

# Grant Working Party



*St Edmundsbury*  
BOROUGH COUNCIL

<b>Title:</b>	<b>Agenda</b>
<b>Date:</b>	<b>Monday 6 November 2017</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><b>Chairman</b> Jim Thorndyke</p> <p><b>Vice Chairman</b> Margaret Marks</p> <p><u>Conservative Members (6)</u> Sarah Broughton Ian Houlder Susan Glossop Clive Pollington</p> <p><u>Haverhill Indys 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> Simon Brown Sara Mildmay-White</p> <p><u>Haverhill Indys 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 4 September 2017 (copy attached).

## **Part 1 - Public**

**4. Consideration of Community Chest Funding 2018/2019**

**5 - 248**

Report No: **GWP/SE/17/002**

**5. Dates of Future Meetings**

No further meetings have currently been arranged for the 2017/2018 civic year.

Subject to the agreement of the outgoing Chairman, meetings will be arranged for 2018/2019 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 4 September 2017** at **5.00 pm** in **GFR14, West Suffolk House,**  
Western Way, Bury St Edmunds IP33 3YU

Present: **Councillors**

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

**By Invitation:**

Robert Everitt	Portfolio Holder for Families and Communities
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50. **Substitutes**

No substitutes were required.

51. **Election of Chairman: 2017/2018**

It was proposed, seconded and

RESOLVED:

That Councillor Jim Thorndyke be elected Chairman of the Grant Working Party for the year 2017/2018.

52. **Appointment of Vice-Chairman: 2017/2018**

It was proposed, seconded and

RESOLVED:

That Councillor Margaret Marks be appointed Vice-Chairman of the Grant Working Party for the year 2017/2018.

**53. Apologies for Absence**

No apologies for absence had been received.

**54. Minutes**

The minutes of the meeting held on 7 November 2016 were confirmed as a correct record and signed by the Chairman.

**55. Community Chest: 2017/2018 Monitoring and Evaluation**

The Working Party received Report No: GWP/SE/17/001 which provided monitoring reports of projects that had been awarded grants from the 2017/2018 Community Chest. The report firstly updated the Working Party on the first quarter monitoring of the respective projects listed in paragraph 1.1.3 from April 2017 to June 2017. Members' asked questions of the Families and Communities Officer relating to some of the organisations that had been awarded grants to which comprehensive responses were provided.

Members' then received monitoring reports of projects that had been awarded Community Chest grants under two year funding agreements, as approved by Cabinet in February 2016. The report provided the first quarter monitoring of the second year (2017/2018) of the respective projects listed in paragraph 2.1.2 from April 2017 to June 2017.

Members' felt that where possible, further information should be provided to ensure organisations that had received grants under two year funding agreements were adequately demonstrating that the money awarded was funding successful projects rather than the organisation's operational costs. The Families and Communities Officer assured Members that grant agreements were in place between the Council and each organisation which required adherence to criteria that would prevent grants being spent in areas not specified in their original application form. A discussion was also held on some difficulties experienced with obtaining feedback on a project from a specific organisation that had a two-year funding agreement in place. Whilst there were no concerns regarding project delivery, monitoring information was not forthcoming at the present time; however this would be followed up accordingly.

The report also sought consideration of future arrangements for assessing applications to Community Chest funding for 2018/2019 and a proposed evaluation process was attached as Appendix A. The Families and Communities Officer highlighted that following the initial assessment of applications, the Working Party would receive a summary of each of the applications and the full applications would only be available on request. In response to Members' questions, the Officer explained how the Community Chest scheme for 2018/2019 had been publicised, including that enquiries would be undertaken to publicise the scheme further via social media; and confirmed that the budget available for funding was £281,483. This 2018/2019 budget was a reduction of £95,498.00 from the 2017/2018 year as the funding previously provided by Suffolk County Council to specifically fund projects associated with improving health was only available for one year.

The Working Party noted Report No: GWP/SE/17/001 and confirmed the proposed evaluation process for assisting the consideration of Community Chest applications for 2018/2019, attached as Appendix A was acceptable.

56. **Date of Future Meeting**

The Working Party noted that the next meeting would be held on Monday 6 November 2017 at 5pm in GFR-14 at West Suffolk House. This meeting had primarily been arranged to consider applications submitted for 2018/2019 Community Chest funding.

The meeting concluded at 5.24 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 2018/2019</b>	
<b>Report No:</b>	<b>GWP/SE/17/002</b>	
<b>Report to and dates:</b>	<b>Grant Working Party</b>	6 November 2017
	<b>Cabinet</b>	5 December 2017
<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 Assistant Director (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 2018/2019 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/17/002 and its associated appendices, and makes 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 5 December 2017, 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 2019/2020.</p>
<p><i>The decisions made as a result of the report to be considered by Cabinet on 5 December 2017 will usually be published within <b>48 hours</b> and cannot be actioned until <b>five clear working days of the publication of the decision</b> have elapsed. This item is included on the Decisions Plan.</i></p>	
<b>Consultation:</b>	<ul style="list-style-type: none"> <li>The Grant Working Party has had prior sight of the applications via email.</li> </ul>
<b>Alternative option(s):</b>	<ul style="list-style-type: none"> <li>The Council could choose not to provide any grant funding; however it is recognised that some support to the Voluntary, Community and Social Enterprise Sector is required. The Community Chest also enables the Council to commission services to support the delivery of its priorities.</li> </ul>
<b>Implications:</b>	
<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/16/003</a>	
<b>Documents attached:</b>		<b>Appendix 1:</b> Summary of Applications <b>Appendix 2:</b> Scoring Matrix <b>Appendices 3-18:</b> Community Chest Applications	

## **1. 2018/2019 Allocations**

- 1.1 Applications for Community Chest funding for 2017/2018 closed on the 29 September 2017. A total of 18 applications were received from a wide variety of organisations, as detailed in Appendix 1. The total value of the applications received is £329,301.40. £7,000.00 was allocated from this year's budget as second year funding in 2016.
- 1.2 The Community Chest budget for 2018/2019 is £281,483.

Community Chest Budget	£281,483
Funds already allocated	£7,000
<b>Remaining Budget</b>	<b>£274,483</b>

Applicants can apply for a maximum of two years.

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

### **Health**

1. St Nicholas Hospice Care (3 applications for different locations)
2. Anglia Care Trust

### **Family Support**

3. Abundant Life Church (EPIC Dad)
4. Suffolk Family Carers
5. Home-Start Mid and West Suffolk
6. Sharing Parenting Clare

### **Counselling**

7. Relate
8. Mentis Tree CIC

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

9. REACH
10. CAB Suffolk West
11. Our Special Friends
12. Rural Coffee Caravan

### **Arts, Sports and Young People**

13. Suffolk Cinema Network
14. Restoration Trust
15. Sporting 87
16. 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.



## GWP/SE/17/002 – Grant Working Party - Appendix 1

Organisation	Project	2018/19	2019/20
<b>Health</b>			
Anglia Care Trust	Alcohol Recovery Project	£10,000.00	£10,000.00
St Nicholas Hospice Care	Open House outreach support and introduction to hospice services - Barrow	£1,712.00	£1,713.00
St Nicholas Hospice Care	Open House outreach support and introduction to hospice services - Haverhill	£8,909.00	£8,909.00
St Nicholas Hospice Care	Open House outreach support and introduction to hospice services - BSE	£6,532.00	£6,533.00
<b>Family Support</b>			
HomeStart Mid and West Suffolk	Home visits, groups and resources to support parents - Haverhill	£19,846.00	£20,202.00
Abundant Life Church (Epic Dads)	Support, equipment and programmes to support fathers	£24,154.00	£24,154.00
Sharing Parenting Clare	Parenting support programmes	£5,926.20	
Suffolk Family Carers	Carer support and training programmes	£18,005.00	
<b>Counselling</b>			
Mentis Tree CIC	Acorn Counselling Service free sessions	£9,000.00	
Relate	Bursary support for counselling and therapy services	£5,000.00	£5,000.00
<b>Advice, advocacy and support</b>			
Our Special Friends	Administration support for companion animal support services	£6,000.00	£6,000.00
Rural Coffee Caravan	Village visits providing support and advice	£3,145.20	£7,034.68
REACH	Resource centre, food bank and outreach - Haverhill	£10,000.00	£10,000.00
Suffolk West CAB	Free information, advice and advocacy - operational costs	£182,000.00	£182,000.00
<b>Arts, Sports and Young People</b>			
Sporting 87	Bursary support for Football Development Officer	£6,000.00	£6,000.00
Restoration Trust	Music Appreciation Group for people with complex mental health needs	£3,542.00	£3,611.00
Suffolk Cinema Network	Equipment and publicity for SCN	£3,500.00	£3,500.00
Haverhill Community Trust	Activities for young people	£6,030.00	
<b>Previously allocated funds</b>			
Suffolk Accident Rescue Service (SARS)	Specialist Medical Care	£2,000.00	
Theatre Royal (BSE)	Arts Wellbeing	£5,000.00	
Total application value (new applications)		£329,301.40	£294,656.68
Budget		£281,483.00	£281,483.00
<b>Total Budget</b> (minus £7,000 previously allocated funds)		£274,483.00	

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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;

**GWP/SE/17/002 - 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

## **Selection criteria**

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

0 —————> 5 —————> 10 —————> 15 —————> 20

No evidence produced and/or no community involvement

Some evidence of need and a community desire for the project

Strong and clear evidence of need backed up with strong community support for the project

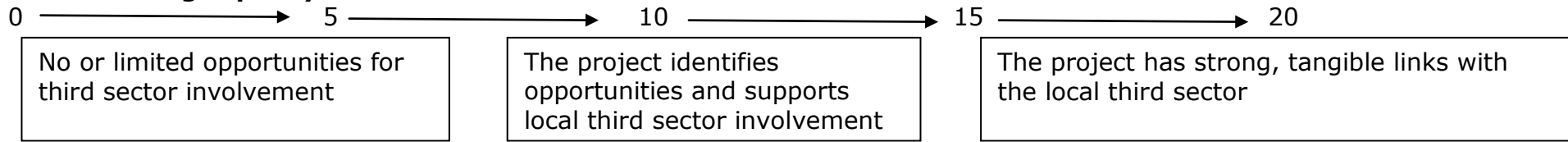
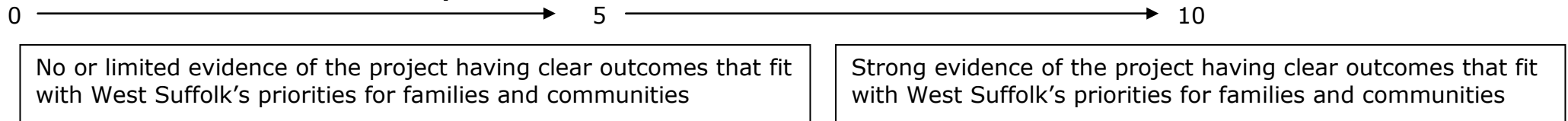
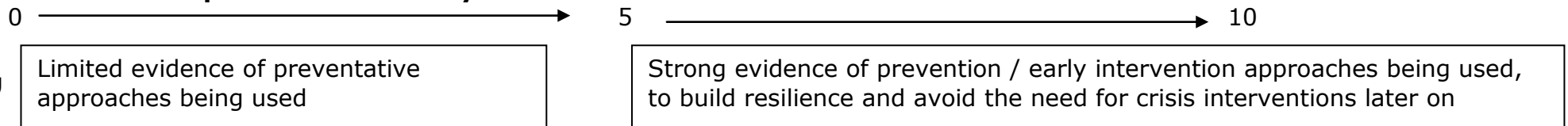
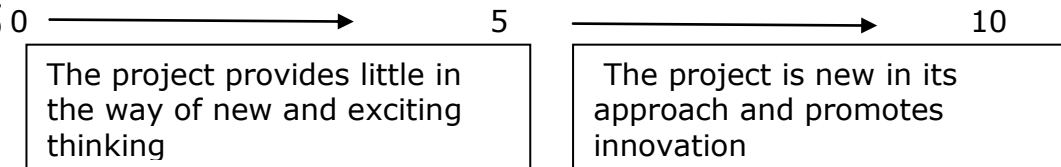
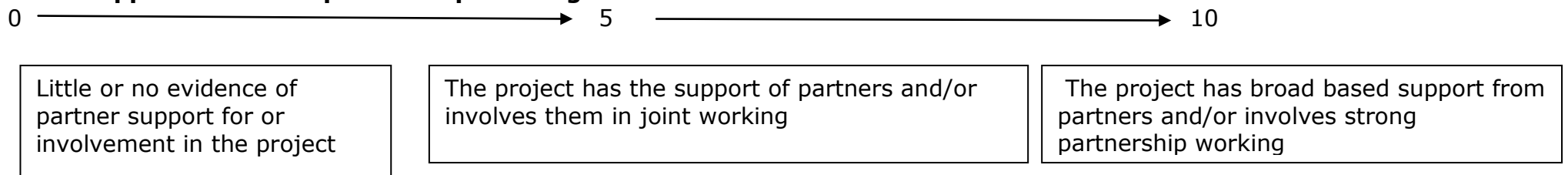
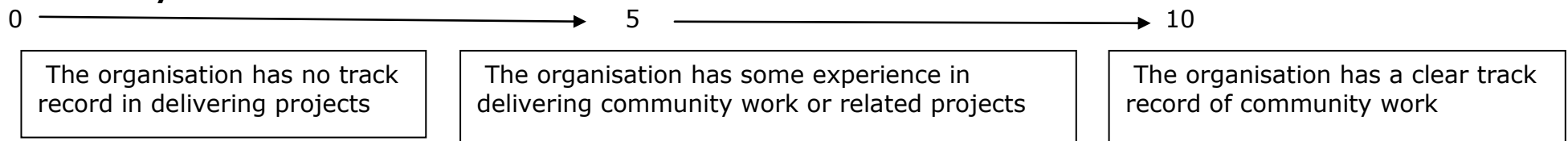
### **2. Building capacity of local people**

0 —————> 5 —————> 10 —————> 15 —————> 20

No or limited opportunity for local people to be involved

The project identifies opportunities and supports upskilling of local people

The project has a strong element of capacity building for individuals and the wider community

**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 2018/2019

Local Authority	SEBC
Organisation	St Nicholas Hospice Care
Amount Requested	<b>£1,712</b> (2018-2019) <b>£1,713</b> (2019-2020)
Total Project Cost	£3,425 over 2 years (£1,712.50 p.a.)
Match Funding	£720 - volunteer contribution (not included in costs)
Partnerships	Reverend Barbara Sherlock – Barrow and local GPs
West Suffolk Bid?	Yes – multiple bids for different locations

## Overview

Funding for Open House, Barrow. This is a service run for several years in Bury St Edmunds but until recently never before out in the community. Open House is aimed at people facing long term and life threatening illnesses, loved ones, carers or those struggling with bereavement. The drop in sessions offer the chance to meet others facing similar situations in a comfortable and relaxing space. Information is delivered in a group environment where members gain from hearing about other people's experiences. The sessions are semi-structured and provide an educational element at each meeting around topics such as symptom management, goal setting and planning for the future.

