edmunds	Postcode	IP33 2LH
Main phone	01284 747419	E-mail	
Website			

Main Contact Person		Second Contact Person	
Title	Mrs	Title	Mrs
Forename	Sandra	Forename	Faith
Surname	Attolini-Nicotera	Surname	Stabler
Role	Director	Role	Director
Daytime Tel No.	01284 747419	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

\*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	<input checked="" type="checkbox"/>	Company number: 08105851
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	21
Full Time staff / workers	0	Volunteers and helpers (non-management)	6
Part Time staff / workers	0		

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 Multicultural Women's Group Bury St Edmunds (MWGBSE) was formed 4 years ago by a group of women who wanted to continue and expand on the valuable social, personal and community work undertaken by the International Women's Group that was based at the Bury St Edmunds Volunteer Centre before its closure.

The MWGBSE is a non-political and non-religious not-for-profit company that pro-actively engages with and meets the needs of 'hard to reach' vulnerable women who experience disadvantage and isolation through lack of language skills, cultural differences, lack of support networks and/or personal circumstances.

MWGBSE was formed to provide:

- a welcoming, non-judgemental and safe place in which women of all nationalities in and around Bury St Edmunds can find a network of support and solidarity in which to learn and thrive while developing self-confidence, self-esteem and a sense of control over their lives
- learning, information and volunteering opportunities to develop skills and knowledge and the confidence to participate in community activities
- opportunities to break down cultural barriers, build understanding and sympathetic social networks and participate in community events and activities
- awareness-raising of different cultures and the building of positive relationships across cultures within the wider community
- work in partnership with relevant voluntary and statutory organisations to further multiculturalism and break down barriers and prejudice

These aims are delivered through monthly informal, warm and welcoming meetings and a series of community events throughout the year.

The primary beneficiaries of MWG BSE are the women of all ages, cultures and religions in and around Bury St Edmunds. At present the following nationalities are represented in MWGBSE:

- Russian
- Chinese
- Romanian
- South African
- Peruvian
- Indian
- Bangladeshi
- Italian
- Estonian
- Polish
- Brazilian
- Japanese
- Kurdish/Iraqi
- English

*Maximum of 300 words*

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:

- 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 work of MWGBSE so we can reach and benefit more women, offer improved learning and social opportunities and build our work in the wider community.

At the present time, our solely volunteer workforce is primarily occupied with raising funds, often small amounts from various sources, to keep current activities going. We need to use this energy to develop our services.

The funding we are requesting will enable us to meet our aims through:

- Providing free membership for the first year to new members to encourage engagement, particularly amongst low income households. We currently have to charge membership to meet our costs.
- Running our current 2 hour monthly meetings. Each meeting will have a special guest (including members themselves) speaking on a matter of interest to our members, either cultural, health/wellbeing or community-related topics. All meetings have an element of language development, with listening and speaking skills a key focus.
- Expanding our meetings to provide four social evenings each year, so women who cannot attend in the day can benefit from the group.
- Providing training on topics of benefit to our members, such as language, IT, interview/presentation skills and self-confidence. Several of our management team are PTLLS qualified, experienced trainers.
- Increasing our participation in a wider range of community events: we currently take part in the annual One Billion Rising and International Women's Day events.

- Holding four public multicultural events per year, including events targeted at West Suffolk College and West Suffolk Hospital: we currently hold a popular annual Taste of Culture event.
- Hosting three outings per year for our members to places and exhibitions of cultural interest and learning.
- Make links and partnerships with individuals and groups across St Edmundsbury.
- Create and distribute publicity materials to raise awareness of MWGBSE.
- Purchase of some small items of equipment to aid our work.

The above developments have been suggested by our members during meetings and through our Annual Review form, and by contacts and potential members we have engaged with.

Maximum of 300 words

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.

St Edmundsbury's percentage of White (Eng/Welsh/Scot/NI) people was 91.6% in 2011 (Census 2011), compared to 95.2% across Suffolk as a whole. That equates to nearly 10,000 people not of White British ethnicity, a number that has increased over the last five years and more if you include the cultural differences across the White British population.

There is no other multicultural group within St Edmundsbury (or indeed West Suffolk) and the nearest international women's group is in Ipswich.

Our members and contacts tell us that a women-only environment provides greater safety, support and encouragement than a mixed gender environment. This is particularly true of women from a dominant patriarchal society, where freedom to socialise and share is limited.

The non-judgemental ethos of our work also means that women feel free to express themselves, their fears and concerns, and receive support around sensitive issues including domestic and sexual abuse, often for the first time.

Our expertise has been recognised across St Edmundsbury and this is something we are keen to build on. Examples of our work so far include St Nicholas Hospice, who requested our advice and assistance in supporting women for minority groups and West Suffolk College, who approached us to join them in celebrating International Women's Day so they could reach a more diverse population of their female students. Partner organisations we have worked with have truly appreciated the expertise and empathy our group can



bring to enhance their work. We are keen to expand this.

Members of MWGBSE are renowned for championing the group within their communities and new members are often women who heard about us through a member. We would like to widen this recruitment to benefit as many women as possible.

With regards member retention, we only lose members when they either move away or their circumstances change and they cannot attend meetings. Many members have been with us over two years now. We would like to expand our offer, including offering evening social events, more public events and an increased social media presence to enable more women to become and remain engaged with us.

Maximum of 300 words

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

MWGBSE is all about local people supporting, helping and informing each other. The organisation is run solely by volunteers who are also group members and our work will continue to help local people to support one another through:

- Providing peer support during and in between meetings through forming strong friendships and a real support network within our membership
- Helping women and their families become more easily and quickly integrated into their local communities in St Edmundsbury through information, support and skill and confidence building
- Enabling communities to be more aware of the barriers faced by women from different cultures moving into the area and, through this, more able to assist them
- Raising awareness of different cultures within our community, challenging prejudices and fears and increasing acceptance and understanding. This will be delivered to the public through our events.
- Increasing the chances of women from different cultures finding rewarding work through improving language skills, increasing confidence, helping them find their way in their communities and offering volunteering opportunities
- Working with statutory and VCSE organisations to cascade information about multiculturalism and foster tolerance and understanding
- Promoting active citizenship and civic engagement with women from different cultures by supporting them to prepare for and be confident about volunteering in their communities and having a voice on issues that affect their lives

Maximum of 300 words

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.

As well as giving support to Bury St Edmund's Women's Refuge, St Nicholas Hospice and West Suffolk College, we have actively sought guest speakers who can make links with and continue to benefit our members after their talk. These organisations, which we continue to have positive relationships with, include:

- St Edmundsbury Borough Council – officers and councillors
- Jeannie Bloomfield - campaigner - Domestic Abuse
- Kamilla Coleman - exercise / dance programme
- Police Community Safety Officers
- Karen Cannard – The Rubbish Diet
- Gill Jones - Health Watch
- Neighbourhood Watch
- Age UK Suffolk
- Jenny Gibbs - Turkish Talks
- Pakenham Flour Mill Talk and Visit

It is our intention, with the capacity this funding will give us, to extend the partnership working we undertake and through this to benefit as many multicultural families and possible.

Maximum of 300 words

16. When will the project start?

1 April 2017

17. When will the project finish?  
project ongoing?

ongoing

or is the

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

Once the funded period has ended the project will remain sustainable through:

- Charging a membership fee of £15 per year after the introductory year. With an expanded membership base this will provide a significant income for the group
- Charging a small, affordable entrance fee/donation to public events and increase events to four per year
- Seeking sponsorship and support for events from shops and restaurants, for example our Taste of Culture event would fit very well with the growing multicultural restaurant scene in St Edmundsbury
- Developing partnerships with compatible community organisations, enabling us to develop innovative projects and jointly seek grant funding and commissioning opportunities

- Seeking sustainable grant funding in the longer term, moving away from our current 'hand to mouth' existence

Maximum of 300 words

18. Which years funding are you applying for? 2017-18 and 2018-19
19. How many people do you expect to benefit directly from the project on either a weekly, monthly or annual basis?

By the end of the funding period we would expect to directly benefit over 100 women through engagement with the group and over 200 community members through engagement with our public events. We will also benefit many women and their families through informing and supporting our partner organisations.

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? If your project is health related how does it improve health outcomes for residents within community networks and beyond?

The results we expect to see as a result of the funding include:

- 100 women directly benefiting through engagement with the MWGBSE through membership and/or attending evening social events
- 200 community members attending our public events
- 22 monthly coffee morning meetings being held, including guest speakers and skills training
- 10 (five per year) external guest speakers being engaged and linked with our members
- 10 (five per year) member speakers building their confidence and skills and sharing cultural knowledge by addressing the group
- Eight (four per year) evening social events being held for women who cannot attend our daytime meetings, making our group as accessible as possible
- Eight (four per year) public events being held, including those targeted at West Suffolk College and West Suffolk Hospital to engage with the maximum number of multicultural women moving into the area
- Six (three per year) cultural outings for members

We will also seek to hold another event with partner agencies to examine the issues faced by women from different cultures in our community in light of recent political events and how we can best manage these changes.

Through these outputs we expect to see:

- Greater engagement with and support provided to and given by women from different cultures in St Edmundsbury in a safe, accepting and non-judgemental environment
- Improved awareness and acceptance of different cultures within the group and the wider community, with new links being formed and people coming together
- Women from different cultures being empowered to advance their lives and take a full part in both their communities and determining their own futures
- Innovative partnerships being formed with other organisations to forward multicultural acceptance and integration

Maximum of 300 words

21. What is the total cost of the project? £5,515

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 (£)
<u>Funding for two years</u>	
Room hire – monthly coffee morning meetings @ £30 x 22	660
Venue hire – social and public events @ £100 x 12 (we would expect two per year to be free of charge)	1,200
Refreshments and ingredients @ £150 x 2	300
Publicity design and print @ £500 yr 1, £300 yr 2	800
Pull up banner design & print (for internal and external events)	300
Arts & crafts materials	150
Invited speakers – paid for @ £150 p.a	300
Cultural outings @ £200 x 6	1,200
Projector (currently rented) for presentations	70
Insurance	175
<b>Total cost of items listed above:</b>	<b>£5,155</b>

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

£2,500 per year -  
£5,000 total

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

Source	Amount (£)
We would expect to realise around £300 in membership fees over the funding period. We could also use a small proportion of our reserves.	£515
We also have a huge amount of in-kind support through volunteer hours. This includes management meetings, sub-committees, event and meeting planning, booking and management, external meetings, administration, fundraising, publicity and social media	
<b>Total fundraising:</b>	<b>£515</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 not applied to any funders at this time		
<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>
Cllr. J Wakelam – Locality Budget	£188.50	Celebration of International Women’s Day
<b>Total:</b>	£188.50	

# Community Chest Application Summary 2017/2018

Local Authority	St Edmundsbury Borough Council
Organisation	<b>Unit Twenty Three ('Freefall')</b>
Amount Requested	<i>£5,000</i>
Total Project Cost	<i>£70,997</i>
Match Funding	Private Fundraising Event & Donations: £3,000 In Kind Discount/Donations: £10,550
Partnerships	Suffolk Family Carers; John Peel Centre (Stowmarket); Creative Arts East; 20Twenty Productions; Arts North Norfolk and Bury St Edmunds Youth Forum
West Suffolk Bid?	No

## Key Points

- Unit Twenty Three is a social enterprise aiming to support young people and creative enterprise.
- Freefall, is a powerful play developed by Young Carers and professional artists. Using Freefall as a stimulus, the Project will train Young Carers to facilitate postshow workshops, where Young Caring can be explored with Freefall's audiences.
- Project start: **15 April 2017**
- Project end: **Summer 2017**

## 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):

Unit Twenty Three

2. Organisation address details

Address Ln1	Unit twenty Three		
Address Ln2	Diss Business Hub		
Address Ln3	Hopper Way		
City/Town	Diss	Postcode	IP22 4GT
Main phone	01379 882200	E-mail	kayt@unittwentythree.co.uk
Website	<a href="http://www.unit23.co">http://www.unit23.co</a>		

Main Contact Person		Second Contact Person	
Title	Mrs	Title	Mr
Forename	Kayt	Forename	Emrys
Surname	Button	Surname	Green
Role	Operations Manager	Role	Director
Daytime Tel No.	01379 882200	Daytime Tel No.	01379 882200
Mobile No.	██████████	Mobile No.	██████████
Email	kayt@unittwentythree.co.uk	Email	emrys@unittwentythree.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?

Norfolk, Suffolk, Cambridge and Hertfordshire

\*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	x	Company number: 08564486
Community Interest Company		
Part of a larger regional or national charity (Please state which one)		
Constituted Community Group		
Social Enterprise	x	
Other (Please specify)		

5. How many people are involved in your organisation?

Management committee	3	Service users	
Full Time staff / workers	2	Volunteers and helpers (non-management)	8
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.

Unit Twenty Three is a social enterprise aiming to support young people and creative enterprise. We undertake to promote the voice of young people through creative activities, using this as a way of upskilling and building self-esteem, confidence and resilience in young people.

We undertake commissioned projects which help young people develop a range of life and employability skills. Our young associates programme does this through training and mentoring young people through event organisation. Starting with small events through to actively organising DissFest' they learn to plan, budget, communicate and co-ordinate public facing events of all kinds. We are also involved in youth forum activities, helping to train and arrange

mentoring for young people to engage in civic life, particularly in their local communities. We also have a live theatre show which raises awareness of young carers and how their additional responsibilities impact all aspects of their lives. This professional production, Freefall, tours the East of England visiting schools and community venues. We are currently looking to expand our work through music and the blues rock academy, and also to help young people with mental health issues.

*Maximum of 300 words*

7. What was your organisation's total income for last financial year? £80186
8. What was your organisation's total expenditure for last financial year? £74668
9. Does your organisation have more than six months running costs? Yes / **No**
10. What are your organisation's current unrestricted reserves or savings? £2,000
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.

Freefall, is a powerful play developed by Young Carers and professional artists. We successfully delivered this as part of a package to schools and communities across East of England in partnership with young carer's organisations. We are looking to repeat this but include a series of Vlogs to create online resources which will engage people before they see the play and provide a legacy.

Using Freefall as a stimulus, the Project will train Young Carers to facilitate postshow workshops, where Young Caring can be explored with Freefall's audiences. By replacing stigma with status, and disseminating support packs and signposting to services, identified Young Carers will educate communities and

develop skills. Unidentified Young Carers will be encouraged to identify and enabled to access support. It also enables the friends and adults in young carers lives to understand how they are affected.

The project is working across 4 counties and is seeking local support to target individual areas.

We are specifically looking for support to cover the costs of touring the project (performances & workshops) for one week within the Borough during July 2017, making it as widely available as possible to the schools.

We will work with adult support workers from our partner care agencies; building on our existing consultations & development from the first year of work. We will also work with the West Suffolk council officers on outreach & engagement with both young people directly and local schools who will be directly invited to take part in the project through our partnership with Creative Arts East, the carer agencies & via Suffolk County Council.

In the long term we hope to further tour the project, engaging more young carers from West Suffolk in our training opportunities and bringing their voice to more schools.

Maximum of 300 words

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.

Research shows that young carers are likely to attain low educational success and be NEET (Children's Society, 2013) and as evidenced through the work with Suffolk's Raising The Bar initiative we believe that our targeted intervention work with affected young people will help to raise aspirations and attainment within the area.

Moreover, we have been working with Suffolk Family Carers to tailor the local community needs and have taken detailed feedback from Samuel Ward Academy to develop the work to meet the needs.

We have also worked closely with the Bury St Edmunds Youth Forum on their Happy Days campaign. The development of this shows how our Freefall work is needed and wanted within St Edmundsbury.

In St Edmundsbury there were 527 young carers identified in the 2011 Census and it is expected that there is a far greater number who remain unidentified despite the Joint Strategic Needs Assessment for Suffolk Carers in October 2014 stipulating awareness raising work with & in schools. Our project will bring such an identified need to the forefront and engage schools & their pupils in an innovate and unique way that will be much more impactful than a typical assembly.

Building on a successful first year, we want to be able to further help our

partner organisations identify, support and enable young carers to identify, and access services and help that will enable them to reach their full potential.

Feedback from the schools engaged this year stipulates that they want more of our work and our successful tour is testament to the need of the community. Feedback on the work from Samuel Ward Academy for example was "it was fabulous, a real success".

Maximum of 300 words

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

We will be training young carers to facilitate the talk-out workshops. They will then support young people to self-identify & engage with support services provided by Suffolk Family Carers.

Our programme of work also ensures that teachers & community leaders become better aware of the support young carers need & the valuable impact they make to the community as an enabler and in economic terms (reducing long term care bills).

Our work can continue to support the community through the resources we create and share long after our workshops, although we are developing the project with further future tour ambitions too. The project has been designed in clear reference to the Healthy Schools Award; ensuring that our work contributes to the objectives and can be used as one source of evidence for schools making an application. The repercussions of this will be for local people to support their peers & schoolchildren on leading healthier lives. In our case this is focussed on mental health & wellbeing.

Schools receiving our project will also be able to use it towards their attainment of the Suffolk Young Carer Schools Award.

The approach of using high quality theatre with a large digital component, coupled with talk-out workshops & ongoing resources ensure that the work is memorable & innovative in the approach of sharing the messages.

We believe that with our approach of earlier planning, building on current relationships, and making the work accessible with your support, that we can engage more young people and gatekeepers and have a lasting effect.

Maximum of 300 words

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 Family Carers – We are working with SFC to ensure the voice of local Suffolk Young Carers are heard & that the relevant support services will be in

place for any identified young people through the project. They will also be another conduit to more schools within West Suffolk through their existing work.