Open House offers a gentle introduction to St Nicholas Hospice Care and the range of services available. If necessary, patients are sign posted to other Hospice services or to alternative services in the community. In addition, attendees are encouraged to meet up outside of the group and to organise their own meetings.

## Outputs

To hold a session on the third Monday of every month from 2 – 4pm at the Town Estate Room, Ley Road. Session will be staffed by a Complementary Therapy Team Leader, Hospice Chaplain and one volunteer from the local community.

Based on the number of people who have been attending Thetford, would expect to see around 10 people each week over the next year and there to be a split between patients, carers and those who have been bereaved. The true amount of people benefitting from the project might be much larger as carers and families at home will also benefit.

## Outcomes

Key outcomes will include:

- Giving people increased confidence so they can support themselves or others within their communities.
- Equipping people with information on where else to find help so that they can access support in a timely fashion and avoid emergency situations.
- Reducing isolation of patients, carers and people who have been bereaved.
- Increasing the emotional wellbeing of attendees.

Evidence of outcomes collected through:

- Feedback forms
- Number of people attending (monitored on database) and sessions held
- People accessing further Hospice services
- Case studies

### **Finances**

Income for last financial year – £6,235,100

Expenditure for last financial year - £6,222,835

### **Reserves**

£11,457,093

### **Request breakdown**

Complementary Therapy Team Leader @£15.76p.h.

Chaplain @£20.56p.h.

Hospice Occupational Therapist @£19.54p.h.

Clinical input, Hospice Senior Practitioner @£20.82p.h.

Refreshments

Staff travel costs @£0.45p per mile

Management costs @10%

### **Previous Community Chest funding**

None.

### **Officer comments**

None.



## **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 01284 757077. 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:  
[polly.kane@westsuffolk.gov.uk](mailto:polly.kane@westsuffolk.gov.uk).

**Please note:** This form is for applications to the St Edmundsbury Borough Council Community Chest grants scheme. If you wish to apply to Forest Heath District Council the form can be found on the Community Grants page above. If you wish to apply to both councils, you will need to complete a separate form for each, clearly stating how your activity will benefit the area.

## 1. Contact details

Organisation/lead partner name	St Nicholas Hospice Care
Organisation Address	Hardwick Lane, Bury St Edmunds
Postcode	IP33 2QY

Organisation main email	enquiries@stnh.org.uk
Organisation main tel.	01284 766 133
Organisation website	www.stnicholashospicecare.org.uk
Organisation Twitter	@stnichhospice
Organisation Facebook	@stnicholashospicecare

Contact person 1 (main contact)		Contact person 2	
Name	Victoria Bowman	Name	Georgina Bissell
Position in organisation	Trusts Officer	Position in organisation	Fundraising and Marketing Director
Daytime tel.no	01284 766 133	Daytime tel.no	01284 766 133
Mobile		Mobile	
email	Victoria.bowman@stnh.org.uk	email	Georgina.bissell@stnh.org.uk
Address if different to organisation's		Address if different to organisation's	
Postcode		Postcode	

## 2. About your organisation

2.1. Which local authority area(s) does your organisation currently work in?

St Edmundsbury, Forest Heath, Breckland, Mid Suffolk District Council and Babergh

2.2. What type of organisation are you? (please check the relevant box)

Registered charity <input checked="" type="checkbox"/>	Charity number: 287773
Applying for charitable status <input type="checkbox"/>	
Company limited by guarantee <input type="checkbox"/>	Company number:
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"/>	What type?:
Other (Please specify) <input type="checkbox"/>	

2.3. How many people are currently involved in your organisation?

Trustees	10	Management board	n/a
Management team	6	Service users	3,800
Full time paid staff/workers	78	Volunteers and helpers (non-management)	624
Part time paid staff/workers	79		

When did your organisation start?

Year

1983

2.4. What is the purpose of your organisation? Please briefly describe why your organisation was set up, its aims and objectives, what activities it carries out and who primarily benefits.

St Nicholas Hospice Care was set up in 1983 with the objective of promoting the relief of persons of either sex (without regard to race or creed) who are suffering from any chronic or terminal illness or from any disability or disease attributable to old age or from any other physical or mental infirmity disability or disease in such ways as the charity shall from time to time think fit. (Memorandum of Association).

We provide practical, medical and spiritual support to people and families in West Suffolk and South Norfolk who are facing long term or life threatening illnesses and bereavement. Our vision is "For everyone to have the best experiences in the final chapters of life."

Our services comprise:

- **Community Hospice Team** providing palliative care and practical support for patients at home
- **Hospice Neighbours programme** linking patients with volunteers
- **Orchard Centre Day Therapy** including physiotherapy, rehabilitation, complementary therapy.



- **Sylvan Ward** providing 24 hour specialized nursing care
- **Emotional support** from trained counselors
- **Education** offering a programme of specialist learning opportunities about palliative care

In August 2016 we were given a rating of 'Outstanding' following an unannounced inspection visit from the Care Quality Commission (CQC).

*"St Nicholas Hospice is an outstanding service. It is truly focused on the individual needs of the people that they support, giving people support at the time they need it in a way and place that best suits them and their family."*  
Extract from CQC Inspection.

## Challenges

The growing pressures on other charitable and government bodies means that demand on our services has increased during the year as we are called upon to fill the growing gaps in the care system. We anticipate this will continue to increase as the population of Suffolk becomes more elderly and pressure on public services continues.

Maximum 300 words

- 2.5. What was your organisation's total income for last financial year? (your branch if part of a larger organisation) £6,235,100
- 2.6. What was your organisation's total expenditure for last financial year? (your branch if part of a larger organisation) £6,222,835
- 2.7. Does your organisation have more than six months running costs? (your branch if part of a larger organisation) Yes
- 2.8. What are your organisation's current unrestricted reserves or savings? (your branch if part of a larger organisation) £11,457,09

## 3. About Your project

- 3.1. 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. Please include outputs (what you will deliver).

We are looking for funding for Open House, Barrow. This is a service which we have run for several years in Bury St Edmunds but until recently never before out in the community. It signals a new model of care for the charity with the

focus on working with and for the local community who are more at risk of missing out on Hospice care.

Open House is aimed at people facing long term and life threatening illnesses, loved ones, carers or those struggling with bereavement. The drop in sessions offer the chance to meet others facing similar situations in a comfortable and relaxing space. Information is delivered in a group environment where members gain from hearing about other people's experiences. The sessions are semi-structured and provide an educational element at each meeting around topics such as symptom management, goal setting and planning for the future.

It offers a gentle introduction to St Nicholas Hospice Care and the range of services available. If necessary, patients are sign posted to other Hospice services or to alternative services in the community. In addition, attendees are encouraged to meet up outside of the group and to organise their own meetings. This might include a walking group or meeting up to have coffee or lunch.

### **Outputs**

To hold a session on the third Monday of every month from 2 – 4pm at the Town Estate Room, Ley Road.

Session will be staffed by a Complementary Therapy Team Leader, Hospice Chaplain and one volunteer from the local community.

Maximum 300 words

3.2. How does your project contribute towards the council's Families and Communities Strategy and Families and Communities Approach? Please refer to guidance and reference both in your answer.

- Open House focuses on building networks of people to support each other in the local community. (Families and Communities Strategy – Strengthening communities to make them more resilient etc).
- Attendees are encouraged to set up their own groups, eg, a walking group which is run independently of Open House. (F&C Approach Personal Agency Test - not doing what people can do for themselves.)
- Staff and volunteers working at Open House are local residents and know the local community and other organizations well. They liaise between people attending and other organizations who may be better placed to help. Open House uses existing community hubs, Town Estate Room. (F&C Approach to use existing assets including people.
- Using volunteers keeps costs down and ensures we use people with passion and enthusiasm for helping their local community. (F& C Approach - identify what people care enough about to do something.)

- 70% of people with a life threatening illness would choose to die at home<sup>1</sup> and yet only half of these are able to do so. There is often a considerable gap between patients receiving a diagnosis and coming to us for palliative care. Often patients delay coming until a crisis situation arises and they may then need to go into hospital.
- Hospice care in the community means we engage with patients earlier and prevents crisis situations, alleviating pressure on hospitals and hospice care. (F&C Strategy – prevention models)
- Timely, local bereavement support reduces visits to GPs, prescriptions for anti-depressants and time off work. (F&C Approach - more 'fences' and fewer 'ambulances'.)
- Open House equips the local community with strategies around dying, death and bereavement which can be used again when other local residents are dying or bereaved. (F&C Approach – Legacy test).

Maximum 300 words

3.3. How many people will benefit from your project (on a weekly, monthly or annual basis) and how? Please include outcomes (how your project will benefit the people who are involved in it) and how you will collect evidence of this.

Based on the number of people who have been attending Thetford (which has been open longer), we would expect to see around 10 people each week over the next year and there to be a split between patients, carers and those who have been bereaved. However, the true amount of people benefitting from the project might be much larger as carers and families at home will also benefit. This might mean that up to 40 people a week benefit (each person living with three others).

The project benefits people in the following ways:

- Giving people increased confidence so they can support themselves or others within their communities.
- Equipping people with information on where else to find help so that they can access support in a timely fashion and avoid emergency situations.
- Reducing isolation of patients, carers and people who have been bereaved.
- Increasing the emotional wellbeing of attendees. This is achieved through the social aspect of Open House and also by passing on information, eg, details of a hairdresser who is good at treating patients post chemotherapy or a massage therapist who can deal with cancer patients.

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<sup>1</sup> Dying Matters, March 2017

### Case studies

We have been supporting a patient with a brain tumour who is in his 50s. He is undergoing treatment at Addenbrookes and has had brain surgery. His illness is making it difficult for him to think and talk properly. His wife died over a year ago and he was diagnosed a few months after she died. "I so value the support I get here at the group as a patient and a bereaved man. Most people forget I'm bereaved and just talk about my cancer. I can be both here; this group's a life saver."

### Evidence of outcomes collected through:

1. Feedback forms
2. Number of people attending (monitored on database) and sessions held
3. People accessing further Hospice services
4. Collect case studies

Maximum 300 words

3.4. Are you working with any other organisations/groups on this project? Yes

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

- We were approached by the vicar in Barrow, the Reverend Barbara Sherlock, and asked to help her with bereavement support work. We work in conjunction with her on the project.
- We work with the local GPs and attend GSF (Gold Standard Framework) meetings for patients with palliative care needs.

Maximum 150 words

3.5. What evidence do you have that there is a need for this project? Please include sources of evidence, including any public/user/community consultation and research you have carried out.

- We were asked to set up the service by the local vicar who felt there was a need for bereavement support.
- We know from external data that we are not reaching enough people with palliative care needs. 75 % of all deaths are estimated to require palliative care<sup>2</sup>. In 2015/16, 2,250 adults died in West Suffolk <sup>3</sup> and we only reached 572 of them or 35%.
- We also know from our internal data that patients delay engaging with our services. Often patients put off coming to until a crisis situation

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<sup>2</sup> Gomez-Batiste, Identifying needs and improving palliative care of chronically ill patients 2012.

<sup>3</sup> ONS

arises and it may then be too late for us to deliver appropriate care in their homes.

- Our Open House project in Bury St Edmunds which has been running for several years is oversubscribed.
- We have discussed setting up new Open House projects at our User Advisory Forum. Two members of this forum have attended Open House in Bury St Edmunds and so know the project well.

Maximum 200 words

3.6. How has the project been developed out of the community's desire to improve the lives of local people? What role have users and/or the community had in developing this project?

- We use a volunteer from the local community who is crucial in terms of local knowledge and contacts.
- We regularly seek feedback from attendees regarding the content of sessions (would they like a session on nutrition or dealing with breathlessness?) and regarding the frequency of the sessions.
- Users are encouraged to set up their own independent groups. This might be a walking group, lunch club or regular trips to the cinema.

Maximum 200 words

## 4. Timescales and sustainability

4.1. When will your project start and end? (the period for which you are asking the council for funding)

Start date

End date

4.2. If this is an ongoing project, how will it be funded and supported after the end of the grant period?

We will seek funds from trusts and foundations or from general funds. We have a very successful fundraising team. Girls Night Out raised over £250,000 in 2017, our new (paid for) house clearance service is proving popular and we have a strong track record in legacy income.

However, we are facing a growing challenge to meet demand and balance our costs with our income. To provide the same level of care and service as last year we face a £900,000 budgeted deficit in 2017/18. We have budgeted carefully in the past and have sufficient reserves to cushion us but we do need to consider a new approach.

The Trustees have decided to use some funds from reserves to conduct research into new models of working in order to reach larger amounts of people in a sustainable way. Open House has proved to be a cost effective way of reaching out to more people and as such we fully expect it to remain part of our new way of working.

Maximum 150 words

## 5. Funding request and budget

5.1. Which years are you applying for funding for? Please delete as applicable

2018/2019	2019/2020
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5.2. What is the total cost of the project? (project costs only, not for your whole organisation and not just the funding you are requesting)

£3,425

5.3. Please provide a full breakdown of the total cost of this project, including VAT if applicable. Please only include direct expenditure for this project.

Item	Amount
<b>Staff and volunteers</b> (including roles, hourly rates and NI/tax contributions where applicable)	
Complementary Therapy Team Leader – 4 hours per session x 12 per year x 2 years @ £13.65 per hour plus pension (7%) + ERs NIC (8.4%) = £15.76 per hour	£1,513
Chaplain – attends one in four sessions for four hours x 3 per year x 2 years @ £16.49 per hour plus pension (14.4%) and ERs NIC (10.3) = £20.56	£493
Supervision – Hospice Occupational Therapist (0.5 hour per session)@ £15.76 per hour plus pension (14.4%) and ERs NIC (9.6%) = £19.54	£234
Clinical input, Hospice Senior Practitioner – 1 hour per session @ £17.96 per hour plus pension (7%) and ERs NIC (8.9%) = £20.82	£500

<b>Overheads</b> (including items such as venue/office costs, utilities, back office services, insurance)	
Room hire	£0
Refreshments	£240
Staff travel costs @ 45p per mile	£134
Management costs – 10%	£311
<b>Equipment and resources</b>	
<b>Other</b>	
<b>Total</b>	<b>£3,425</b>

5.4. Please provide a full breakdown of all other funding and in-kind support\* you have secured for this project.

<b>Item</b>	<b>Amount</b>
<b>Funding already secured</b> (please detail funders, amounts and funding periods individually)	
No other income for Open House, Barrow but £3,865 from Breckland Council and £1,000 from Shadwell Estate for Open House, Thetford in 2017/18.	
<b>Volunteer contributions</b> (including estimated hours given and roles)	
Volunteer @£7.50 per hour x 4 x 12 x 2 years	£720
<b>Equipment and resources</b> (please itemize)	
<b>Other</b>	
<b>Total</b>	<b>£720</b>

\*In-kind support is assistance and items you would normally expect to pay for, but which you are getting for free, such as volunteer hours or a free venue. You might find it useful to give volunteer hours a value, such as the minimum wage, or higher if you have volunteers with particular expertise it would be expensive to pay for.