John Peel Centre (Stowmarket) – Are working with us to provide local space for rehearsals and to commence our performance programme within Suffolk – being accessible to young people & families from St Edmundsbury in particular this enables us to reach those that may not have the opportunity through schools.

Alongside these organisations and others including, Creative Arts East, 20Twenty Productions, Arts North Norfolk, Bury St Edmunds Youth Forum who are providing expertise in audience participation through to direct contact with young carers to rehearsal space and how to engage hard to reach schools, we have developed good working relationships. These have helped to refine the project from its first year, and helped to develop an even better resource this year which include online tools to encourage further engagement before and after the live production and workshops.

Maximum of 300 words

16. When will the project start?

15/04/2017

17. When will the project finish?  
project ongoing?

Summer 2017

or is the

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

Our project is phased and having reached 933 young people in 13 schools with good constructive feedback which has shaped this second year of the production. We have further developed engagement tools and now have stronger local partnerships which we want to continue to build upon.

Maximum of 300 words

18. Which years funding are you applying for?

2017

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

1200 over the tour plus digital channels

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? If your project is health related how does it improve health outcomes for residents within community networks and beyond?

300+ young people & Schools from the borough engaged – Preventative measure & support to early access of young carer support services (as per the Families & Communities Strategy Priorities)

Engage with 3+ third sector agencies involved in delivering support services for young people & young carers – developing cohesion & capacity of the networks to work together & support the local community.

20+ young people engaged in the development process of information resources & the production (community involvement in producing the work).

The young people engaged in the ongoing development process will help form a legacy for West Suffolk, with clear information & resource packs designed to support young people in West Suffolk. The improved knowledge & understanding of school teachers will have a profound impact on the support & attainment of young carers for years to come. We will work with Schools & local care agencies to encourage young carers champions, and to facilitate the dissemination of the latest information.

We have taken feedback from all community partners, audience members and young people in active format so that we can ensure they are fully engaged from the outset, to the participation, to the future shape of the project in preparation for returning again.

Our work will continue to be influenced by our partners within West Suffolk and by working with them to access more young people and establish community engagement through direct & representative methods. It has been found that the greatest impact on young carers is reached when the schools identified the people they wanted to be involved which has made the numbers smaller but the impact greater. This second year will involve both small groups and larger ones to maximise identification of hidden carers and maximise impact on young carers and their immediate network where they are identified.

Maximum of 300 words

21. What is the total cost of the project?

£ 70,997

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 (£)
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Project costs	
• Project manager	£6,000.00
• Producer	£4,500.00
• Project Administrator	£2,500.00
• Contribution to production office/stationary	£500.00
Creative Team	
• Actress	£1,575.00
• Stage Manager (with Sound experience)	£1,840.00
• Director	£3,000.00
• Film Media Creation	£2,240.00
• Designer	£1,920.00
• Composer	£1,760.00
• Accommodation Costs for Rehearsals	£1,500.00
• Rehearsal Travel	£1,750.00
• Choreographer	£1,778.00
• Contingency @ 5%	£868.15
Production	
• Set Build and Materials	£1,800.00
• Props & Costume	£300.00
• Rehearsal Space	£2,300.00
• Marketing materials & online advertising	£1,150.00
• Show Insurance	£350.00
• Van Costs	£450.00
• Technical Set-up for rehearsal	£1,800.00
• Contingency @ 5%	£407.50
Touring costs	
• Performers Fees	£2,700.00
• Stage Manager	£2,760.00
• Tour Accommodation	£4,860.00
• Fuel	£660.00
• Van Hire	£2,520.00
• Tour Travel	£900.00
• Touring Technical Costs	£2,800.00
• Contingency @ 5%	£860.00
Training and all workshop expenses	
• Young Carers Training	£5760.00
• Workshop expenses and costs to support Young Carers	£5,400.00
• Contingency	£468.00
• Videography	£1020.00
<b>Total cost of items listed above:</b>	
	£70,997

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 (£)
Private Fundraising Event & Donations	£3,000
In Kind Discount/Donations	£10,550
<b>Total fundraising:</b>	13,550

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

Funder	Amount (£)	Timescale for decision
CIN	£10,000	December 2016
Awards for All	£10,000	December 2016
Forest Heath District Council	£5,000	January 2017
Other local trusts	£2,847	December 2016
ACE G4A	£15,000	
Total from Grant funding	£42,847	
School / local contributions from other touring areas (Earned income support)	+ £9,600	
<b>Total:</b>	52,447.00	

Funder	Amount (£)	Reason for funding
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Forest Heath DC	5,000	Freefall last year
<b>Total:</b>	5,000	

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?

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# Community Chest Application Summary 2017/2018

Local Authority	St Edmundsbury Borough Council
Organisation	<b>Creative Arts East (Rural Touring Scheme)</b>
Amount Requested	<i>£8,000 over two years: Yr1 - £4,000; Yr2 - £4,000</i>
Total Project Cost	£17,110
Match Funding	Arts Council England National Portfolio funding: £510 In-kind volunteer event management time: £7,200 Suffolk County Council: £1,400
Partnerships	Partner promoting groups identified above – delivery partners Suffolk Libraries Service – funder and delivery partner Creative People Places project 'Market Place' – delivery partner Arts Council England – funder and creative stakeholder Pub is the Hub – strategic partner Suffolk County Council – funder and strategic partner National Rural Touring Forum – strategic partner Suffolk Cinema Network – delivery partner British Film Foundation – strategic partner and funder
West Suffolk Bid?	Yes

## Key Points

- Creative Arts East focuses on engaging those communities or its members who face geographical, physical or other barriers to participating in the cultural life of their area in high quality, stimulating arts and cultural activities.
- Creative Arts East Live! is a rural touring scheme which aims to provide memorable, uplifting and enjoyable live performance experiences that enrich community life and provide a focus for shared celebration.
- Project start: **April 2017**
- Project Start: **March 2019**



#### **4. What is the status of your organisation?**

Registered charity x

Charity number: 1040321

Applying for charitable status

Company limited by guarantee x

Company number: 2960157

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 58000+

Full Time staff / workers 4

Volunteers and helpers (nonmanagement) 500+

Part Time staff / workers 4

#### **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.**

**Our Vision:** Culturally vibrant, connected and motivated rural communities

**Our Mission:** To improve community life through the creative use of the arts

Creative Arts East focuses on engaging those communities or its members who face geographical, physical or other barriers to participating in the cultural life of their area in high quality, stimulating arts and cultural activities.

We work across Norfolk, Suffolk and the wider eastern region and we achieve our mission through regular activities - Creative Arts East Live!, a rural touring scheme for professional live performance events, and Village Screen, a touring cinema scheme for rural communities, alongside a portfolio of projects that involve people in cultural education, that improve health and well-being and that assist in the development of community volunteers.

7. What was your organisation's total income for last financial year? **440,931**

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

**440,664**

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?**

Creative Arts East LIVE! is a rural touring scheme which aims to provide memorable, uplifting and enjoyable live performance experiences that enrich community life and provide a focus for shared celebration.

Suffolk Cinema Network is a community cinema scheme providing rural communities with access to quality film screenings in community venues.

Both of these schemes operate throughout the county and in partnership with local volunteers, empowering local people to take the lead in the cultural provision of their area and supporting them to host high quality and affordable arts events, within easy travelling distance of their homes.

Creative Arts East provides expertise, training, marketing support and financial subsidy to voluntary groups so that they can select and promote local, regional, national and international performance artists, alongside Hollywood, archive, family and world cinema releases in local venues that are welcoming and accessible.

We are seeking local authority funding to support the continuation of these schemes across the Forest Heath district over the next two years, aiming to support and subsidise events to take place in village halls, pubs, schools and outdoor spaces and to train and support local volunteers to lead and manage these events.

Volunteers will be supported through ongoing administrative, programming and event marketing support provided by the Creative Arts East team; bursaries to

encourage them to travel locally and nationally to raise their skills and confidence in programming, marketing or event management; and dedicated training sessions which will bring volunteers from across the scheme together to network, share learning and see firsthand the opportunities on offer for them to champion within their own communities.

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.

For 7 years FHDC has supported CAE to make the Live! rural touring scheme available to communities across the area. Over the last 3 years we have partnered over 8 community groups to host over 28 professional performances to an audience of 1800+, whilst also developing new projects which support the increase of new promoting groups within other areas of the district.

Similarly, FHDC has supported the set-up and running of Suffolk Cinema Network and presently there are 4 cinema promoting groups in the district, screening approximately 16 titles per year to an audience of 400+. Promoting groups have included (current groups\*):

Forest Academy  
Freckenham Village Hall \*  
Elveden Estates and Courtyard  
Newmarket Library \*  
Brandon Library  
Mildenhall Library  
Wheatsheaf Public House  
IES Breckland  
Brandon Country Park \*  
Exning Village Cinema \*  
Newmarket Town Council \*  
Lakenheath Library \*

Audiences and promoters benefiting say:

"We would never have achieved the success we have at Freckenham Village Hall as a venue for such activities without the help of CAE, bringing us such quality professional acts at affordable fees... I do hope FHDC will continue to support CAE in future." Promoter

"Really enjoyed this would like to see more live theatre" *Audience Member*

"Great value for money!" *Audience Member*

"We were really impressed with this workshop. The children loved being involved." *Audience Member*

"We would not have been able to get the club up and running without the help and support of SCN. An important part of creating the club has been the ability to show the film on a large screen and the facility of being able to borrow the

equipment to do this via SCN has been invaluable." Promoter

"Thanks for everything – Cinema Night has simply been one of the highlights of the year so far." Promoter

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

The rural touring model has at its core a commitment to supporting the residents within rural and disadvantaged communities to improve their own lives and those of their friends and neighbours. This is achieved by placing community volunteers in the driving seat to:

- take a proactive lead in the cultural provision available locally,
- provide opportunities for greater connections between residents, including those more frail or isolated individuals,
- make greater use of community assets,
- build the social capital within the community such as developing transferable skills in ICT, budgeting and fundraising.

This project will support the development of the social fabric of communities within the borough, in particular by engaging older residents in meaningful and confidence-building volunteering experiences which draw on or develop new skills within them, and it will also reach some of the most vulnerable or isolated residents by providing local, affordable and uplifting cultural experiences which they would otherwise not have access to or awareness of. Access to this provision will give the beneficiaries an increased sense of community connection by the gathering neighbours in local venues to see live performance and film and most importantly have a cup of tea, find out how each other are and make links between residents who can support one another

in the longer term. Many will also have an increased sense of wellbeing as a result of their experience which will contribute to one or more of the 5 ways to wellbeing - connect, be active, take notice, learn, give.

Importantly, some of these locally-run but nationally-toured events will also contribute to essential cultural and extra-curricular educational activities for children and young people across the district and we will continue to position events and other opportunities in those areas of highest childhood poverty.

#### 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.

Partner promoting groups identified above – delivery partners  
Suffolk Libraries Service – funder and delivery partner  
Creative People Places project 'Market Place' – delivery partner  
Arts Council England – funder and creative stakeholder  
Pub is the Hub – strategic partner  
Suffolk County Council – funder and strategic partner  
National Rural Touring Forum – strategic partner  
Suffolk Cinema Network – delivery partner



16. When will the project start? **01/04/2017**

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? **31/03/2019**

18. Which years funding are you applying for? **2017-2018 and 2018-2019**

19. How many people do you expect to benefit directly from the project on either a weekly, monthly or annual basis? **1200**

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?

Feedback from audiences and promoters across the schemes, including the views from Forest Heath residents, shows:

- on average audiences came from within a 9 mile radius, proving that these events really are made for and by the communities in which they are held;
- 86% of audiences members rated value and experience as very good;
- 83% of audience members rate quality as very good;
- 56% of those surveyed said they would not have attended the event if it had not been local to them;
- 73% counted themselves as new audience members.

Outputs for 2017-19:

At least:

- 2000 residents engaged as audience members for live performance;
- 50 volunteering instances supported;
- 38 community-led events held within the Forest Heath district;
- 6 volunteer training events;
- 2 bursary supported volunteer development opportunities

Outcomes for 2017-19:

Based on the 5 Ways to Wellbeing (Connect, Be Active, Take Notice, Keep Learning and Give)

At least:

- 70% of surveyed attendees feel an increased sense of community connection as a result of having attended/participated
- 70% of surveyed attendees feel an increased sense of personal wellbeing as a result of having attended/participated

70% of surveyed attendees feel these activities contribute to a stronger and more active community

80% of surveyed audience members think the quality is very good

80% of surveyed audience members think the 'value for money' is very good.

21. What is the total cost of the project? **£17,110**

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.

Contribution to:

Salaries and associated costs inc. NIC/CPD/expenses:	5568
£1034 per year x 2 for Live performance	
£1750 per year x 2 for Cinema	
Programming costs – artistic fees, equipment maintenance, etc:	2400
£1000 per year x 2 for Live performance	
£200 per year x 2 for Cinema	
Marketing costs: printed fliers, website, corporate information, etc:	442
£21 per year x 2 for Live performance	
£200 per year x 2 for Cinema	
Administration and Building costs:	1500
£200 per year x 2 for Live performance	
£550 per year x 2 for Cinema	
Event Management Costs	7200
£400 per year x 2 for Live performance	
£3200 per year x 2 for Cinema	
<b>Total cost of items listed above:</b>	<b>17110</b>

22. How much funding are you applying to us for? **£8,000 over two years**

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

Arts Council England National Portfolio funding	510
In-kind volunteer event management time	7200
Suffolk County Council	1400

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

project? **None**

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**

Forest Heath District Council: £3000  
Annual contribution to rural touring provision across District  
**Total: £3000**

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# Community Chest Application Summary 2017/2018

Local Authority	St Edmundsbury Borough Council
Organisation	<b>Theatre Royal, Bury St Edmunds</b>
Amount Requested	<i>£15,000 year 1; £15,000 year 2 = £30,000 in total</i>
Total Project Cost	<i>£21,000 year 1; £21,000 year 2</i>
Match Funding	<i>£19,521</i>
Partnerships	Women's Refuge, Suffolk Age UK, Focus 12 and others.
West Suffolk Bid?	No

## Key Points

- A key part of our mission is working with the communities we serve through delivering a range of outreach projects with other partner charities.
- We are seeking funding to enable us to continue our valued programme of outreach work developed with Bury-based charities and communities delivered through the Associate Artists programme.
- Project start: **April 2017**
- Project end: **Ongoing**

**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):

Theatre Royal, Bury St Edmunds
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2. Organisation address details

Address Ln1	Westgate Street		
Address Ln2			
Address Ln3			
City/Town	Bury St Edmunds	Postcode	IP33 1QR
Main phone	01284 829942	E-mail	julia@theatreroyal.org
Website	www.theatreroyal.org		

Main Contact Person		Second Contact Person	
Title	Miss	Title	
Forename	Julia	Forename	
Surname	Read	Surname	
Role	Fundraiser	Role	
Daytime Tel No.	01284 829942	Daytime Tel No.	
Mobile No.		Mobile No.	
Email	Julia@theatreroyal.org	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	
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**About your organisation**

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

St Edmundsbury and West Suffolk

\*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: 242977
Applying for charitable status		
Company limited by guarantee		Company number:842455
Community Interest Company		
Part of a larger regional or national charity (Please state which one)		No
Constituted Community Group		No
Social Enterprise		No
Other (Please specify)		

5. How many people are involved in your organisation?

Management committee	9	Service users	Approx 45,000
Full Time staff / workers	12	Volunteers and helpers (non-management)	74
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.

Theatre Royal Bury St Edmunds (TRBSE) services people in Bury St Edmunds, West Suffolk and also tours nationally, producing and presenting over 400 performances annually of drama, music, dance, light entertainment for all generations from a 200 year old heritage theatre. 87% of our income is self generated. 12% of that figure comes from fundraising to keep the doors open. We also generate approx. £4.285m into the local economy. A key part of our mission is working with the communities we serve through delivering a range of outreach projects with partner charities. The performing arts are one of the most powerful means of educating, nurturing and empowering and offer opportunities of expression to the sick, isolated and disadvantaged. Its affirmative, progressive effect on both the vulnerable and young people is well documented, and Suffolk has some sobering statistics, such as some of the lowest levels of attainment in schools and major problems with rural isolation. With requisite funding secured for each project in 2016 alone TRBSE has delivered:

- Continuing accessible performances for those with sight and hearing impairments

- A second year of the Children’s Arts Festival, taking performances into 22 schools and 9 venues in Suffolk
  - A project working with young people from the Bury YMCA giving them a voice, a range of creative skills, training and offering professional volunteering experience
  - A creative song writing project for young adults with disabilities based in West Suffolk
  - A life changing creative writing project with the Women's Aid Refuge in Bury
  - a creative project with elderly people in partnership with Suffolk Age UK in Bury
- Plus we give young people aged 8 – 22 years the opportunity to work with experienced theatre professionals to produce and perform on stage.

Maximum of 300 words

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:

- 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.

Our **Associate Artists** programme is about prevention, building resilience to avoid the need for crisis interventions later on. We will work with communities to deliver innovative, ground breaking projects tackling health inequalities, empowering the powerless, resulting in life-affirming impacts on wellbeing.



We are seeking funding of £15,000 per year for a two year commitment to enable us to continue our valued programme of outreach work developed with Bury based charities and communities, delivered through our **Associate Artists** programme. Building on the success of pilot projects all of which have had high impact, and in some cases been life changing for beneficiaries, we respectfully request two year funding giving us stability to run the **Associate Artists** programme.