5.5. What other funders have you applied to for this project but have not yet had a decision from?

Funder	Amount requested	Decision timescale
Sapphire Fund	£2,727 (for Open House, <b>Botesdale NOT</b> Barrow) £ £	November

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

**2018/19** £1,712

**2019/20** £1,713

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

Funding source	Amount (£)	Reason for funding
<b>Forest Heath</b>	£50 (3.3.16)	Unknown
<b>St Edmundsbury Borough Council</b>	£500 (26.1.17)	Equipment for Haverhill hub café – money from locality budget
	£250 (12.12.16)	Best stand in fayre
<b>Total:</b>	£800	



# Community Chest Application Summary 2018/2019

Local Authority	SEBC
Organisation	St Nicholas Hospice Care
Amount Requested	<b>£6,532.00</b> (2018-2019) <b>£6,533.00</b> (2019-2020)
Total Project Cost	£13,065 (£6,532.50 p.a.)
Match Funding	£4,680 - volunteer contribution (not included in costs)
Partnerships	Multi-agency referring relationships and local GPs
West Suffolk Bid?	Yes – multiple bids for different locations

## Overview

Funding for Open House, Bury St Edmunds. Open House is aimed at people facing long term and life threatening illnesses, loved ones, carers or those struggling with bereavement. The drop in sessions offer the chance to meet others facing similar situations in a comfortable and relaxing space.

Information is delivered in a group environment where members gain from hearing about other people's experiences. The sessions are semi-structured and provide an educational element at each meeting around topics such as symptom management, goal setting and planning for the future.

Open House offers a gentle introduction to St Nicholas Hospice Care and the range of services available. If necessary, patients are sign posted to other Hospice services or to alternative services in the community. In addition, attendees are encouraged to meet up outside of the group and to organise their own meetings.

## Outputs

Weekly session on Fridays from 10.00 – 12 noon. Session is staffed by a two volunteers. An Occupational Therapist, Hospice Therapy Assistant and Hospice Chaplain help with individual patients.

Expect to have between 20 – 38 attendees every week. This will be made up of bereaved people, carers and patients. The true amount of people benefitting from the project might be much larger as carers and families at home will also benefit.

## Outcomes

Key outcomes will include:

- Giving people increased confidence so they can support themselves or others within their communities.
- Equipping people with information on where else to find help so that they can access support in a timely fashion and avoid emergency situations.
- Reducing isolation of patients, carers and people who have been bereaved.
- Increasing the emotional wellbeing of attendees.
- Facilitating networking and passing on information

Evidence of outcomes collected through:

- Feedback forms
- Number of people attending (monitored on database) and sessions held

- People accessing further Hospice services
- Case studies

**Finances**

Income for last financial year – £6,235,100

Expenditure for last financial year - £6,222,835

**Reserves**

£11,457,093

**Request breakdown**

Chaplain @£20.56p.h.

Hospice Occupational Therapist @£21.01p.h.

Hospice Therapy Assistant @£11.23p.h.

Clinical input, Hospice Senior Practitioner @£20.82p.h.

Supervision, Hospice Occupational Therapist @£19.54p.h.

Refreshments

**Previous Community Chest funding**

None.

**Officer comments**

None.



**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 01284 757077. 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:  
[polly.kane@westsuffolk.gov.uk](mailto:polly.kane@westsuffolk.gov.uk).

**Please note:** This form is for applications to the St Edmundsbury Borough Council Community Chest grants scheme. If you wish to apply to Forest Heath District Council the form can be found on the Community Grants page above. If you wish to apply to both councils, you will need to complete a separate form for each, clearly stating how your activity will benefit the area.

## 1. Contact details

Organisation/lead partner name	St Nicholas Hospice Care
Organisation Address	Hardwick Lane, Bury St Edmunds
Postcode	IP33 2QY

Organisation main email	enquiries@stnh.org.uk
Organisation main tel.	01284 766 133
Organisation website	www.stnicholashospicecare.org.uk
Organisation Twitter	@stnichhospice
Organisation Facebook	@stnicholashospicecare

Contact person 1 (main contact)		Contact person 2	
Name	Victoria Bowman	Name	Georgina Bissell
Position in organisation	Trusts Officer	Position in organisation	Fundraising and Marketing Director
Daytime tel.no	01284 766 133	Daytime tel.no	01284 766 133
Mobile		Mobile	
email	Victoria.bowman@stnh.org.uk	email	Georgina.bissell@stnh.org.uk
Address if different to organisation's		Address if different to organisation's	
Postcode		Postcode	

## 2. About your organisation

2.1. Which local authority area(s) does your organisation currently work in?

St Edmundsbury, Forest Heath, Babergh, Mid Suffok and Breckland

2.2. What type of organisation are you? (please check the relevant box)

Registered charity <input checked="" type="checkbox"/>	Charity number: 287773
Applying for charitable status <input type="checkbox"/>	
Company limited by guarantee <input type="checkbox"/>	Company number:
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"/>	What type?:
Other (Please specify) <input type="checkbox"/>	

2.3. How many people are currently involved in your organisation?

Trustees	10	Management board	n/a
Management team	5	Service users	3800
Full time paid staff/workers	78	Volunteers and helpers (non-management)	624
Part time paid staff/workers	79		

2.4. When did your organisation start?  Year

2.5. What is the purpose of your organisation? Please briefly describe why your organisation was set up, its aims and objectives, what activities it carries out and who primarily benefits.

St Nicholas Hospice Care was set up in 1983 with the objective of promoting the relief of persons of either sex (without regard to race or creed) who are suffering from any chronic or terminal illness or from any disability or disease attributable to old age or from any other physical or mental infirmity disability or disease in such ways as the charity shall from time to time think fit. (Memorandum of Association).

We provide practical, medical and spiritual support to people and families in West Suffolk and South Norfolk who are facing long term or life threatening illnesses and bereavement. Our vision is "For everyone to have the best experiences in the final chapters of life."

Our services comprise:

- **Community Hospice Team** providing palliative care and practical support for patients at home
- **Hospice Neighbours programme** linking patients with volunteers

- **Orchard Centre Day Therapy** including physiotherapy, rehabilitation, complementary therapy.
- **Sylvan Ward** providing 24 hour specialized nursing care
- **Emotional support** from trained counselors
- **Education** offering a programme of specialist learning opportunities about palliative care

In August 2016 we were given a rating of 'Outstanding' following an unannounced inspection visit from the Care Quality Commission (CQC).

*"St Nicholas Hospice is an outstanding service. It is truly focused on the individual needs of the people that they support, giving people support at the time they need it in a way and place that best suits them and their family."*  
Extract from CQC Inspection.

## Challenges

The growing pressures on other charitable and government bodies means that demand on our services has increased during the year as we are called upon to fill the growing gaps in the care system. We anticipate this will continue to increase as the population of Suffolk becomes more elderly and pressure on public services continues. Maximum 300 words

- 2.6. What was your organisation's total income for last financial year? (your branch if part of a larger organisation) £6,235,100
- 2.7. What was your organisation's total expenditure for last financial year? (your branch if part of a larger organisation) £6,222,835
- 2.8. Does your organisation have more than six months running costs? (your branch if part of a larger organisation) Yes
- 2.9. What are your organisation's current unrestricted reserves or savings? (your branch if part of a larger organisation) £11,457,093

## 3. About Your project

- 3.1. 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. Please include outputs (what you will deliver).

We are looking for funding for Open House, Bury St Edmunds.

Open House is aimed at people facing long term and life threatening illnesses, loved ones, carers or those struggling with bereavement. The drop in sessions offer the chance to meet others facing similar situations in a comfortable and relaxing space. Information is delivered in a group environment where members gain from hearing about other people's experiences. The sessions are semi-structured and provide an educational element at each meeting around topics such as symptom management, goal setting and planning for the future.

It offers a gentle introduction to St Nicholas Hospice Care and the range of services available. If necessary, patients are sign posted to other Hospice services or to alternative services in the community. In addition, attendees are encouraged to meet up outside of the group and to organise their own meetings. This might include a walking group or meeting up to have coffee or lunch.

In the last year we have been setting up Open House sessions in locations around West Suffolk and South Norfolk. However, we also run Open House from our main hospice site in Bury St Edmunds.

### **Outputs**

Weekly session on Fridays from 10.00 – 12 noon.

Session is staffed by a two volunteers. An Occupational Therapist, Hospice Therapy Assistant and Hospice Chaplain help with individual patients.

Maximum 300 words

3.2. How does your project contribute towards the council's Families and Communities Strategy and Families and Communities Approach? Please refer to guidance and reference both in your answer.

- Open House focuses on building networks of people to support each other in the local community. (Families and Communities Strategy – Strengthening communities to make them more resilient etc).
- Attendees are encouraged to set up their own groups, eg, a walking group which is run independently of Open House. (F&C Approach Personal Agency Test - not doing what people can do for themselves.)
- Staff and volunteers working at Open House are local residents and know the local community and other organizations well. They liaise between people attending and other organizations who may be better placed to help. Open House uses existing community hubs, Hospice building in Bury St Edmunds. (F&C Approach to use existing assets including people.

- Using volunteers keeps costs down and ensures we use people with passion and enthusiasm for helping their local community. ( F& C Approach - identify what people care enough about to do something.)
- 70% of people with a life threatening illness would choose to die at home<sup>1</sup> and yet only half of these are able to do so. There is often a considerable gap between patients receiving a diagnosis and coming to us for palliative care. Often patients delay coming until a crisis situation arises and they may then need to go into hospital.
- Hospice care in the community means we engage with patients earlier and prevents crisis situations, alleviating pressure on hospitals and hospice care. (F&C Strategy – prevention models)
- Timely, local bereavement support reduces visits to GPs, prescriptions for anti-depressants and time off work. (F&C Approach - more 'fences' and fewer 'ambulances'.)
- Open House equips the local community with strategies around dying, death and bereavement which can be used again when other local residents are dying or bereaved. (F&C Approach – Legacy test).

Maximum 300 words

3.3. How many people will benefit from your project (on a weekly, monthly or annual basis) and how? Please include outcomes (how your project will benefit the people who are involved in it) and how you will collect evidence of this.

We expect to have between 20 – 38 attendees every week. This will be made up of bereaved people, carers and patients but the true amount of people benefitting might be much larger as carers and families at home will also benefit.

Project benefits include:

- Giving people increased confidence so they can support themselves or others within their communities.
- Equipping people with information on where else to find help so that they can access support in a timely fashion and avoid emergency situations.
- Reducing isolation of patients, carers and people who have been bereaved.
- Increasing the emotional wellbeing of attendees.

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<sup>1</sup> Dying Matters, March 2017

- Facilitating networking and passing on information eg, details of a hairdresser who is good at treating patients post chemotherapy.

#### Case studies

A has been coming to the Hospice's Bury Open House for more than four years. In 2011 at the age of 72, A was diagnosed with incurable blood cancer. "When I was diagnosed – I just gave up. I thought that was it. My middle son Michael however had other ideas. He had found out about the Hospice and he brought me along. I didn't really want to go as I believed I was going to die and that was that." Now 77, A says the Hospice changed her life. "It encouraged me to come out of myself again, I had retreated inwards when I was first diagnosed. I would encourage anyone thinking about attending Open House to come along. The Hospice was there when I had given up and I am so very grateful it was."

#### Evidence of outcomes collected through:

1. Feedback forms
2. Number of people attending (monitored on database), sessions held
3. People accessing further Hospice services
4. Collect case studies

Maximum 300 words

3.4. Are you working with any other organisations/groups on this project? Yes

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

- We refer people to the Citizens Advice Bureau for support.
- We refer bereaved people to Age UK for access to their befriending service for bereaved people.
- We work with Suffolk Family Carers to provide support for carers.
- We work closely with GPs and attend GSF (Gold Standard Framework) meetings regarding patients with end of life needs.
- We work with Upbeat (charity for people who have had heart disease), attending their meetings and promoting Open House. We refer Hospice patients to Upbeat where appropriate.

Maximum 150 words

3.5. What evidence do you have that there is a need for this project? Please include sources of evidence, including any public/user/community consultation and research you have carried out.



- The service has been running for several years and has been oversubscribed. We have needed to move it from a Monday to a Friday because the car park didn't have enough spaces.
- We know from external data that we are not reaching enough people with palliative care needs. 75 % of all deaths are estimated to require palliative care<sup>2</sup>. In 2015/16, 2,250 adults died in West Suffolk <sup>3</sup> (meaning 1,687 needed palliative care) and we only reached 572 of them or 35%.
- We also know from our internal data that patients delay engaging with our services. Often patients put off coming to until a crisis situation arises and it may then be too late for us to deliver appropriate care in their homes.

Maximum 200 words

3.6. How has the project been developed out of the community's desire to improve the lives of local people? What role have users and/or the community had in developing this project?

- Users are closely involved with developing this service. Members are consulted closely regarding any new ideas or changes to the service. For example, the group recently changed from a Monday to a Friday. This followed a consultation period involving a questionnaire and much talking and listening to the views of the users.
- Two attendees from Open House participate in the Hospices's User Advisory Forum which meets five times a year to discuss hospice issues including Open House.
- The service is run every week by two volunteers (from a bank of four).
- Users who have been attending for a while are asked to act as hosts for new members, bringing them cups of coffee or tea and making them feel welcome.

Maximum 200 words

## 4. Timescales and sustainability

4.1. When will your project start and end? (the period for which you are asking the council for funding)

Start date

End date

4.2. If this is an ongoing project, how will it be funded and supported after the end of the grant period?

<sup>2</sup> Gomez-Batiste, Identifying needs and improving palliative care of chronically ill patients 2012.

<sup>3</sup> ONS

We will seek funds from trusts and foundations or from general funds. We have a very successful fundraising team. Girls Night Out raised over £250,000 in 2017, our new (paid for) house clearance service is proving popular and we have a strong track record in legacy income.

However, we are facing a growing challenge to meet demand and balance our costs with our income. To provide the same level of care and service as last year we face a £900,000 budgeted deficit in 2017/18. We have budgeted carefully in the past and have sufficient reserves to cushion us but we do need to consider a new approach.

The Trustees have decided to use some funds from reserves to conduct research into new models of working in order to reach larger amounts of people in a sustainable way. Open House has proved to be a cost effective way of reaching out to more people and as such we fully expect it to remain part of our new way of working. Maximum 150 words

## 5. Funding request and budget

5.1. Which years are you applying for funding for? Please delete as applicable

2018/2019	2019/2020
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5.2. What is the total cost of the project? (project costs only, not for your whole organisation and not just the funding you are requesting)

£13,065

5.3. Please provide a full breakdown of the total cost of this project, including VAT if applicable. Please only include direct expenditure for this project.

Item	Amount
<b>Staff and volunteers</b> (including roles, hourly rates and NI/tax contributions where applicable)	
Occupational Therapist – 2 hours per session x 52 weeks x 2 years @ £16.85 per hour plus pension (14.4%) plus ERs NIC (10.3%) = £21.01	£4,370
Hospice Therapy Assistant – 2 hours per session x 52 weeks x 2 years @ £9.52 per hour plus pension (14.4%) plus ERs NIC (3.6%) = £11.23 per hour	£2,336
Chaplain – 2 hours x 52 x 2 years @ £16.49 per hour plus pension (14.4%) plus ERs NIC (10.3%) = £20.56	£2,138

Supervision – Hospice Occupational Therapist x 0.5 hour per session @ £15.76 plus pension (14.4%) plus ERs NIC (9.6%) = £19.54	£1,016
Clinical Input – Hospice Senior Practitioner x 1 hour per session x 52 x 2 @ £17.96 plus pension (7%) plus ERs NIC (8.9%) = £20.82	£2,165
<b>Overheads</b> (including items such as venue/office costs, utilities, back office services, insurance)	
<b>Equipment and resources</b>	
Refreshments @ £10 per session	£1,040
<b>Other</b>	
<b>Total</b>	<b>£13,065</b>

5.4. Please provide a full breakdown of all other funding and in-kind support\* you have secured for this project.

<b>Item</b>	<b>Amount</b>
<b>Funding already secured</b> (please detail funders, amounts and funding periods individually)	
No funding secured for Open House, Bury St Edmunds but £3,865 from Breckland Council and £1,000 from Shadwell Estate for Open House Thetford in 2017/18.	
<b>Volunteer contributions</b> (including estimated hours given and roles)	
Running the group – 3 hours x 52 x 2 @ £7.50 per hour x 2 volunteers.	£4,680
<b>Equipment and resources</b> (please itemize)	
<b>Other</b>	
<b>Total</b>	<b>£4,680</b>

\*In-kind support is assistance and items you would normally expect to pay for, but which you are getting for free, such as volunteer hours or a free venue. You might find it useful to give volunteer hours a value, such as the minimum wage, or higher if you have volunteers with particular expertise it would be expensive to pay for.

5.5. What other funders have you applied to for this project but have not yet had a decision from?

Funder	Amount requested	Decision timescale
Sapphire Fund	£2,727 (for Open House, Botesdale NOT Open House Bury St Edmunds) £ £	November

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

**2018/19** £6,532

**2019/20** £6,533

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

Funding source	Amount (£)	Reason for funding
<b>Forest Heath</b>	£50 (3.3.16)	Unknown
<b>St Edmundsbury Borough Council</b>	£500 (26.1.17)	Equipment for Haverhill hub café – money from locality budget
	£250 (12.12.16)	Best stand in fayre
<b>Total:</b>	£800	

# Community Chest Application Summary 2018/2019

Local Authority	SEBC
Organisation	St Nicholas Hospice Care
Amount Requested	<b>£8,909.00</b> (2018-2019) <b>£8,909.00</b> (2019-2020)
Total Project Cost	£17,819 (£8,909.50 p.a.)
Match Funding	£2,340 - volunteer contribution (not included in costs)
Partnerships	Multi-agency referring relationships and local GPs
West Suffolk Bid?	Yes – multiple bids for different locations

## Overview

Funding for Open House, Haverhill. Open House is aimed at people facing long term and life threatening illnesses, loved ones, carers or those struggling with bereavement. The drop in sessions offer the chance to meet others facing similar situations in a comfortable and relaxing space. Information is delivered in a group environment where members gain from hearing about other people's experiences. The sessions are semi-structured and provide an educational element at each meeting around topics such as symptom management, goal setting and planning for the future.

Open House offers a gentle introduction to St Nicholas Hospice Care and the range of services available. If necessary, patients are sign posted to other Hospice services or to alternative services in the community. In addition, attendees are encouraged to meet up outside of the group and to organise their own meetings.

## Outputs

To hold a session every Tuesday from 10 – 12 noon at the St Nicholas Hospice Care Haverhill Hub, Camps Road, Haverhill CB9 8HB. Session will be staffed by a Hospice Occupational Therapist, Hospice Chaplain (one in four sessions) and one volunteer from the local community.

Expect to have between 10 - 15 attendees every week. This will be made up of bereaved people, carers and patients. The true amount of people benefitting from the project might be much larger as carers and families at home will also benefit.

## Outcomes

Key outcomes will include:

- Giving people increased confidence so they can support themselves or others within their communities.
- Equipping people with information on where else to find help so that they can access support in a timely fashion and avoid emergency situations.
- Reducing isolation of patients, carers and people who have been bereaved.
- Increasing the emotional wellbeing of attendees.
- Facilitating networking and passing on information

Evidence of outcomes collected through:

- Feedback forms

- Number of people attending (monitored on database) and sessions held
- People accessing further Hospice services
- Case studies

### **Finances**

Income for last financial year – £6,235,100

Expenditure for last financial year - £6,222,835

### **Reserves**

£11,457,093

### **Request breakdown**

Chaplain @£20.56p.h.

Hospice Occupational Therapist @£19.54p.h.

Hospice Therapy Assistant @£11.23p.h.

Clinical input, Hospice Senior Practitioner @£20.82p.h.

Supervision, Hospice Occupational Therapist @£19.54p.h.

Refreshments

Management costs @10%

Staff travel @£0.45p.m.

### **Previous Community Chest funding**

None.

### **Officer comments**



## **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 01284 757077. 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:  
[polly.kane@westsuffolk.gov.uk](mailto:polly.kane@westsuffolk.gov.uk).

**Please note:** This form is for applications to the St Edmundsbury Borough Council Community Chest grants scheme. If you wish to apply to Forest Heath District Council the form can be found on the Community Grants page above. [If you wish to apply to both councils, you will need to complete a separate form for each, clearly stating how your activity will benefit the area.](#)

## 1. Contact details

Organisation/lead partner name	St Nicholas Hospice Care
Organisation Address	Hardwick Lane, Bury St Edmunds
Postcode	IP33 2QY

Organisation main email	enquiries@stnh.org.uk
Organisation main tel.	01284 766 133
Organisation website	www.stnicholashospicecare.org.uk
Organisation Twitter	@stnichhospice
Organisation Facebook	@stnicholashospicecare

Contact person 1 (main contact)		Contact person 2	
Name	Victoria Bowman	Name	Georgina Bissell
Position in organisation	Trusts Officer	Position in organisation	Fundraising and Marketing Director
Daytime tel.no	01284 766 133	Daytime tel.no	01284 766 133
Mobile		Mobile	
email	Victoria.bowman@stnh.org.uk	email	Georgina.bissell@stnh.org.uk
Address if different to organisation's		Address if different to organisation's	
Postcode		Postcode	

## 2. About your organisation

2.1. Which local authority area(s) does your organisation currently work in?

St Edmundsbury, Forest Heath, Babergh, Mid Suffolk and Breckland

2.2. What type of organisation are you? (please check the relevant box)

Registered charity <input checked="" type="checkbox"/>	Charity number: 287773
Applying for charitable status <input type="checkbox"/>	
Company limited by guarantee <input type="checkbox"/>	Company number:
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"/>	What type?:
Other (Please specify) <input type="checkbox"/>	

2.3. How many people are currently involved in your organisation?

Trustees	10	Management board	n/a
Management team	5	Service users	3,800
Full time paid staff/workers	78	Volunteers and helpers (non-management)	624
Part time paid staff/workers	79		

When did your organisation start?

Year

1983

2.4. What is the purpose of your organisation? Please briefly describe why your organisation was set up, its aims and objectives, what activities it carries out and who primarily benefits.

St Nicholas Hospice Care was set up in 1983 with the objective of promoting the relief of persons of either sex (without regard to race or creed) who are suffering from any chronic or terminal illness or from any disability or disease attributable to old age or from any other physical or mental infirmity disability or disease in such ways as the charity shall from time to time think fit. (Memorandum of Association).

We provide practical, medical and spiritual support to people and families in West Suffolk and South Norfolk who are facing long term or life threatening illnesses and bereavement. Our vision is "For everyone to have the best experiences in the final chapters of life."



Our services comprise:

- **Community Hospice Team** providing palliative care and practical support for patients at home
- **Hospice Neighbours programme** linking patients with volunteers
- **Orchard Centre Day Therapy** including physiotherapy, rehabilitation, complementary therapy.
- **Sylvan Ward** providing 24 hour specialized nursing care
- **Emotional support** from trained counselors
- **Education** offering a programme of specialist learning opportunities about palliative care

In August 2016 we were given a rating of 'Outstanding' following an unannounced inspection visit from the Care Quality Commission (CQC).

*"St Nicholas Hospice is an outstanding service. It is truly focused on the individual needs of the people that they support, giving people support at the time they need it in a way and place that best suits them and their family."*  
Extract from CQC Inspection.

### Challenges

Growing pressures on other charitable and government bodies means that demand on our services has increased during the year as we are called upon to fill the growing gaps in the care system. We anticipate this will continue to increase as the population of Suffolk becomes more elderly and pressure on public services continues. Maximum 300 words

- 2.5. What was your organisation's total income for last financial year?  
(your branch if part of a larger organisation) £6,235,100
- 2.6. What was your organisation's total expenditure for last financial year?  
(your branch if part of a larger organisation) £6,222,835
- 2.7. Does your organisation have more than six months running costs?  
(your branch if part of a larger organisation) Yes
- 2.8. What are your organisation's current unrestricted reserves or savings?  
(your branch if part of a larger organisation) £11,457,093

## 3. About Your project

- 3.1. 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. Please include outputs (what you will deliver).

We are looking for funding for Open House, Haverhill.

Open House is aimed at people facing long term and life threatening illnesses, loved ones, carers or those struggling with bereavement. The drop in sessions offer the chance to meet others facing similar situations in a comfortable and relaxing space. Information is delivered in a group environment where members gain from hearing about other people's experiences. The sessions are semi-structured and provide an educational element at each meeting around topics such as symptom management, goal setting and planning for the future.

It offers a gentle introduction to St Nicholas Hospice Care and the range of services available. If necessary, patients are sign posted to other Hospice services or to alternative services in the community. In addition, attendees are encouraged to meet up outside of the group and to organise their own meetings. This might include a walking group or meeting up to have coffee, lunch or go to the cinema.

### **Outputs**

To hold a session every Tuesday from 10 – 12 noon at the St Nicholas Hospice Care Haverhill Hub, Camps Road, Haverhill CB9 8HB.

Session will be staffed by a Hospice Occupational Therapist, Hospice Chaplain (one in four sessions) and one volunteer from the local community.

Maximum 300 words

- 3.2. How does your project contribute towards the council's Families and Communities Strategy and Families and Communities Approach? Please refer to guidance and reference both in your answer.

- Open House focuses on building networks of people to support each other in the local community. (Families and Communities Strategy – Strengthening communities to make them more resilient etc).
- Attendees are encouraged to set up their own groups, eg, a walking group which is run independently of Open House. (F&C Approach Personal Agency Test - not doing what people can do for themselves.)
- Staff and volunteers working at Open House are local residents and know the local community and other organizations well. They liaise between people attending and other organizations who may be better placed to help. (F&C Approach to use existing assets including people.
- Using volunteers keeps costs down and ensures we use people with passion and enthusiasm for helping their local community. ( F& C Approach - identify what people care enough about to do something.)

- 70% of people with a life threatening illness would choose to die at home<sup>1</sup> and yet only half of these are able to do so. There is often a considerable gap between patients receiving a diagnosis and coming to us for palliative care. Often patients delay coming until a crisis situation arises and they may then need to go into hospital.
- Hospice care in the community means we engage with patients earlier and prevents crisis situations, alleviating pressure on hospitals and hospice care. (F&C Strategy – prevention models)
- Timely, local bereavement support reduces visits to GPs, prescriptions for anti-depressants and time off work. (F&C Approach - more 'fences' and fewer 'ambulances'.)
- Open House equips the local community with strategies around dying, death and bereavement which can be used again when other local residents are dying or bereaved. (F&C Approach – Legacy test).

Maximum 300 words

3.3. How many people will benefit from your project (on a weekly, monthly or annual basis) and how? Please include outcomes (how your project will benefit the people who are involved in it) and how you will collect evidence of this.

We expect to have between 10 - 15 attendees every week. This will be made up of bereaved people, carers and patients but the true amount of people benefitting might be much larger as carers and families at home will also benefit.

Project benefits include:

- Giving people increased confidence so they can support themselves or others within their communities.
- Equipping people with information on where else to find help so that they can access support in a timely fashion and avoid emergency situations.
- Reducing isolation of patients, carers and people who have been bereaved.
- Increasing the emotional wellbeing of attendees.
- Facilitating networking and passing on information eg, details of a hairdresser who is good at treating patients post chemotherapy.

Case studies

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<sup>1</sup> Dying Matters, March 2017

Evidence of outcomes collected through:

1. Feedback forms given to people attending all Open House sessions.
2. Number of people attending (monitored on database), sessions held
3. People accessing further Hospice services
4. Collect case studies

Maximum 300 words

3.4. Are you working with any other organisations/groups on this project? Yes

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

- Local GPs. We attend GSF (Gold Standard Framework) meetings for patients with palliative care needs.
- We work with local physiotherapists and occupational therapists to identify patients and refer back to them.
- We work with leaders of all faiths in Haverhill to provide support to attendees.
- We attend local community groups and publicise the work of Open House.

Maximum 150 words

3.5. What evidence do you have that there is a need for this project? Please include sources of evidence, including any public/user/community consultation and research you have carried out.

- According to Suffolk ACRE there are 5,920 people with a limiting long term illness in rural areas in Suffolk who lack access to a car. Haverhill is 20 miles from Bury St Edmunds.
- In 2012 we carried out research in Haverhill which showed that 100% of respondents wanted a Hospice service in the town. In 2014 we set up the Haverhill Hub.
- We estimate there are 2,598 people with life limiting illnesses registered with a GP in Haverhill.
- We know from external data that we are not reaching enough people with palliative care needs. 75 % of all deaths are estimated to require palliative care<sup>2</sup>. In 2015/16, 2,250 adults died in West Suffolk <sup>3</sup> (meaning 1,687 needed palliative care) and we only reached 572 of them or 35%.

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<sup>2</sup> Gomez-Batiste, Identifying needs and improving palliative care of chronically ill patients 2012.

<sup>3</sup> ONS

- We also know from our internal data that patients delay engaging with our services. Often patients put off coming to until a crisis situation arises and it may then be too late for us to deliver appropriate care in their homes.
- Haverhill features in the bottom 20% of national deprivation indices.