This year, having secured the requisite funding, we have partnered the Women's Refuge; YMCA, Suffolk Age UK, are running a project for young people with physical disabilities from West Suffolk College and offered a Community Engagement programme offering tickets for users of various charities within St Edmundsbury all delivered through the **Associate Artists** programme. Bringing local people together for theatre projects, we have enabled 100s of vulnerable people to participate in the arts, giving them a voice, empowerment, and creating work using a range of skills across drama, film, music, creative writing and performance.

"This project has saved my life. Instead of it all inside of me, all the pain, the memories and the thoughts, I can write them down, get it out of my head and heart." [Refuge victim](#)

"I feel like I am reborn at 85! I feel like here is a new beginning. There's still so much we can do". [Age UK participant](#).

Maximum of 300 words

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.

I would like to answer this question largely with testimonials from three of the partner charities concerned (Jo Reeder from [Suffolk Age UK](#), and Judith Grandi from [Bury St Edmunds Women's Aid Centre Ltd](#), and [Focus 12](#)) together with some testimonials from those users who rely upon their services and for whom we deliver the **Associate Artists** Programme, thereby providing evidence of how this application is supported by local charities and vulnerable people, showcasing the community's desire to improve the lives of local people with evidence that action is needed and that the **Associate Artists** programme can help meet those needs thus reflecting the strategy of Community Chest funding:

**Testimonial from Suffolk Age UK:**

"In 2016, Suffolk Age UK launched a campaign entitled "There's More To Me" – which is all about recognising, valuing and respecting older people in Suffolk – capturing their stories and listening. We know how important this is – one in ten people aged over 65 say that they are often or always lonely – that's 15,000 people in Suffolk. We know that people feeling lonely or suffering from social isolation, often have other issues as well – depression, falls, increased risk of other health complaints. Making these people feel valued, and recognised makes an enormous difference. This has linked directly into the work that the Theatre Royal has been undertaking with our day centres in Bury St Edmunds – we have seen an enormous difference in the excitement, enthusiasm and interest of our members whilst undertaking the sessions enabling these people to share their stories and feel valued and recognised". [Jo Reeder, Suffolk Age UK](#).

**Testimonials from the Theatre's project with women from the Refuge – in response to the question "How has participating in this project impacted your wellbeing?"**

"I woke up really happy. I haven't woke up that happy about an event that has not involved drugs."

"Massively. I feel glad that I've shared via this project because there might have been anyone sat here in the theatre experiencing this. There is justice out there. It is possible for anybody to leave (an abuser) and that's made me feel really good."

"This is the best thing I've done since arriving at the Refuge. It's worked better for me than therapy."

"It has impacted massively on my well-being because writing and having you (the Theatre) helping along the way has gave me hope that I'm not useless and can accomplish something."

"It has improved it a lot more than formal services. It's letting me get my voice out there."

"Something has changed in me lately. I'm made up and amazed at that. I can feel the twinkling of shoots of growth and confidence, and I'm doing something that's not in the pub or involving drugs."

"It's a family and you feel worthwhile."

"This project with the Theatre Royal, far exceeded expectations, and from beginning to end, has effected positive change in the most extraordinary ways. Writing down their experiences was immensely therapeutic for all the participants; and watching their work performed in public, and then reflecting on the effect that their stories had on the audience, gave them a real sense of achievement and has had a lasting impact on their confidence and self-esteem. The play itself was a powerful tool for raising awareness of the suffering and bravery of victims. Judith Shallow, the then High Sheriff, spoke for the entire audience when she described the play as "profound, astounding, soul-wrenching and extraordinary". We as an organisation have also benefitted from the public's increased understanding of the challenge and delicacy of our work with victims of abuse.

Such was our clients' clamour for the project to continue – particularly from those who had turned down the opportunity to participate the first time – that we managed to obtain funds to pay for a second series of ten workshops, again delivered through the Theatre Royal who then hosted a presentation of *Untold Stories* to showcase the work of nine women who had taken part. As a result of this second collaboration, all the positive benefits described above were again experienced.

We sincerely hope that funding will be secured so that our clients may continue to benefit from their vision and expertise". Judith Grundi, Bury St Edmunds Women's Aid Centre Ltd

"The clients enjoy having the chance to see shows at the Theatre Royal Bury St Edmunds. For many of our clients this will have been the first time they have set foot in a theatre. This kind of experience is incredibly important to the therapeutic work we do, and it's yet more proof to those with substance misuse problems that it is possible to have a night out without drink or drugs. We really look forward to future productions."

Focus 12, Bury St Edmunds

Through the Associate Artists programme we can meet the 5 principles of the Community Chest funding:

Safe places and a sense of belonging

Seeing the whole person, not just a condition

Being connected to others and understanding relationships

Giving control back to the individual

Building an individual vision of a healthy future

I would also like to provide the following case study. Through a strand of our outreach work we ran a project with young people at **Meet Up – the Benjamin Foundation**. One 17 year old there had been kicked out of home and abused and had little sense of direction. He came along with others from the **Meet Up** cafe to see productions at the Theatre early in 2016, and subsequently joined the Theatre's **Summer School** (one of our programmes where we give young people the opportunity to work with experienced theatre professionals over several months to produce and act in a production, with full production qualities, on stage at the Theatre Royal). He was given a bursary by the Theatre to enable him to participate. This year's Summer School production was **Kes**, by Lawrence Till, and the Summer School group did 4 performances over 3 days to over 500 audience members. The experience he had through this pathway with us has now resulted in him finding his confidence and direction and he has now successfully applied to West Suffolk College for their Diploma in Performing Arts.

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

Through running these pilot projects we have now been able to establish a strong partnership group of charities servicing the community, and providing support to those dependent on them. Through delivery of cross arts projects in collaboration with these charities we can undeniably contribute significantly to preventative strategies by improving their users well-being, sense of self-worth, giving them a chance and helping them to reintegrate within the community through a range of pathways using creative expression and opportunities with proven outcomes.

We can help give these groups' users opportunities for a more normalised life, and social connections that also include community engagement to access and enjoy performances at the Theatre Royal in a safe and welcoming space where they can share and feel ownership of West Suffolk's community theatre and all that it offers in its cultural delivery.

With the requisite funding the Theatre will be able to continue creating these vital networks of relationships and widen links within the community for participants from the various charities they rely upon and with whom we have been working. And indeed, with requisite funding the Theatre will be able to build upon this work.

The pilot projects we ran with our community partners had profound impacts on the participants and frankly provided life-lines for many of them.

Maximum of 300 words

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.

Partner organisations with whom we worked on our pilot projects and with whom we want to continue our collaboration in this important community work and be able to build further networks:

**Women's Refuge**

**Suffolk Age UK**

**Bury YMCA**

Young disabled people studying at **West Suffolk College** (currently 30 students in the current intake)

In addition, for the ticketing scheme: Users of other charities based in St Edmundsbury and West Suffolk whom we can partner as follows:

working with groups supporting those in recovery from substance abuse with **Turning Point**

**Focus 12**

**Artheads**

Homeless people living in hostels and accessing outreach services:

**Tayfen House**

**Drop In** Centre in Bury (in their new temporary sites)

Young people from **Meet up - Benjamin Foundation** and **YMCA Stowmarket**

Maximum of 300 words

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 Theatre Royal will be applying to Arts Council for a grant to enable this programme of work. If the application is successful, it will require a percentage of match funding to have been secured which we will also endeavour to achieve.

Maximum of 300 words

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?

100s annually – please see breakdown below

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? If your project is health related how does it improve health outcomes for residents within community networks and beyond?

There are generic outputs that all users from the partner charities would experience: giving people a voice; imbuing individuals with a sense of control over their futures; empowerment; mitigating the impact of loneliness and isolation; creative skills; increased self-esteem; increasing trust in their community; providing a network of the familiar and friendly; raising awareness of the issues faced on a daily basis; increasing well-being and in some cases providing life changing experiences. There are also dominant outputs that would be achieved in each project too as follows:

**YMCA work** – numbers: 20+ residents  
Dominant output: training and job opportunities. Beneficial outcomes in improved relationships within their wider family units

**Women’s Refuge** – numbers: 20+ residents  
Dominant output: self-esteem; the ability to regain control and greater normality in their lives

**Suffolk Age UK** – numbers: 20+ residents at two Bury based centres  
Dominant output: sense of purpose, stimulation, reducing isolation and loneliness

**Song-writing project with young people with physical disabilities** – numbers: 30 through WSC  
Dominant output: musical skills, self-belief, reiterating the “Yes I Can!” theme of the Para-Olympics

4 productions throughout the year would be made available for charity users to enjoy with free tickets as guests of the Theatre Royal – numbers: 120+ for each of the 4 productions  
Dominant output: engagement within their community; the opportunity to enjoy and be stimulated by performance, something that most others can because they have a choice.