Maximum 200 words

3.6. How has the project been developed out of the community's desire to improve the lives of local people? What role have users and/or the community had in developing this project?

- In 2016 we did an audit of Open House in Haverhill. The service had stagnated with around four regular attendees. We talked to users, patients in the area and people who were not using the service about what they wanted from Open House and how to run it in the future. As a result of this we re-launched Open House in Haverhill and have seen the number of attendees go up to 10 – 15 every week.
- We use a volunteer from the local community to help run the service
- Users continue to be consulted about the content and frequency of sessions

Maximum 200 words

## 4. Timescales and sustainability

4.1. When will your project start and end? (the period for which you are asking the council for funding)

Start date

End date

4.2. If this is an ongoing project, how will it be funded and supported after the end of the grant period?

We will seek funds from trusts and foundations or from general funds. We have a very successful fundraising team. Girls Night Out raised over £250,000 in 2017, our new (paid for) house clearance service is proving popular and we have a strong track record in legacy income.

However, we are facing a growing challenge to meet demand and balance our costs with our income. To provide the same level of care and service as last year we face a £900,000 budgeted deficit in 2017/18. We have budgeted carefully in the past and have sufficient reserves to cushion us but we do need to consider a new approach.

The Trustees have decided to use some funds from reserves to conduct research into new models of working in order to reach larger amounts of

people in a sustainable way. Open House has proved to be a cost effective way of reaching out to more people and as such we fully expect it to remain part of our new way of working.

Maximum 150 words

## 5. Funding request and budget

5.1. Which years are you applying for funding for? Please delete as applicable

2018/2019	2019/2020
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5.2. What is the total cost of the project? (project costs only, not for your whole organisation and not just the funding you are requesting)

£17,819

5.3. Please provide a full breakdown of the total cost of this project, including VAT if applicable. Please only include direct expenditure for this project.

Item	Amount
<b>Staff and volunteers</b> (including roles, hourly rates and NI/tax contributions where applicable)	
Hospice Occupational Therapist – 4 hours per session x 52 weeks x 2 years @ £15.76 plus pension ((14.4%) and ERs NIC (9.6%) = £19.54	£8,128
Hospice Chaplain – ¼ of all sessions x 4 hours x 52 x 2 years @ £16.49 plus pension (14.4%) and ERs NIC (10.3%) = £20.56	£2,138
Supervision – Hospice Occupational Therapist – 0.5 hour per session @ £15.76 plus pension (14.4%) and ERs NIC (9.6%) = £19.54	£1,016
Clinical input, Hospice Senior Practitioner, Independent Living – 1 hour per session @ £17.96 plus pension (7%) and ERs NIC (8.9%) = £20.82	£2,165
<b>Overheads</b> (including items such as venue/office costs, utilities, back office services, insurance)	
Management costs @ 10%	£1,620

<b>Equipment and resources</b>	
Refreshments @ £10 per session	£1,040
<b>Other</b>	
Staff travel costs @ 45p per mile	1,712
<b>Total</b>	<b>£17,819</b>

5.4. Please provide a full breakdown of all other funding and in-kind support\* you have secured for this project.

Item	Amount
<b>Funding already secured</b> (please detail funders, amounts and funding periods individually)  None for Open House, Haverhill but £3,865 from Breckland Council and £1,000 from Shadwell Estate for Open House, Thetford.	
<b>Volunteer contributions</b> (including estimated hours given and roles)  3 hours per week x 52 x 2 years @ £7.50 per hour	£2,340
<b>Equipment and resources</b> (please itemize)	
<b>Other</b>	
<b>Total</b>	<b>£2,340</b>

\*In-kind support is assistance and items you would normally expect to pay for, but which you are getting for free, such as volunteer hours or a free venue. You might find it useful to give volunteer hours a value, such as the minimum wage, or higher if you have volunteers with particular expertise it would be expensive to pay for.

5.5. What other funders have you applied to for this project but have not yet had a decision from?

Funder	Amount requested	Decision timescale
Sapphire Fund	£2,727 (for Open House, Botesdale <b>NOT</b> Haverhill)	November

	£	
	£	

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

**2018/19** £8,909      **2019/20** £8,909

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

Funding source	Amount (£)	Reason for funding
<b>Forest Heath</b>	£50 (3.3.16)	Unknown
<b>St Edmundsbury Borough Council</b>	£500 (26.1.17)	Equipment for Haverhill hub café – money from locality budget
	£250 (12.12.16)	Best stand in fayre
<b>Total:</b>	£800	



# Community Chest Application Summary 2018/2019

Local Authority	SEBC
Organisation	Anglia Care Trust
Amount Requested	<b>£10,000.00</b> (2018-19) <b>£10,000.00</b> (2019-20)
Total Project Cost	£43,115.00 (county-wide)
Match Funding	Volunteer hours - £8,775.00 (not included in costs) PCC Safer Suffolk Fund - £20,000.00 (decision pending)
Partnerships	Police, Turning Point and other drug and alcohol services, Marginalised and Vulnerable Adult health service, Money Advice, Domestic Abuse Outreach and Housing Services.
West Suffolk Bid?	Yes

## Overview

ACT are seeking to continue the delivery of a countywide outreach service aimed at reducing the negative impact of alcohol. The total cost of the service for 1 year is £34,340 (plus volunteering hours). ACT are applying for £10,000 to cover approximately one third of the costs which relates to the delivery of the service to individuals living in the St Edmundsbury area.

Outreach support to vulnerable people who are part of or on the periphery of the street drinking community. The service is delivered on a 1:1 basis aiming to empower the individuals to take positive steps forward and to reduce the amount and strength of alcohol they are consuming. This is achieved through a broad but frequent series of interventions including supporting service users to attend general medical and alcohol treatment appointments, 1:1 support sessions, completion and monitoring of alcohol consumption and accessing financial and debt advice.

## Outputs

ACT will work with 40 people across Suffolk in the next 12 months, 14 of which will come from the St Edmundsbury District.

## Outcomes

Outcome 1: Improve mental health and wellbeing via early intervention, recovery and rehabilitation

Outcome 2: To link with integrated treatment services to increase outcomes from structured treatment

These outcomes will be monitored by recording specific measures via an online recording system called Advice Pro.

The following objectives will also be measured:

- Number of service users and personal information including location, Equality and Diversity information,
- Face to face contact sessions
- Addiction support

- Offending
- Accommodation
- Benefits and welfare
- Health
- General wellbeing

**Finances**

Income last financial year - £2,080,971.00

Expenditure last financial year - £2,225,880.00

**Reserves**

£90,907.00

**Request breakdown**

Service Manager @ £19.78 p.h.

Coordinator @£15.04 p.h.

Outreach Officer @ £12.05 p.h.

Expenses

External Supervision

Volunteer Recruitment, Development and Expenses

Office overheads

Equipment and resources

**Previous Community Chest funding**

None.

**Officer comments**

## 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 01284 757077. 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:  
[polly.kane@westsuffolk.gov.uk](mailto:polly.kane@westsuffolk.gov.uk).

**Please note:** This form is for applications to the St Edmundsbury Borough Council Community Chest grants scheme. If you wish to apply to Forest Heath District Council the form can be found on the Community Grants page above. [If you wish to apply to both councils, you will need to complete a separate form for each, clearly stating how your activity will benefit the area.](#)

### 1. Contact details

Organisation/lead partner name	Anglia Care Trust
Organisation Address	8 The Square Martlesham Heath Ipswich
Postcode	IP5 3SL

Organisation main email	admin@angliacaretrust.org.uk
Organisation main tel.	01473 622888
Organisation website	www.angliacaretrust.org.uk
Organisation Twitter	@angliacaretrust
Organisation Facebook	AngliaCareTrust

Contact person 1 (main contact)		Contact person 2	
Name	Kate Burgess	Name	Keith Whitton
Position in organisation	Operational Manager	Position in organisation	Director of Operations
Daytime tel.no	01473 622888	Daytime tel.no	01473 622888
Mobile	07436 810541	Mobile	07918734034
email	Kateburgess@angliacaretrust.org.uk	email	Keith.w@angliacaretrust.org.uk
Address if different to organisation's		Address if different to organisation's	
N/A		N/A	
Postcode		Postcode	

## 2. About your organisation

2.1. Which local authority area(s) does your organisation currently work in?

Across all authorities in Suffolk

2.2. What type of organisation are you? (please check the relevant box)

Registered charity	<input checked="" type="checkbox"/>	Charity number:299049
Applying for charitable status	<input type="checkbox"/>	
Company limited by guarantee	<input checked="" type="checkbox"/>	Company number: 2223103
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"/>	What type?:
Other (Please specify)	<input type="checkbox"/>	

2.3. How many people are currently involved in your organisation?

Trustees	7	Management board	-
Management team	5	Service users	1150
Full time paid staff/workers	38	Volunteers and helpers (non-management)	130
Part time paid staff/workers	27		

When did your organisation start?

Year

1968

- 2.4. What is the purpose of your organisation? Please briefly describe why your organisation was set up, its aims and objectives, what activities it carries out and who primarily benefits.

Anglia Care Trust is a charity dedicated to supporting vulnerable people with multiple and complex needs. We offer a spectrum of flexible and interconnected support services, ranging from longer term intensive support to a series of shorter term advice and guidance services. In line with the needs of our service users, the services we offer work under three main themes; helping people to be heard, helping people to be safe and helping people to keep a roof over their heads. Our services give people the stability and support to empower them to realise their full potential.

For young people we offer mentoring, advocacy, independent visiting, return to care interviews and independent advice for young people faced with difficult educational choices.

For families we offer a Domestic Abuse Outreach Service (DAOS) and Money Advice services for victims of Domestic Abuse. Our multi faceted and whole family approach offers a range of support methods to allow people to access the level of support they require when they need it most. We offer crisis support, intensive family support and drop in advice and guidance sessions working with families and individuals, including specialist male victim support.

Since 2005 ACT have been working with statutory partners to provide an Alcohol Recovery project, originally working with identified "street drinkers" in Ipswich. We have supported a high number of people into different degrees of recovery, supported with accommodation needs and access to benefit advice. It is through this service that awareness was raised of the impact in other towns across Suffolk and in 2015 we obtained funding from the Suffolk Police and Crime Commissioner to extend the work across the county by employing an Alcohol Outreach Officer.

Maximum 300 words

- 2.5. What was your organization's total income for last financial year?  
(your branch if part of a larger organization) £2,080,971
- 2.6. What was your organization's total expenditure for last financial year?  
(your branch if part of a larger organization) £2,225,880
- 2.7. Does your organization have more than six months running costs?  
Yes/**No**  
(your branch if part of a larger organization)
- 2.8. What are your organization's current unrestricted reserves or savings?  
(your branch if part of a larger organization) £90,907

### 3. About Your project

- 3.1. 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 organization. Please include outputs (what you will deliver).

We are seeking to continue the delivery of a countywide outreach service aimed at reducing the negative impact of alcohol. The total cost of the service for 1 year is £34,340 and we are applying for £10,000 to cover approximately one third of the costs which relates to the delivery of the service to individuals living in the St Edmundsbury area. The service provides a 0.8 FTE Outreach Officer and 3 volunteers operating across Suffolk.

We deliver vital support to vulnerable people who are part of or on the periphery of the street drinking community. The outreach service was initiated in 2015, when funding was awarded via the Safer Suffolk PCC Fund. ACT has funded the post from the charity's reserves and some additional funds have been secured through Suffolk County Council.

The objectives of the service include:

- Preventing the damaging effects of alcohol on the health of the individuals
- To work in partnership to support effective community safety or crime prevention activities
- To provide a County wide service reaching hard to reach individuals.

Referrals are received from a range of agencies including health professionals who have identified potential service users who are experiencing health issues associated with alcohol intake or due to associated behavior have a negative impact on the community.

The service is delivered on a 1:1 basis aiming to empower the individuals to take positive steps forward and to reduce the amount and strength of alcohol they are consuming. This is achieved through a broad but frequent series of interventions including supporting service users to attend general medical and alcohol treatment appointments, 1:1 support sessions, completion and monitoring of alcohol consumption and accessing financial and debt advice.

Additional value is added to the service by using other teams within ACT to support the work being undertaken, in particular Money Advice, Domestic Abuse Outreach and Housing Services.

Maximum 300 words

- 3.2. How does your project contribute towards the council's Families and Communities Strategy and Families and Communities Approach? Please refer to guidance and reference both in your answer.

The Families and Communities Strategy and Families and Communities Approach makes specific reference to prevention, multi-agency involvement, adoption of new skills, delivering services where needed, empowering people and changing expectations.

Our experience of alcohol abuse is that without intervention invariably it leads to a higher cost for families, neighbourhoods & public. The service engages with individuals, guides and diverts them from the downward spiral. In doing so we draw upon all available resources interacting with a wide range of agencies including Police, Housing, Health and Treatment services. In terms of skills, it adopts a whole family approach and the associated skill sets, taking into consideration all the assets available to the individual and builds an agreed recovery plan around those assets.

The nature of the service is to reach out to the individual, meet them on their patch and build a rapport, recognising that the target group is unlikely or unwilling to access office based services. We empower and assist people to build their resilience and turn their lives around e.g liaising with and facilitating access to treatment services. In line with changing expectations, it is an assertive and enabling service, it challenges the concept of entitlement and promotes self help by both helping when required and letting go as soon as sustainable change is evident.

In supporting the strategy the service is consistent with the Family and Communities Approach relying upon a network of agencies/groups to both, identify individuals who require support and to support their recovery during /after treatment. It builds upon community assets involving local volunteers. It acts as a catalyst for drinkers to recognise the need for and access treatment.

Maximum 300 words

- 3.3. How many people will benefit from your project (on a weekly, monthly or annual basis) and how? Please include outcomes (how your project will benefit the people who are involved in it) and how you will collect evidence of this.

We will work with 40 people across Suffolk in the next 12 months, 14 of which will come from the St Edmundsbury District.

We align our outcomes with the Public Health and Protection outcomes currently being worked towards through the Alcohol Recovery Project in Ipswich and our current Suffolk wide project and therefore in line with the Public Health and Protection Strategy for Suffolk:

Outcome 1: Improve mental health and wellbeing via early intervention, recovery and rehabilitation

Outcome 2: To link with integrated treatment services to increase outcomes from structured treatment

These outcomes will be monitored by recording specific measures via an online recording system called Advice Pro. We will specifically measure the following objectives:

- Number of service users and personal information including location, Equality and Diversity information,
- Face to face contact sessions
- Addiction support
- Offending
- Accommodation
- Benefits and welfare
- Health
- General wellbeing

The outcomes and impact of the service will be demonstrated through a variety of evaluative methods. We will use a multiple method evaluative processes in order to capture the impact the service is having on people's lives. Using a range of techniques such as pre intervention and post intervention surveys, distance travelled tools and case studies, we will provide both qualitative and quantitative data as evidence of the outcomes achieved.