We would be creating a safe place and a sense of belonging and giving all concerned the ability to be connected with others.

Maximum of 300 words

21. What is the total cost of the project? year 1 £21,000, year 2 £27,000

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.

<b>Item or activity</b>						
Year 1						
<b>Associate Artists Annual Costs for YEAR 1</b>						
			<b>Hrs per Week</b>	<b>Rate per Hour</b>	<b>Weeks</b>	<b>Total</b>
<b>1 Part Time Associate Artist A</b>						
	Salary	1 1/2 days per week	10	£15	52	£7,800
	Nic					£0
	Pension 1%					£78
	Travel 500 miles @ 33p					£165
						<u>£8,043</u>
<b>2 Part Time Associate Artist B</b>						
	Salary	1 day per week	7.8	£15	52	£6,084
	Nic					£0
	Pension 1%					£61
	Travel 500 miles @ 33p					£165
						<u>£6,310</u>
<b>3 Supply Tickets</b>						
		4 Shows x 40 free tickets x Ave price of £17.50				<u>£2,800</u>
<b>4 Management &amp; Administration Recovery</b>						
	Executive Director	Artistic & Strategic Management				
		75 hours @ £27				£2,025
	General Manager	Line Management				
		50 hours @ £24				£1,200
	Admin Manager	Payroll, Personel & Administration				
		50 hours & £15				£750

£3,975

**TOTAL COST PER YEAR 1**

£21,128

Year 2

**Associate Artists Annual Costs for YEAR 2**

		<b>Hrs per Week</b>	<b>Rate per Hour</b>	<b>Weeks</b>	<b>Total</b>
<b>1 Part Time Associate Artist A</b>					
Salary	2 days per week	15.6	£15	52	£12,168
Nic					£560
Pension 2%					£244
Travel 700 miles @ 33p					£231
					<u>£13,203</u>
<b>2 Part Time Associate Artist B</b>					
Salary	1 day per week	7.8	£15	52	£6,084
Nic					£0
Pension 2%					£122
Travel 500 miles @ 33p					£165
					<u>£6,371</u>
<b>3 Supply Tickets</b>					
5 Shows x 40 free tickets x Ave price of £17.50					<u>£3,500</u>
<b>4 Management &amp; Administration Recovery</b>					
Executive Director	Artistic & Strategic Management				
	75 hours @ £27				£2,025
General Manager	Line Management				
	50 hours @ £24				£1,200

Admin Manager	Payroll, Personnel & Administration	
50 hours & £15		£750
		<u>£3,975</u>
<b>TOTAL COST PER YEAR 2</b>		<u>£27,049</u>
<b>Total cost of items listed above:</b>		

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

£15,000 per year for 2 years

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

Source	
	<b>Amount (£)</b>
<p>No funds have been raised to date for the future of this outreach work apart from this funding application and a future one to ACE. We respectfully remind you that resources are of course very tight at the Theatre Royal which also has to fundraise £170,000 annually for its very survival with one full time staff member and one part time staff member.</p> <p>The following figures show funds raised between October 2015-March 2016 which enabled the Theatre to run these pilot projects from January to October this year. We are appealing to the Community Chest to enable us to plan and run this programme from April next year.</p> <p><u>Sources and funding secured to deliver projects from January – October 2016:</u></p>	
Arts Council for community engagement	£1,000
St Edmunds Trust (for the young people with physical disability song-writing project)	£5,150
Locality budget Julia Wakelam (£561) and grant from the Shallow & Hodge Fund (£2,000) towards the Women's Refuge project	£2,561
Grant from Rural Youth Trust (£1,340) and locality budget Julia Wakelam (£600) and donation from Theatre Supporters' Group (£600) for the YMCA Project	£2,540
Donation from Theatre Supporters Group (£8,000) towards Suffolk Age UK project	£8,000



<p>These funds have been raised to enable these projects to take place in their <i>pilot</i> stage with high impact results in all cases beyond expectations. This is in addition to ensuring the Theatre meets its annual core fundraising target of £170,000, and is also able to deliver a further fundraising contribution of around £11,000 towards enabling the Theatre's Children's Festival. All on very lean resources.</p>	
<b>Total fundraising:</b>	<b>£19,251</b>

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

Funder	Amount (£)	Timescale for decision
None as yet because of limited staff resources and the need to attain significant funding targets to support the Theatre's annual running costs.		
<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
The annual St Edmundsbury Borough Council grant towards running costs	£61,250	Investment in the running costs
<b>Total:</b>		

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# Community Chest Application Summary 2017/2018

Local Authority	St Edmundsbury Borough Council
Organisation	<b>Creative Arts East (Our Day Out)</b>
Amount Requested	<i>Yr1 - £16,830; Yr2 - £16,830</i>
Total Project Cost	£35,860
Match Funding	£2,200
Partnerships	Various organisations: Suffolk Family Carers, Norfolk and Suffolk Dementia Alliance, Abbeygate Picturehouse and many more.
West Suffolk Bid?	No

## Key Points

- Our Day Out (ODO) is a unique programme for rurally isolated elders, with a particular focus on those living with early to mid stage dementia.
- The project is aimed at improving wellbeing by reinvigorating beneficiaries' engagement with quality arts and evaluating the impact of regular creative engagement within this group. The programme provides opportunities for elderly beneficiaries to engage with creativity through participatory monthly creative sessions delivered by skilled and professional artists from across the country in sessions of 2-3 hours each.
- Project start: **April 2017**
- Project end: **March 2019**



#### **4. What is the status of your organisation?**

Registered charity x

Charity number: 1040321

Applying for charitable status

Company limited by guarantee x

Company number: 2960157

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 58000+

Full Time staff / workers 4

Volunteers and helpers (nonmanagement) 500+

Part Time staff / workers 4

Across all of Norfolk and parts of Suffolk, including Forest Heath, St Edmundsbury, Mid Suffolk and Babergh

#### **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.**

**Our Vision:** Culturally vibrant, connected and motivated rural communities

**Our Mission:** To improve community life through the creative use of the arts

Creative Arts East focuses on engaging those communities or its members who face geographical, physical or other barriers to participating in the cultural life of their area in high quality, stimulating arts and cultural activities.

We work across Norfolk, Suffolk and the wider eastern region and we achieve our mission through regular activities - Creative Arts East Live!, a rural touring scheme for professional live performance events, and Village Screen, a touring cinema scheme for rural communities, alongside a portfolio of projects that

involve people in cultural education, that improve health and well-being and that assist in the development of community volunteers.

7. What was your organisation's total income for last financial year? **440,931**

8. What was your organisation's total expenditure for last financial year?  
**440,664**

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.

Our Day Out (ODO) is a unique programme for rurally isolated elders, with a particular focus on those living with early to mid stage dementia.

The project is aimed at improving wellbeing by reinvigorating beneficiaries' engagement with quality arts and evaluating the impact of regular creative engagement within this group. The programme provides opportunities for elderly beneficiaries to engage with creativity through participatory monthly creative sessions delivered by skilled and professional artists from across the country in sessions of 2-3 hours each.

Results from an original pilot scheme initiated for and run across Breckland in 2015-16 demonstrated that the wellbeing of participants increased by 44% as a result of their participation against the Warwick Edinburgh Mental Wellbeing Scale (WEBWMS).

In consultation with Family & Community Officers at West Suffolk Council and the Dementia Action Alliance Group, we are applying to pilot 2 years of a similar

programme for 2 groups in St Edmundsbury. The activity programme will evolve in line with beneficiary evaluation, however activity is likely to include digital music-making, African drumming, choral work, classic and contemporary dance, museum visits, archive film and event cinema screenings.

We will work with a number of high quality local artists alongside nationally and internationally renowned companies, who have emerging or long-standing track records in working with this client group, and we will support their development through dedicated training and CPD.

We will closely monitor participants' enjoyment of the sessions and also their wellbeing as a result of participation. Based on consultation with existing programme participants our approach to evaluation, monitoring and progression mapping will be simple and clear, conducted via a range of structured 1:1 conversations, formal feedback forms and photographic documentation, allowing all beneficiaries, whatever their abilities, to recognise and articulate what they have gained from taking part.

Maximum of 300 words

£440,931

£440,664

£30,134

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.

*'More than 800,000 people in the UK are living with dementia, with numbers expected to rise to 1 million by 2025. The cost in the UK to the NHS, local authorities and families is set to rise to £27 billion by 2018.'* Alzheimer's Society Dementia Report 2014

*"There is increasing evidence that participation in arts projects can help to maintain quality of life for sufferers and carers alike."* Journal of Dementia Care Vol. 21

This scheme will support the notion of 'dementia-friendly' that West Suffolk Family and Community Officers, with whom we have consulted, are trying to progress in west Suffolk.