Maximum 300 words

3.4. Are you working with any other organizations/groups on this project? **Yes**  
/ No

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

Multi agency partnership working is embedded into ACT. We have built strong and positive relationships with a number of referring agencies and support services through our Alcohol Outreach Service. Our Ipswich based existing Alcohol Recovery project is commissioned through Public Health and Protection and we work closely with them to ensure the two projects complement each other and have the connections needed to provide the best possible outcomes for the service users.

We have strong working relationships with Turning Point and other drug and alcohol services throughout Suffolk also attending several multi agency forums including the Recovery Network Forums and Start A Fresh in the Ipswich locality. We work closely with the Police across Suffolk not only to help identify new service users, but to help us monitor the progress and behavior of the drinking community. We work alongside the Marginalised and Vulnerable Adult health service on the same basis.

Maximum 150 words



- 3.5. What evidence do you have that there is a need for this project? Please include sources of evidence, including any public/user/community consultation and research you have carried out.

The evidence of need is founded upon intelligence gained from the current service. 62 referrals were made in 2016/17, 46 of whom received support and 16 of whom were offered advice and guidance. Of the first group, 18 were located in the St Edmundsbury district.

In 2016/17:

- 30 reduced their alcohol consumption, 8 also reduced the strength of the alcohol
- 12 attended drug and alcohol treatment
- 9 were referred to specialist support
- 12 registered with a GP
- 13 attended educational/employment guidance
- 3 attended mental health services
- 11 undertook meaningful positive activities within their own communities
- £15,100 of debt was managed or income maximized.

Our evidence shows the lack of treatment services available on an outreach basis in the rural areas of Suffolk and that the age related health issues of the service users is significant. A high number of service users accessed in this time were within the 40-60 age group and the majority were long term heavy drinkers. This impacted on their physical and mental health and the nature of the work; higher proportions were supported to register with the GP, attend health appointments and referred onto specialist support services.

Maximum 200 words

- 3.6. How has the project been developed out of the community's desire to improve the lives of local people? What role have users and/or the community had in developing this project?

The project was founded upon the impact 'street drinkers' had upon the community (initially Ipswich), both the perceived 'nuisance' and the wider 'cost' to the community. In the west of the county, the issue was compounded by drinkers being dispersed across several communities and restricted access to local treatment services. The initial 'problems' associated with street drinking raised awareness of individual stories, the person and their personal health needs. All these needs combined to enable work to be piloted during 2015/16, delivery models tested, feedback received and several success stories delivered. The service was then re-commissioned in 2016/17.

The project has been shaped over many years of ACT delivering outreach alcohol recovery services, as feedback is received and acted upon. In addition, the project builds bespoke support packages with the individual, as such each/every participant shapes their 'project'/service. Acting as a primary conduit to help drinkers into treatment, linking with Housing & Community Safety Teams, the public services community has offered direction as to how best to navigate a 'street drinker' through their systems, further enabling timely interventions and on occasion deferment of enforcement activity e.g. eviction.

Maximum 200 words

#### 4. Timescales and sustainability

- 4.1. When will your project start and end? (the period for which you are asking the council for funding)

Start date 01/04/2018

End date 31/03/2020

- 4.2. If this is an ongoing project, how will it be funded and supported after the end of the grant period?

We are applying for funding to continue this service from 1/04/2018 through to the 31/03/20. We aim to apply to the Suffolk Police and Crime Commissioners themed fund for the remainder of the costs associated with this project.

Maximum 150 words

#### 5. Funding request and budget

- 5.1. Which years are you applying for funding for? Please delete as applicable

2018/2019

2019/2020

- 5.2. What is the total cost of the project? (project costs only, not for your whole organisation and not just the funding you are requesting)

£34,340 per annum

5.3. Please provide a full breakdown of the total cost of this project, including VAT if applicable. Please only include direct expenditure for this project.

Item	Amount
<b>Staff and volunteers</b> (including roles, hourly rates and NI/tax contributions where applicable)	
Service Manager 1hr/week @ £19.78	£1,028
Co-ordinator 2hrs/week @ 15.04	£1,564
Outreach Officer 30hrs/week @ £12.05	£1,8798
Expenses	£4,500
External Supervision	£100
Volunteer Recruitment, Development and Expenses	<u>£2,000</u>
	£27,990
<b>Overheads</b> (including items such as venue/office costs, utilities, back office services, insurance)	£5,150
<b>Equipment and resources</b>	£1,200
<b>Other</b>	
<b>Total</b>	<b>£34,340</b>

5.4. Please provide a full breakdown of all other funding and in-kind support\* you have secured for this project.

Item	Amount
<b>Funding already secured</b> (please detail funders, amounts and funding periods individually)	
Our 2016/17 project would have ceased on 31/08/17 but we have received funding from Public Health and Protection to last us to 31/12/17	£12,000
The following funds will continue our work between 01/01/18 to 31/03/18	
ACT's charitable reserves	£4,340
Lord Belstead Trust	£1,000
St Edmundsbury trust	£3,000
<b>Volunteer contributions</b> (including estimated hours given and roles)	
3 volunteers providing 7.5hrs/week each @ minimum wage gives an annual contribution	£8,775

<b>Equipment and resources</b> (please itemize)	zero
<b>Other</b>	
<b>Total</b>	<b>£25,115</b>

\*In-kind support is assistance and items you would normally expect to pay for, but which you are getting for free, such as volunteer hours or a free venue. You might find it useful to give volunteer hours a value, such as the minimum wage, or higher if you have volunteers with particular expertise it would be expensive to pay for.

5.5. What other funders have you applied to for this project but have not yet had a decision from?

Funder	Amount requested	Decision timescale
PCC Safer Suffolk	£20,000 £ £	December

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

**2018/19** £10,000      **2019/20** £10,000

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

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

# Community Chest Application Summary 2018/2019

Local Authority	SEBC
Organisation	Abundant Life Church (EPIC Dad)
Amount Requested	<b>£24,154</b> (2018-2019) <b>£24,154</b> (2019-2020)
Total Project Cost	£54,228 (£27,114 p.a.)
Match Funding	Over 2 years: £3,840 - Volunteer contributions @£10.p.h. £2,080 - Free venue and use of kitchen @£20 p.w. £400 – estimated donations at groups
Partnerships	Sharing Parenting and HomeStart on aligned projects
West Suffolk Bid?	Yes

## Overview

EPIC Dad has been working within Lakenheath (and surrounding areas) since April 2017 with the focus of the project being to support dads, male carers and families. EPIC Dad have engaged with over 100 fathers through support groups, one to one support, engagement days, community outreach, and parent groups. EPIC Dad wish to roll this project out into Haverhill and the surrounding areas in St Edmundsbury Borough.

Proposed activities in St Edmundsbury:

- Who Let the Dads Out? (Monthly dads and kids club) – make connections and identify an area to establish this group
- Daddy Ready Group (A pre-natal group especially for dads-to-be)
- Dads Matter Course (6 week course for dads and male-carers)
- Time Out for Dads (Monthly evening support group for dads)
- Community Outreach (Outreach and engagement with parents across St Edmundsbury by visiting schools, nurseries, children's centres, groups, supermarkets, and promoting the project and finding out more about the needs and interests of local families).
- Mentoring Programme (Training for fathers engaged to become mentors to new fathers)
- Advocacy Assistance (Provide support to those fathers experiencing concerns or crisis within the family home)

## Outputs

EPIC Dad will aim to engage with:

- (and register) 50 fathers or father-figures to the project.
- a further 50 fathers or father-figures in various community contexts and work towards registering them to the project.
- numerous mums at various groups across St Edmundsbury who are interested in their partners accessing the project. The number of mums is likely to be at least 100.
- approximately 100 families through various family activities.
- Through EPIC Dads' mentoring programme, they will aim to train 2 dads who will then be involved in mentoring new dads.

- at least 1 Dads Matter Course in the area for each year reaching 10 dads.

In total the project aims to engage with about 212 individuals and around 100 families.

### **Outcomes**

- Supporting Men - through one to one or group work this will provide a level of support to all participants on the project. Encouraging them to talk and share challenges and experiences – also mutual support is given through the friendships that are formed.
- Empowering Fathers - Dads and male-carers are being invested in and they are feeling better equipped within their role as fathers or father-figures
- Transforming Families - The wider family is benefitting from the opportunities the project creates for fathers and families to spend quality time together.

Evidence will be recorded through activity feedback forms, progress logs and quarterly monitoring.

### **Finances**

Income for last financial year - £114,385.46

Expenditure for last financial year - £130.200.00

### **Reserves**

£3,487.22

### **Request breakdown**

Project Leader@ £15 p.h.

Project Worker @ £12 p.h.

Project Administrator @£10 p.h.

Travel expenses @ £0.45 p.m.

Office space @£50 p.w.

Publicity Costs

Office Equipment

Fun Days Equipment

Games Equipment

Resources for Workers and Service Users

Craft Materials

Training

Refreshments

### **Previous Community Chest funding**

FHDC – 2017-2018 - £24,491.03 - support and empowerment groups for fathers in Lakenheath and surrounding areas. Exceeding outcomes during Q1.

### **Officer comments**

Supported by 2 Families and Communities Officers

## 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 01284 757077. 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:  
[polly.kane@westsuffolk.gov.uk](mailto:polly.kane@westsuffolk.gov.uk).

**Please note:** This form is for applications to the St Edmundsbury Borough Council Community Chest grants scheme. If you wish to apply to Forest Heath District Council the form can be found on the Community Grants page above. [If you wish to apply to both councils, you will need to complete a separate form for each, clearly stating how your activity will benefit the area.](#)

### 1. Contact details

Organisation/lead partner name	Abundant Life Church
Organisation Address	Back Street, Lakenheath, Brandon
Postcode	IP27 9HF

Organisation main email	richkeeble@hotmail.com
Organisation main tel.	01842 862646
Organisation website	lakenheathabundantlifechurch.org.uk
Organisation Twitter	

Organisation Facebook	<a href="https://www.facebook.com/Abundant-Life-Church-ALC-Lakenheath-348748647523/?ref=bookmarks">https://www.facebook.com/Abundant-Life-Church-ALC-Lakenheath-348748647523/?ref=bookmarks</a>
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Contact person 1 (main contact)		Contact person 2	
Name	Richard Keeble	Name	Dawn Green
Position in organisation	Fathers and Families Project Leader	Position in organisation	Treasurer
Daytime tel.no	01842 862646	Daytime tel.no	01842 862646
Mobile	07717744608	Mobile	07590365118
email	epicdadproject@hotmail.com	email	dawngrn01@yahoo.co.uk
Address if different to organisation's		Address if different to organisation's	
Postcode		Postcode	

## 2. About your organisation

2.1. Which local authority area(s) does your organisation currently work in?

Forest Heath

2.2. What type of organisation are you? (please check the relevant box)

Registered charity <input checked="" type="checkbox"/>	Charity number:
Applying for charitable status <input type="checkbox"/>	1054430
Company limited by guarantee <input type="checkbox"/>	Company number:
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"/>	What type?:
Other (Please specify) <input type="checkbox"/>	

2.3. How many people are currently involved in your organisation?

Trustees	6	Management board	
Management team		Service users	100
Full time paid staff/workers	2	Volunteers and helpers (non-management)	30
Part time paid staff/workers	8		



When did your organization start?

1930 (registered as a charity in 1996)

2.4. What is the purpose of your

organisation? Please briefly describe why your organisation was set up, its aims and objectives, what activities it carries out and who primarily benefits.

Our registered charity name is Assembly of God Church but we function under the working name of Abundant Life Church. The church was started to serve the local village community of Lakenheath and support the diverse community.

Our purpose is to provide a welcoming, caring and relevant church that meets people's various spiritual, emotional, social and practical needs. Our work focuses on the various age groups of the local community and we are committed to making a positive difference in whatever way we can. We want to bring hope to the village and surrounding areas by living out our faith through our words and actions. Projects are important, but we always seek to centre our work on the people. Our aim is to support people in a holistic way.

Since April 2017 We have been developing a Fathers and Families Project called E.P.I.C. Dad, in partnership with Forest Heath District Council. The project E.P.I.C Dad celebrates, supports and empowers fathers to be their best for their children and thrive in the role of the dad. E.P.I.C stands for Encourager: (bringing out the best in children), Provider (meeting needs within the family), Instructor (passing on life skills) and Carer (giving love and support).

Aims of the project are:

To provide support to men within their role as a father or male role model.

To empower fathers/father-figures to become an important role model in the family.

To transform families by encouraging fathers/father-figures to have an active role within the family and community.

These will be achieved through:

**Supporting:** Through home visits, mentoring, one to one support and signposting to partner agencies.

**Empowering:** Through support groups, training courses and providing a social environment.

**Transforming:** Through Dads and children's groups, pre-birth support groups, family activities, community events and engagement projects.

Maximum 300 words

2.5. What was your organisation's total income for last financial year? (your branch if part of a larger organisation)

£114,385.46

2.6. What was your organisation's total expenditure for last financial year? (your branch if part of a larger organisation)

£130,200.00

2.7. Does your organisation have more than six months running costs? Yes  
(your branch if part of a larger organisation)

2.8. What are your organisation's current unrestricted reserves or savings? £3,487.22  
(your branch if part of a larger organisation)

### 3. About Your project

3.1. 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. Please include outputs (what you will deliver).

#### **E.P.I.C. Dad (Fathers and Families Project)**

E.P.I.C. Dad has been working within Lakenheath (and surrounding areas) since April 2017 with the focus of the project being to support dads, male carers and families. We have engaged with over 100 fathers through support groups, one to one support, engagement days, community outreach, and our various parent groups that have been established. We wish to continue and enhance the work that we have already begun and roll this project out into Haverhill and the surrounding areas in St Edmundsbury Borough.

#### **Our Possible Future Activities in St Edmundsbury would be:**

**Who Let the Dads Out?** (Monthly dads and kids club) – make connections and identify an area to establish this group (has become a very effective model for initial engagement with dads and male-carers from the community)

**Daddy Ready Group** (A pre-natal group especially for dads-to-be)

**Dads Matter Course** (6 week course for dads and male-carers)

**Time Out for Dads** (Monthly evening support group for dads)

**Community Outreach** (Outreach and engagement with parents across St Edmundsbury by visiting schools, nurseries, children's centres, groups, supermarkets, and promoting the project and finding out more about the needs and interests of local families).

**Mentoring Programme** (Training for fathers engaged to become mentors to new fathers)

**Advocacy Assistance** (Provide support to those fathers experiencing concerns or crisis within the family home)

Maximum 300 words

3.2. How does your project contribute towards the council's Families and Communities Strategy and Families and Communities Approach? Please refer to guidance and reference both in your answer.