Similarly, the original ODO pilot was established from Breckland Council's concern to address the increasing dementia diagnosis rates and transitions into social services care within their area. Consequently, the model for the programme, its referral approach and resulting group structures, are based on guidance from AgeUK, Admiral Nurses and local authority partners. These partners believe that ODO is an innovative scheme which complements existing dementia-provision by providing referral routes to those for whom existing services are not the right arena and/or who are not presently accessing any external, social experiences.

During the pilot we supported 407 creative engagements for vulnerable older people, at an average of 27 people per month over 3 groups. Quotes from

participants include:

"[I am] accepted with having dementia"

"[I am] learning to mix with others in similar circumstances"

"[It] helps to fill your life experiences and takes away worries"

"These sessions are essential to our wellbeing"

Based on our experiences at several dementia-led conferences we find that there is nothing else like this provision within the community. Moreover, our intentions link directly into Priority 2 of West Suffolk Council's Strategic Plan to build "resilient families and communities that are healthy and active."

Maximum of 300 words

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

An important element of the ODO programme is the increased social connectedness that participants experience as a result of their participation. Previous participants have told us that these sessions enable them to make new friends and build connections outside of the programme which supports them to feel more confident to attend different events and social occasions.

94% of previous participants said this activity supported them to feel less isolated or maintain their connectedness. 66.7% are more connected to their immediate community than before these sessions.

The peer to peer support that is created as a result of the programme is a valuable element. Although this is not a programme of respite for the carer, it does enable carers to meet others in similar situations and share learning and concerns. However, there is also a strong emphasis on reigniting the connection between carer and cared for and we achieve this by ensuring that the activities are accessible for every person in attendance, in turn enabling loved ones to work together, find new topics of conversation and areas of shared interest. Participants have told us that this means that they have things to talk about at home and with their wider family, which was not always the case before.

The longer-term strategy for sustaining this programme with continued investment would be to build in a volunteering element for the management of sessions and this is something that we will begin to do with our existing ODO groups in Norfolk, having now established regular and socially connected groups in this area after 18 months – 2 years. This element will further support the social connections of our participants, enabling them to access a wider network of support within their community and we would like to mirror this approach for our work in StEdmundbury.

Maximum of 300 words

#### **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.



Existing programme consultation and referral partners:

- Norfolk and Suffolk Dementia Alliance
- Age UK
- Arts 4 Dementia
- West Suffolk Council

Anticipated programme consultation and/or referral partners:

- Suffolk Family Carers
- Gatehouse
- Dementia UK
- Synergy cafes in West Suffolk
- Public Health (SCC)
- Alzheimers Society
- CCG
- Day Care Centres
- Admiral Nurses
- Aging with Optimism

Arts deliverers are likely to include:

- Rojo Arts
- Green Candle Dance Company
- Dance East
- Milk Maid Folk Club
- East Anglian Music Trust
- West Suffolk College Conservatoire
- Suffolk Museum Service
  
- Suffolk Cinema Network
- East Anglian Film Archive
- Abbeygate Picturehouse

16. When will the project start? **April 2017**

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

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

We are applying for a two year pilot project, which we hope will lead onto a longer term initiative for the area. During this pilot period we will evolve the programme and seek ways to source new investment and/or reduce costs by:

Enabling local volunteers to support the programme

Applying for additional, long term investment from stakeholders including:

- Suffolk Community Foundation
- CCG
- Public Health (SCC)
- Participant Payment
- West Suffolk Community Chest

maximum of 300 words

18. Which years funding are you applying for? **2017-18 & 2018-19**

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

We would aim to work with up to 16 participants per group per month, however based on our previous experience, recruitment will fluctuate, beginning with small numbers and experiencing multiple drop out numbers throughout the programme lifetime. On this basis we estimate attendance to be:

96 individual engagements in year 1

176 individual engagements in year 2

Totalling: 272 individual engagements by 30-40 different people

**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? If your project is health related how does it improve health outcomes for residents within community networks and beyond?**

We will place a strong focus on rigorous data collection and monitoring to ensure that our work is outcomes focused and we will utilise a range of qualitative and quantitative methods to gather data including 1:1 conversations, feedback questionnaires and delivery staff observations.

All beneficiaries will be monitored through self-assessment to understand the impact of the programme on their wellbeing and skills development. We will place a priority on the ONS4 questions around wellbeing, an established framework for measuring wellbeing, alongside a selection of additional indicators set by each participant which relates to their own assessment of positive and negative wellbeing outcomes. These will be established at a benchmarking stage in the first two months of participation.

These generic and bespoke questions will be monitored quarterly and upon completion of the programme by each individual.

As a result of the work, participants will have an increased sense of self- and artistic- confidence and this is likely to translate into an interest in and ability to access other community-based provision and services (arts activities, day centre facilities, other health and social care services which would enable them to live better for longer within their communities). They will experience a decrease in feelings of isolation through an opportunity to build stronger, wider social networks which can act as robust support mechanisms within their local community.

Specifically, as a result:

We will support at least 270 individual engagements in the programme;

30% of participants will demonstrate an increase in their wellbeing

30% of participants are more likely to seek out other arts and cultural experiences

70% will feel less isolated or maintained their connectedness to their local community

80% of participants will have enjoyed the sessions

21. What is the total cost of the project? **£35,860**

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 (£)**

Creative programme and practitioner costs @ £300 per session x 24 months x 2 groups: **14400**

Venue hire @ £40 per session x 24 months x 2 groups: **1920**

Session refreshments @ £5 per session x 24 months x 2 groups: **240**

Skills development and CPD costs @ £600 per group x 2 groups \* **1200**

Project Management @ £200 per day x 20 days: **4000**

Session Delivery Officer @ £150 per half day x 48 half days: **7200**

Project Assistance @ £75 per half day x 48 half days: **3600**

Senior Management Support @ £250 per day x 4 days \* **1000**

Contribution to overheads @ 13% of delivery costs: **2300**

**Total cost of items listed above: 35,860**

22. How much funding are you applying to us for? **£33,660**

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

**Source Amount (£)**

Skills development and CPD costs @ £600 per group x 2 groups will be supported through secured funds from Spirit of 2012: **1200**

Senior Management Support @ £250 per day x 4 days will be supported through secured Arts Council NPO funds: **1000**

**Total fundraising: 2200**

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

We aim to approach the Dementia Friendly Communities Fund issued by Suffolk Community Foundation in the next month (deadline 28<sup>th</sup> October). If we are

successful to this fund this will reduce the amount required from StEdmundsbury for this programme.

January 2017 (TBC)

**Total: £3000**

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?

**£3000 from Forest Heath Community Chest for Rural Touring costs**

# Community Chest Application Summary 2017/2018

Local Authority	St Edmundsbury Borough Council
Organisation	<b>Haverhill Community Trust</b>
Amount Requested	<i>£31,200</i>
Total Project Cost	<i>£75,300</i>
Match Funding	<i>£35,700</i>
Partnerships	SEBC Parks Department/Ranger Services; Haverhill Community Sports Association; Haverhill Rugby Club; REACH; Wednesday for Women and others
West Suffolk Bid?	No

## Key Points

- Applying for funding to support the provision of Community Activity Days in Haverhill over the course of three years, 2017-2019.
- Venues are chosen to build community cohesion locally and town-wide. The events encourage people to visit their local green spaces as well as East Town Park.
- More than 15,000 – over half the population - people took part in the full programme of summer activities in 2016.
- This application relates specifically to the Community Fun Days which serve a more focused purpose.
- The Community Activity Days give residents a chance to meet, eat and have fun together in a safe, familiar and local environment.
- Over the course of the project the Community Trust will consult on and look to develop an additional community sports event which could be either be incorporated into an existing event or promoted in partnership with other organisations.
- Project start and end **ongoing**.

**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	<b>Haverhill Arts Centre</b>		
Address Ln2	<b>High Street</b>		
City/Town	<b>Haverhill</b>	Postcode	<b>CB9 8AR</b>
Main phone	<b>01440 712858</b>	E-mail	<b>nick.keeble@haverhillartscentre.co.uk</b>

Main Contact Person		Second Contact Person	
Title	<b>Mr</b>	Title	<b>Mr</b>
Forename	<b>Nick</b>	Forename	<b>Martin</b>
Surname	<b>Keeble</b>	Surname	<b>Page</b>
Role	<b>Events Manager</b>	Role	<b>Finance Administrator</b>
Daytime Tel No.	<b>07908 078825</b>	Daytime Tel No.	<b>01440 718933</b>
Mobile No.	<b>07908 078825</b>	Mobile No.	
Email	<b>nick.keeble@haverhillartscentre.co.uk</b>	Email	<b>accounts@haverhill-tc.gov.uk</b>
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**

\*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	<b>X</b>	Charity number: <b>228092</b>
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	<b>16</b>	Service users	
Full Time staff / workers		Volunteers and helpers (non-management)	<b>10</b>
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.