E.P.I.C. Dad is helping towards the Council's Families and Communities Approach in Forest Heath and would seek to do the same in St Edmundsbury as outlined below:

### **A Safe Place**

E.P.I.C. Dad is committed to creating a safe place for fathers and families to come to and experience a warm welcome, genuine care and holistic support.

### **Recognising Individuals**

We are keen to support people as individuals and recognise that everyone has their own unique experiences and needs. We see the importance of understanding and working with individuals and finding the best way to support them and the wider family.

### **Understanding Relationships**

We are aware of the challenges and complexities in working with 21st century families and the different relationships within the family. The project is always quick to emphasise not just fathers, but father-figures, and is interested in supporting and involving the children, mums, grandparents, and wider family in the project.

### **Encouraging Agency**

One of the project's core aims is 'empowering fathers', so we strongly believe our role is to encourage fathers by providing opportunities for them to learn and grow in their key role within the family.

### **Developing Vision**

We have a clear sense of what we want the project to achieve in helping fathers and families thrive which not only benefits them and their home, but also the community they are part of.

Maximum 300 words

- 3.3. How many people will benefit from your project (on a weekly, monthly or annual basis) and how? Please include outcomes (how your project will benefit the people who are involved in it) and how you will collect evidence of this.

### **Numbers of people who will benefit from the project:**

We will aim to engage with, and register, 50 fathers or father-figures to the project.

We will aim to engage with a further 50 fathers or father-figures in various community contexts and work towards registering them to the project.

We also meet and engage with numerous mums at various groups across St Edmundsbury who are interested in their partners accessing the project. The number of mums is likely to be at least 100.

We will support approximately 100 families through our various family activities.

Through our mentoring programme, we will aim to train 2 dads who will then be involved in mentoring new dads.

We will look to run at least 1 Dads Matter Course in the area for each year reaching 10 dads.

In total the project aims to engage with about 212 individuals and around 100 families.

### **How the project will benefit the people involved in it:**

In order to achieve the main aims of the project we will see the following benefits:

**Supporting Men** - through one to one or group work this will provide a level of support to all participants on the project. Encouraging them to talk and share challenges and experiences – also mutual support is given through the friendships that are formed.

**Empowering Fathers** - Dads and male-carers are being invested in and they are feeling better equipped within their role as fathers or father-figures

**Transforming Families** - The wider family is benefitting from the opportunities the project creates for fathers and families to spend quality time together.

### **How the project will collect evidence of outcomes**

The evidence for our outcomes will be recorded through activity feedback forms and our quarterly monitoring. Social media is also an effective way to celebrate the work of the project and an opportunity for parents to give feedback.

In our community outreach, we will have a questionnaire available to parents to help us collect information of their views and interest in relation to work with fathers and families in various communities.

We will record one-to-one support given to specific dads and log significant progress and outcomes from this.

Also, we acknowledge that some dads will be supported by the project before they have registered or been directly involved in any project activities so we will keep a log of engagements with various pre-registered dads and show progression of their involvement over time.

Maximum 300 words

3.4. Are you working with any other organisations/groups on this project? Yes

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

We have been partnering with Sharing Parenting in offering a Dads Matter course for dads and male-carers and they will be providing on-going support as we reach more fathers through this course.

We are also working with Sharing Parenting's Community Outreach Worker for Forest Heath by attending groups and events together to promote family support in the area.

We are also currently working with Home-Start to explore ways to bring the two projects together more.

Maximum 150 words

- 3.5. What evidence do you have that there is a need for this project? Please include sources of evidence, including any public/user/community consultation and research you have carried out.

**Local Evidence**

I have attended a parenting conference in Haverhill which was very informative about the needs in Haverhill and the Children's Centre staff were very interested in future possibilities of working together in the area.

There is a local church in Haverhill very involved in the local community so we are exploring key connections to develop fathers work in this area.

**National Evidence**

I have attached with my application, the 'Annual Fatherhood Survey 2016' produced by the Centre for Social Justice. This document gives a very strong, evidence-based, case for the need to involve fathers and the problems caused in society by the 'dad gap'.

One of their findings states: "More needs to be done to help fathers before the birth of their first child; 72% of higher income fathers felt prepared for becoming a father for the first time compared to only 60% of lower income fathers saying they felt prepared".

Also, it says: "47% of all UK fathers feel their role isn't valued by society and almost half (46%) of the lowest income fathers reported a lack of "good" fatherhood role models".

These national findings are reflected in more localized areas and we that that through E.P.I.C. Dad we can help in some positive way to strengthen the role of fathers for the good of families and communities.

Maximum 200 words

- 3.6. How has the project been developed out of the community's desire to improve the lives of local people? What role have users and/or the community had in developing this project?

Initially we focused mainly on the organising and running of groups and events for fathers and families in the community, but are seeking to develop further our individual support with fathers. This is through engagement with pre-registered dads, one-to-one support, the mentoring programme we are developing, and the advocacy assistance.

The idea of providing new fathers with a 'Survival Kit' with items for them and their new baby has led to discussions about the need to engage with and support men, who are soon to be fathers, through a pre-birth group.

One area that has often been requested, and well supported, is events for the whole family. As much as there has been a lot of interest in activities just for dads and for dads and their children, there has also been an increased request for more opportunities to bring a family together with other families.

Everything we have developed has been as a result of the needs identified and the feedback received from dads and their families. Also, through talking to other service providers about the need to provide services for fathers and focus more help and resources towards supporting them.

As a lot of West Suffolk is rural, there is a real need to reach out into the towns and villages where there may not be much provided for these communities at present. By working with communities and organisations, we hope to contribute towards improving the lives of local people.

Maximum 200 words

## 4. Timescales and sustainability

- 4.1. When will your project start and end? (the period for which you are asking the council for funding)

Start date 1<sup>st</sup> April 2018

End date Ongoing

- 4.2. If this is an ongoing project, how will it be funded and supported after the end of the grant period?

One of the roles of a project administrator will be to source additional funding streams and obtain grants to make the project sustainable.  
Also, we will continue to fundraise for the project through activity donations and fundraising events.  
Much of the support for the project comes through volunteers from the church and the project its self.

Maximum 150 words

## 5. Funding request and budget

- 5.1. Which years are you applying for funding for? Please delete as applicable

2018/2019	2019/2020
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- 5.2. What is the total cost of the project? (project costs only, not for your whole organisation and not just the funding you are requesting)

£54,628

- 5.3. Please provide a full breakdown of the total cost of this project, including VAT if applicable. Please only include direct expenditure for this project.

Item	Amount
<b>Staff and volunteers</b> (including roles, hourly rates and NI/tax contributions where applicable)	
<b>Project Leader Salary for 2 Years</b> – 5 hours a week (2 years – 104 weeks / £15 an hour / 5 x 15 = £75 / 75 x 104 = £7,800)	£7,800
<b>Project Worker Salary for 2 Years</b> – 16 hours a week (2 years – 104 weeks / £12 an hour / 16 x 12 = £192 / 192 x 104 = £19,968)	£19,968
<b>Project Administrator Salary for 2 Years</b> - 6 hours a week (2 years – 104 weeks / £10 an hour / 6 x 10 = £60 / 60 x 104 = £6,240)	£6,240

<p><b>Overheads</b> (including items such as venue/office costs, utilities, back office services, insurance)</p> <p>Travel Expenses (45p a mile – approximately 4000 miles travelled in St Edmundsbury Borough over 2 years / .45 x 4000 = £1,800</p> <p>Contribution to Abundant Life Church for office space - £50 a week / 50 x 104 weeks = £5,200</p>	<p>£1,800</p> <p>£5,200</p>
<p><b>Equipment and resources</b></p> <p>Publicity Costs (eg. posters, leaflets, banners, t-shirts, balloons, badges, etc)</p> <p>Office Equipment (eg. laptop, printer, ink, paper, stationary, projector, etc.)</p> <p>Fun Days Equipment</p> <p>Games Equipment</p> <p>Resources for Workers and Service Users (eg. Books, training manuals, booklets, leaflets, etc.)</p> <p>Craft Materials</p>	<p>£2,000</p> <p>£2,000</p> <p>£500</p> <p>£500</p> <p>£200</p> <p>£300</p>
<p><b>Other</b></p> <p>Training</p> <p>Refreshments</p>	<p>£800</p> <p>£1000</p>
<p><b>Total</b></p>	<p><b>£48,308</b></p>

5.4. Please provide a full breakdown of all other funding and in-kind support\* you have secured for this project.

Item	Amount
<b>Funding already secured</b> (please detail funders, amounts and funding periods individually)	



As E.P.I.C. Dad is new to the St Edmundsbury Borough we have not yet secured any other funding for the project in this part of West Suffolk.	
<b>Volunteer contributions</b> (including estimated hours given and roles)  4 regular volunteers helping at the monthly Who Let the Dads Out? (Dads and Children's Club) – 4 hours a month / 4 x 4 = 16 / 16 x 24 groups over 2 years = 384 volunteer hours / 384 x £10 = £3,840	£3,840 (in-kind)
<b>Equipment and resources</b> (please itemize)  Use of church hall and kitchen for regular activities (£20 a week / 20 x 104 weeks (2 years) = £2,080	£2,080 (in-kind)
<b>Other</b>  Estimated amount of donations at groups over 2 years	£400
<b>Total</b>	<b>£6,320</b>

\*In-kind support is assistance and items you would normally expect to pay for, but which you are getting for free, such as volunteer hours or a free venue. You might find it useful to give volunteer hours a value, such as the minimum wage, or higher if you have volunteers with particular expertise it would be expensive to pay for.

5.5. What other funders have you applied to for this project but have not yet had a decision from?

Funder	Amount requested	Decision timescale
	£	
	£	
	£	

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

**2018/19** £24,154

**2019/20** £24,154

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

<b>Funding source</b>	<b>Amount (£)</b>	<b>Reason for funding</b>
Community Chest (Forest Heath)	£24,491.03	E.P.I.C. Dad (Fathers and Families Project)
<b>Total:</b>	£24,491.03	

# Community Chest Application Summary 2018/2019

Local Authority	SEBC
Organisation	Suffolk Family Carers
Amount Requested	<b>£18,005.00</b> (2018-2019)
Total Project Cost	£19,255
Match Funding	£250 – 100% Charity £1,000 – Music Sales Charitable Trust £848.88 – volunteer contribution (not included in costs)
Partnerships	Referral arrangements with Wellbeing Suffolk, Turning Point, OneLife Suffolk
West Suffolk Bid?	No

## Overview

Suffolk Family Carers provide a range of support to family carers and young carers. Seeking funding to provide the following programme opportunities to parent carers living in St Edmundsbury;

- Youth MHFA programmes
- Autism Carer programmes
- Who's in Charge? Programmes

Who's in Charge? (WIC?) is a group work programme, supporting parents to understand Child to Parent Violence, to work towards more healthy family relationships, increase family resilience and the cessation of violence.

The Autism Carers Programme is a three week programme, which aims to provide specialist support to parents caring for a child with an Autistic Spectrum Condition.

Youth Mental Health First Aid (MHFA) courses teach the skills and confidence to spot the signs of mental health issues in a young person, offer first aid and guide them towards the support they need.

## Outputs

Short-term interventions for up to 160 families. Four full, two day, Youth MHFA programmes, Three Autism Carer programmes, Three Who's in Charge? Programmes.

## Outcomes

Primary outcomes include;

- increased confidence and resilience in order to stay emotionally healthy
- improved emotionally literacy aligned with positive mental health
- Families will feel more equipped to support the their family members
- Increased self-awareness including the recognition of feelings
- Increased emotional control to self-manage emotional reactions
- Increased motivation, perseverance and determination to overcome challenges
- Empathy for other people's feelings (particularly prevalent within carer communities)
- Stronger, healthier relationships
- Increased self confidence

- Development of pro-social skills

Evidence will be collected through methods including; client database, analysis and evaluation quantitative results.

### **Finances**

Income for last financial year – £2,118,478

Expenditure for last financial year – £2,267,718

### **Reserves**

£368,058

### **Request breakdown**

Facilitator hours @£12.56p.h.

Administration @£7.86p.h.

Management @£16.00p.h.

Travel

Office costs & IT

Support and development

Publications

Stationery

### **Previous Community Chest funding**

None.

### **Officer comments**

Not supported by 2 Families and Communities Officers



## **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 01284 757077. 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:  
[polly.kane@westsuffolk.gov.uk](mailto:polly.kane@westsuffolk.gov.uk).

**Please note:** This form is for applications to the St Edmundsbury Borough Council Community Chest grants scheme. If you wish to apply to Forest Heath District Council the form can be found on the Community Grants page above. If you wish to apply to both councils, you will need to complete a separate form for each, clearly stating how your activity will benefit the area.

## 1. Contact details

Organisation/lead partner name	Suffolk Family Carers
Organisation Address	Unit 6&8 Hill View Business Park, Old Ipswich Road, Claydon
Postcode	IP6 0AJ

Organisation main email	enquiries@suffolkfamilycarers.org
Organisation main tel.	01473 835420
Organisation website	<a href="http://www.suffolkfamilycarers.org">www.suffolkfamilycarers.org</a>
Organisation Twitter	<a href="https://twitter.com/suffolkcarers">https://twitter.com/suffolkcarers</a>
Organisation Facebook	<a href="https://www.facebook.com/SuffolkFamilyCarers/">https://www.facebook.com/SuffolkFamilyCarers/</a>

Contact person 1 (main contact)		Contact person 2	
Name	Daniel Richards	Name	Sarah Potter
Position in organisation	Wellbeing Facilitator	Position in organisation	Mental Health & Wellbeing Service Manager
Daytime tel.no	01473 835415	Daytime tel.no	01473 835424
Mobile	07748 932208	Mobile	07748 932216
email	Daniel.richards@suffolkfamilycarers.org	email	Sarah.potter@suffolkfamilycarers.org
Address if different to organisation's		Address if different to organisation's	
Postcode		Postcode	

## 2. About your organisation

2.1. Which local authority area(s) does your organisation currently work in?

Across Suffolk

2.2. What type of organisation are you? (please check the relevant box)

Registered charity	<input checked="" type="checkbox"/>	Charity number: 1069937
Applying for charitable status	<input type="checkbox"/>	
Company limited by guarantee	<input checked="" type="checkbox"/>	Company number:
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"/>	What type?:
Other (Please specify)	<input type="checkbox"/>	

2.3. How many people are currently involved in your organisation?

Trustees	10	Management board	10
Management team	8	Service users	17540
Full time paid staff/workers	25	Volunteers and helpers (non-management)	110
Part time paid staff/workers	49		

2.4. When did your organisation start?

1988

Year

2.5. What is the purpose of your organisation? Please briefly describe why your organisation was set up, its aims and objectives, what activities it carries out and who primarily benefits.