**Haverhill Community Trust is set up to promote such charitable purposes for the inhabitants of Haverhill as it sees fit. It also provides venues, namely Haverhill Arts Centre and the Leiston Community Centre, for the benefit of the inhabitants of Haverhill.**

**The promotion of charitable purposes for the inhabitants of the town aims to allow Haverhill Community Trust to pursue a wide range of activities including community events. This enables it to promote initiatives that will benefit the health and wellbeing of the individual, the family and the community.**

**The prime beneficiaries of the Haverhill Community Trust are the residents of Haverhill and the surrounding hinterland.**

7. What was your organisation's total income for last financial year?  
2014/15 = £237,177
8. What was your organisation's total expenditure for last financial year?  
2014/15 = £206,493
9. Does your organisation have more than six months running costs? Yes /No
10. What are your organisation's current unrestricted reserves or savings? £30,684
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

**Haverhill Community Trust is applying for funding to support the provision of Community Activity Days in Haverhill over the course of three years, 2017-2019. Taking place each summer, these events bring together the community in their thousands at venues across the town.**

**The events and venues are:**

- **The Big Day Out – Haverhill Recreation Ground, anticipated attendance 2200**
- **The Picnic in the Park – East Town Park, anticipated attendance = 1200**
- **Chalkstone Fun Day – The New Croft, anticipated attendance = 1,000**
- **Parkway Fun Day – Haverhill Rugby Club, anticipated attendance = 1200**
- **Clements Fun Day – Leiston Road, anticipated attendance = 800**

**/venues are chosen to build community cohesion locally and town-wide. The events encourage people to visit their local green spaces as well as East Town Park.**

**The events run from 11.00am-3.00pm and provide a place where families socialise, picnic, take part in physical, practical and artistic activities they might not otherwise be able to try; learn about local resources, engage with organisations serving the local community and access countryside and open spaces. Many organisations successfully promote the opportunity to volunteer with them. Each day includes opportunities to learn about healthy life-style activities (One Life Suffolk launched it's work at the Big Day out 2016).**

**Each day includes adventurous activities such as climbing walls, zorbing and bungee trampolines. Abbeycroft Leisure promote their programme of summer activities and local groups such as cheerleaders, gymnastics, dance and parkour do demonstrations to promote membership. Community Activity Days are free to attend, which is an important principle to prevent barriers caused by affordability - a worry for many Haverhill families on restricted incomes. Participants are invited to make a voluntary donation, which raises £200-£300 depending on the size of the event.**

**The project brings together numerous partner organisations as co-organisers, participants and educators.**

Maximum of 300 words



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 Community Trust and its partners have identified the need to build community cohesion and give families affordable opportunities to take part in activities that they could not otherwise afford. Haverhill is a relatively deprived area of West Suffolk, particularly the Chalkstone and Clements estates. Local residents associations were originally involved in creating the Activity days but more recently these associations have struggled with their profile and membership so the Haverhill Community Trust now takes the lead.

Background Data used by West Suffolk Joint Cabinet in the Report CAB/SE/16/033 on Promoting Physical Activity compared the health of Haverhill residents to the rest of Suffolk. The data indicates that all four wards in Haverhill have a higher percentage of obese adults and children are more obese in Haverhill South and Haverhill East. Haverhill North and Haverhill South have a higher percentage of residents in in bad or very bad general health. Three of the four wards also have very high unemployment statistics. (see Appendix 1) The One Haverhill Partnership has recognised Health and Wellbeing as a key theme for the town to address over the coming years.

We know there is a need because of the popularity of the events in previous years and the anecdotal evidence of feedback that families really appreciate these events being free.

The programme has been developed over a number of years and the events are universally appreciated and fantastically supported. More than 15,000 people – over half the population of the town - took part in the full programme of summer events in 2016. The feedback on social media that is received at the end of the events is unanimously positive.

Some events, such as the Tribute Nights which pack the Market Square, are just for fun and enjoyment. Others, such as the Summer Bash are there to raise funds for local charities and organisations.

This application relates specifically to the Community Fun Days which serve a much more focussed purpose. Without these Community Days, there would be little or no opportunity for the community to come together.

Consultation with the public as to the type of activities has been through Residents Associations and groups active in the communities, i.e Wednesdays for Women, REACH, Haverhill Community Sports Association and Friends of East Town Park.

The police have identified these events as playing a key part in their community engagement and also as diversionary activities that lessen antisocial behaviour.

See Appendix 2 - letters of support and feedback from events in 2016.

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

During the summer holidays many families with children find it difficult to find activities suitable and affordable for them to attend as a family group. Many do not have access to transport out of Haverhill. Others have limited finances.

The Community Activity Days give residents a chance to meet together, eat together and have fun together in a safe, familiar, local environment where they feel that they belong.

The events are the biggest opportunity of the year for community groups to promote themselves, raise funds, recruit volunteers and give advice to many families and individuals who would not otherwise know about them. As a result, many groups take the opportunity to get involved.

We have had families attending events who have never had a picnic before. We have had young children access activities that they might not have been able to because their parents couldn't afford it. They can take part alongside their friends.

Some residents of the Clements had never been in the Leiston Community Centre and the event there gave them the opportunity to join some of the community self-help groups that meet there.

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.

- **St. Edmundsbury Parks Department /Ranger Service – partner in delivering 3 of the events.**
- **Haverhill Community Sports Association – partner in delivering the Chalkstone Fun Day**
- **Haverhill Rugby Club – partner in delivering the Parkway Fun Day**
- **REACH – partner in delivering the Clements Fun Day / attending events**
- **Wednesday for Women – partner in delivering the Clements Fun Day / attending Big Day Out**
- **Cartwheels Children's Centre – partner in delivering the Clements Fun Day**
- **Abbeycroft Leisure – provision of activities at all of the days and promotion of healthy activity**
- **Haverhill Safer Neighbourhood Team – attending every event for community engagement**
- **Haverhill Fire Station – Attending events as community engagement wherever possible**
- **Suffolk County Council Oral Health Team – Attending all events to promote good oral health**
- **West Suffolk Waste Management /Recycling – attending events to promote recycling**
- **OneLife Suffolk - promoting health checks and doing surveys on Men's health**
- **Positive Futures – Provide football skills activities at the Big Day Out**

**Current and potential future partners include:**

**Parkway Residents Association, Chalkstones Residents Association (CATRA), Little Wonders Preschool (Parkway), Friends of East Town Park, , Havebury Housing, School Nurses, Suffolk County Council Adoption and Fostering, One Haverhill Youth Skills project, Eastern Saving and Loans, Community Action Suffolk, Community Ambassadors, West Suffolk College, Haverhill Library**

16. When will the project start?

17. When will the project finish?

Ongoing

or is the project ongoing?

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

**The Community Trust hopes that the Community Activity Days will be ongoing and we recognise the need to work on establishing a sustainable footing for the events.**

Previously, financial support from the Borough and Town Council was provided because the value of the events was recognised and base budgets could afford to fund them. Whilst the recognition is there, financial pressures have meant that we need to apply for funding via the Community Chest. The three-year funding support will enable the Community Trust time to put together an action plan to look at building sustainability. Proposals such as using the infrastructure in place for free events to put on a separate ticketed event to generate funds will be investigated.

Over the course of the project, the Community Trust will consult on and look to develop an additional Community Sports event which could be either incorporated into an existing event or promoted in partnership with other organisations. One idea is to have an 'old fashioned' family Sports Day with Egg & Spoon Races, Three legged races etc.

18. Which years funding are you applying for? **2017-2019 (funding for 3 years of activities)**

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

**5000+ annually (attendance at the events is 6400 but there are repeat attenders across the events)**

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? If your project is health related how does it improve health outcomes for residents within community networks and beyond?

**Benefits include:**

**3000+ children and young people (each year) taking part in at least one physical, practical or artistic activity**

**5000+ people (each year) visiting green spaces in Haverhill**

**2000+ parents (each year) engaging with Health related agencies**

**35+ voluntary/statutory organisations promoting their activities and services**

**A Community Sports Legacy event (to be developed)**

22. 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 (£)
Provision of activities (£20150 per year) Hire of transport (5 x £90 =£450 per year) Hire of venues (5 x £150 = £750 per year) First Aid Cover (5 x £300 = £1500 per year) Marketing Costs (Contribution to marketing costs £500 per year) Sundry costs (£250 per year)  In kind contributions Haverhill Town Council staff hours (£1500 per year)	
<b>Total cost of items listed above:</b>	<b>£75300</b>

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

£ 31200

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

Source	Amount (£)
Haverhill Town Council (£10,400 per year)	£31200
In kind staffing and resources	£4500
<b>Total fundraising:</b>	<b>£35700</b>

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

Funder	Amount (£)	Timescale for decision
Havebury Housing	£2400	April 2017
Councillor Locality Budgets	£1200	April 2017
Community Action Suffolk Haverhill South Fund	£1800	tbc
** Total projected income include £1000 per year from catering and voluntary donations	£3000	
<b>Total:</b>	<b>£8400</b>	

26. 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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