A family carer is someone of any age whose life is restricted because they are looking after another person who cannot manage without help because of illness, age related frailty, mental health need, substance misuse or disability. Family carers are not paid for their caring role and do not always live with the person they care for. Suffolk Family Carers provide a range of support to family carers and young carers and use our knowledge and experience to help people make informed choices. This support is delivered in a variety of ways, including one to one and telephone support, information sessions and short programmes. Family carers influence and direct our work and we are able to respond to their needs when they arise. Approximately half of the family carers we support experience mental health illness themselves, often due to

the demands of their caring role. We also support a high number of family carers who themselves support someone with a mental illness.

- 2.6. What was your organisation's total income for last financial year?  
(your branch if part of a larger organisation) £2,118,478
- 2.7. What was your organisation's total expenditure for last financial year?  
(your branch if part of a larger organisation) £2,267,718
- 2.8. Does your organisation have more than six months running costs?  
Yes/~~No~~  
(your branch if part of a larger organisation)
- 2.9. What are your organisation's current unrestricted reserves or savings?  
(your branch if part of a larger organisation) £368,058

### 3. About Your project

- 3.1. 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. Please include outputs (what you will deliver).

We are seeking funding to provide the following programme opportunities to parent carers living in St Edmundbury;

Four full, two day, Youth MHFA programmes  
Three Autism Carer programmes  
Three Who's in Charge? Programmes

Each programme has up to 16 attendees.

Who's in Charge? (WIC?) is a group work programme, supporting parents to understand Child to Parent Violence, to work towards more healthy family relationships, increase family resilience and the cessation of violence. It uses a mixture of approaches including narrative and solution focused therapies and CBT.

Suffolk Family Carers have piloted two family carer specific Who's in Charge? programmes, which has remarkable feedback and outcomes due to it being carer specific.

The Autism Carers Programme is a three week programme, which aims to provide specialist support to parents caring for a child with an Autistic Spectrum Condition.

Youth Mental Health First Aid (MHFA) courses teach the skills and confidence to spot the signs of mental health issues in a young person, offer first aid and guide them towards the support they need. In doing so, it can speed up a

young person's recovery and stop a mental health issue from getting worse. Just like physical first aid, the programme teaches participants to listen, reassure and respond, even in a crisis. But more than that, it gives participants the information and skills to look after their own mental health to create a mentally healthy, supportive environment in their family and community.

Maximum 300 words

- 3.2. How does your project contribute towards the council's Families and Communities Strategy and Families and Communities Approach? Please refer to guidance and reference both in your answer.

### **Safe place**

The main aim of Who's in Charge? is to support the reduction in child to parent violence in the home. Many parent carers have had to call for Police attendance to incidences, where children are becoming violent or escalating to a point where they are at risk to themselves or others. After attending Who's in Charge? parent carers report requiring less or no police presence as incidences of violence become fewer and less severe.

### **Recognising individuals**

It is widely acknowledged that violence causes long term physical and mental health problems to victims. The programme will provide participants with the skills to become considerably more assertive and in control, which has a positive impact on the wellbeing of parent carers. As a partner service to Wellbeing Suffolk we can cross-refer parent carers into the wellbeing service, for further support around their own wellbeing.

### **Understanding relationships**

The Youth MHFA programme focusses on the importance of relationships in the context of mental health and the neurobiology surrounding this. The programme supports the underpinning principles of healthy relationships with others.

### **Encouraging agency**

Each of the three programmes we are looking to deliver are solution focused and work around an empowerment model. The programmes equip attendees to make choices to improve their situation, within the safety of having guidance and support of the group.

### **Developing vision**

Realistic goals are set by programme attendees at various stages the programmes, with the vital support of the group.

This proposal supports various elements of the Families and Communities strategy. For example, programmes support a preventative approach in terms



of the development/worsening of conditions and situations, bringing together people in similar situations, forming long lasting connections which provides vital peer support and developing a community and legacy of support.

Maximum 300 words

- 3.3. How many people will benefit from your project (on a weekly, monthly or annual basis) and how? Please include outcomes (how your project will benefit the people who are involved in it) and how you will collect evidence of this.

We will provide short-term intervention for up to 160 families with an aim to provide long-term outcomes. End results are far reaching and transformational in terms of the family unit and wider community.

Primary outcomes include;

Families will report increased confidence and resilience in order to stay emotionally healthy

Families will have improved emotionally literacy aligned with positive mental health

Families will feel more equipped to support the their family members

Increased self-awareness including the recognition of feelings

Increased emotional control to self-manage emotional reactions

Increased motivation, perseverance and determination to overcome challenges

Empathy for other people's feelings (particularly prevalent within carer communities)

Stronger, healthier relationships

Increased self confidence

Development of pro-social skills

All three programmes provide tools and strategies to support the wellbeing of the family. A bi-product of group environments, particularly with parent carers, is the generation of peer support and the immense, reassuring value this provides to parent carers. Peer support is highly valued to parent carers, especially mental health parent carers who may be experiencing a level of stigma from within the wider family or indeed their community.

There are various other outcomes related to the specific needs of the family, according to which programmes they attend. For example, by providing parent carers with the tools and support, Who's in Charge? attendees can start readdressing boundaries and realign control in the home, to facilitate the reduction of violence in the home.

We will use our existing methodology to evidence the difference made. These include; client database, analysis and evaluation quantitative results.

Each family will undertake a measure of wellbeing pre and post intervention, in order to identify needs, monitor trends and demonstrate service impact/success. This measure will capture families responses in terms of being better informed, better able to cope and better connected.

Maximum 300 words

3.4. Are you working with any other organisations/groups on this project? Yes / ~~No~~

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

Wellbeing Suffolk

Focussed work will be built within our existing partnership with Wellbeing Suffolk, the commissioned Primary Care Mental Health service in Suffolk. Carers are prioritised by Wellbeing Suffolk to receive NICE interventions for common mental health conditions, as part of the IAPT programme.

Turning Point

This commissioned network provides Substance Misuse treatment services in Suffolk consisting of Turning Point, Icen and Suffolk Family Carers. If someone presents with Substance Misuse difficulties, we can inter-refer to treatment services.

OneLife Suffolk

This commissioned service provides support to individuals who have neglected/not considered their own physical health needs. Their services include weight management, smoking cessation and healthy lifestyle.

3.5. What evidence do you have that there is a need for this project? Please include sources of evidence, including any public/user/community consultation and research you have carried out.

Over the past five years, Suffolk Family Carers has been developing the support offered to parent carers, based on feedback from the local parent carer community. There is currently a void in terms of support offered to parent carers supporting a child with a mental health condition or Autism. We currently have 212 parent carers actively registered with Suffolk Family Carers, who live in the borough of St Edmundsbury and care for a child aged under 25 with a mental health issue or Autism.

With one in ten young people requiring support for mental health problems, we also know 70% of children and young people who experience a mental

health problem have not had appropriate interventions at a sufficiently early age.

Feedback from parent carers tell us that other 'parenting' type programmes assume children are cooperative and compliant, requiring only encouragement and positivity. These approaches are often unsuccessful with the oppositional children of Who's in Charge? parent carers. These parent carers require specialist intervention to regain control in the home, including discovering meaningful consequences for children who care about little and do not wish to cooperate.

Maximum 200 words

- 3.6. How has the project been developed out of the community's desire to improve the lives of local people? What role have users and/or the community had in developing this project?

Our services within Suffolk Family Carers are 'family carer led'. That means consultation with family carers is ongoing and services are based on local need.

We would be delivering our project within the St Edmundsbury area and part of our project delivery plan will be around community development and networking. If successful, we will seek to engage existing community groups, businesses and local voluntary and statutory service providers. Our experience has shown us that a project is far more successful if you are able to work with and alongside the community rather than pure delivery of services.

Also importantly following the delivery of our programmes, we will gather feedback, experiences and ideas from those attending in order that we can present these identified issues as learning points for the local community to consider but also we would like to feed those points back as part of our strategic feedback to service providers, West Suffolk CCG, Suffolk County Council etc.

We hope that following our delivery of services that the local community is able to understand the need for emotional health in a way that enables its inclusion to be considered in forward planning for the local community.

Maximum 200 words

## 4. Timescales and sustainability

- 4.1. When will your project start and end? (the period for which you are asking the council for funding)

Start date 01/04/2018

End date 31/03/2019

- 4.2. If this is an ongoing project, how will it be funded and supported after the end of the grant period?

Our project will focus on awareness raising, educating and equipping people to deal with the early signs of poor emotional health in young people also equipping families with tools and techniques to help manage difficult behavior in the family. This will leave a legacy of a community that better understands the emotional health needs of young people and understands what can be done to better support them.

The learning obtained within the sessions can be shared with other family and community members and this encourages an environment where stigma can be challenged.

Having completed programmes, attendees form self support groups which could continue after our project finishes, and would offer ongoing support.

Finally the experiences and issues identified will be taken forward to influence future service planning and delivery in a variety of forums.

Maximum 150 words

## 5. Funding request and budget

- 5.1. Which years are you applying for funding for? Please delete as applicable

2018/2019	2019/2020
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- 5.2. What is the total cost of the project? (project costs only, not for your whole organisation and not just the funding you are requesting)

£19,255

- 5.3. Please provide a full breakdown of the total cost of this project, including VAT if applicable. Please only include direct expenditure for this project.

Item	Amount
<b>Staff and volunteers</b> (including roles, hourly rates and NI/tax contributions where applicable)	Salaries total £6237.30
Facilitator hours @ £12.56/hour:	Employer NI £549
Who's in Charge? 5 hours per session, per facilitator (requires 2)	Pension £437

<p>Each programme 90 hours total 3 programmes</p> <p>Youth MHFA 25 hours total 4 programmes</p> <p>Autism Carers Programme 15 hours total 3 programmes</p> <p>Administration: 10 hours per Whos in Charge? 5 hours per Youth MHFA 5 hours per Autism Carers Programme £7.86/hour (total 65 hours- £510.90)</p> <p>Management: £16.00/hour (total 32 hours total- £512)</p>	
<p><b>Overheads</b> (including items such as venue/office costs, utilities, back office services, insurance)</p> <p>Travel for volunteers- 150 miles @ £0.45/mile</p> <p>Sundries / contingency</p> <p>Meetings/Refreshments</p> <p>Postage</p> <p>Printing/Copying</p> <p>Respite support</p> <p>Training (Carers) venue hire etc</p> <p>Transport to groups</p> <p>Travel</p> <p>Accommodation</p> <p>Audit fees</p> <p>IT Support</p> <p>Insurance</p> <p>Telephone</p> <p>Support &amp; development</p>	<p>£67.50</p> <p>£28.20</p> <p>£520</p> <p>£300</p> <p>£150</p> <p>£4000</p> <p>£500</p> <p>£750</p> <p>£271</p> <p>£50</p> <p>£200</p> <p>£65</p> <p>£150</p> <p>£2,600</p>
<p><b>Equipment and resources</b></p> <p>Publications (programme manuals)</p> <p>Stationery</p>	<p>£1600</p> <p>£250</p>
<p><b>Other</b></p> <p>Specialist physical de escalation training input</p>	<p>£500</p>
<b>Total</b>	<b>£19,255</b>

5.4. Please provide a full breakdown of all other funding and in-kind support\* you have secured for this project.

Item	Amount
<b>Funding already secured</b> (please detail funders, amounts and funding periods individually)	
Funding towards Youth MHFA manuals from 100% Charity-one off donation	£250.00
Music Sales Charitable Trust- one off donation	£1000.00
<b>Volunteer contributions</b> (including estimated hours given and roles)	
Volunteer administration support (programme calls) 18 hours Volunteer programme support (group support) 90 hours - approximate £7.86 per hour	£848.88
<b>Equipment and resources</b> (please itemize)	
<b>Other</b>	
<b>Total</b>	<b>£2,098.88</b>

\*In-kind support is assistance and items you would normally expect to pay for, but which you are getting for free, such as volunteer hours or a free venue. You might find it useful to give volunteer hours a value, such as the minimum wage, or higher if you have volunteers with particular expertise it would be expensive to pay for.

5.5. What other funders have you applied to for this project but have not yet had a decision from?

Funder	Amount requested	Decision timescale
	£	
	£	
	£	

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

**2018/19** £18005

**2019/20** £

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

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

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# Community Chest Application Summary 2018/2019

Local Authority	SEBC
Organisation	Home-Start Mid and West Suffolk
Amount Requested	<b>£19,846</b> (2018-19) <b>£20,202</b> (2019-20)
Total Project Cost	£40,048 (£20,024 p.a.)
Match Funding	£0
Partnerships	Informal partnership with landlord housing association of Coupal Court, Haverhill
West Suffolk Bid?	Yes – application made to FHDC but for different services

## Overview

This funding will support and develop Home-Start within Haverhill. Home-Start MWS have been supporting families in Haverhill during the last year with their Stepping Stones project for which funding will cease in November 2017. Evidence from the Stepping Stones project shows there is a high level of families who are struggling with everyday life and this affects their children's well-being and consequently their learning. Through this project, Birth & Beyond Home-Start MWS are wanting to offer:

- Home visiting service carried out by trained volunteers who will visit weekly to offer a professional befriending service.
- Weekly Parent and Child group which will include play activities for parents and their children
- Treasure baskets for the under 1's run by a family coordinator and trained volunteers.
- Story sack sessions for 2-4 year olds facilitated by a group worker and trained volunteers
- Journey to School/ Nursery in partnership with the local schools.

Home-Start MWS aim to recruit volunteers who are local to this area who will understand what life is like for families living in this area. The funding will cover the costs of the 6-week prep course for the volunteers and their mileage to the family home, the Family Coordinator's hours to enable them to offer the volunteers 6 weekly supervision and carry out assessment of needs with the parents.

## Outputs

- Groups usually have between 15-20 families attending each week. The new Haverhill group already has 25 parents registered
- Support 10 families with home visiting service.
- 6 parents and baby at Treasure baskets - courses run 3 times a year
- 6 parents and on average 2 children at Story sacks – courses run 3 times a year
- Journey to nursery will depend on the school intake that year but going on evidence from this project running in Newmarket last summer we had 13 parents attend out of a 20 intake . We will run from 2 primary schools in Haverhill

**Outcomes**

The project expects the following outcomes with parents:

- Increased self esteem and confidence
- Improved parenting skills
- Improved skills and abilities to meet their child's emotional and social needs
- Increased ability to come up with the solutions they need to solve any issues they are experiencing
- Opportunities to look at what they need in preparing their children to starting education
- Empowering families to help themselves, with support to take small steps to making changes and to support parents to understand their role in being their child's first educators and supporting the children to become independent well-adjusted young people.

Outcomes are measured using MESH, (Monitoring & Evaluation System in Home-Start) developed by Home-Start UK to provide evidence on the difference support makes for families.

Data is collected from families throughout their journey with Home-Start – starting at initial discussions, during reviews and at the end.

**Finances**

Income for last financial year – £381,411

Expenditure for last financial year - £313,459

**Reserves**

£78,400

**Request breakdown**

Scheme Manager @£16.14 p.h. (uplift Yr 2)

Family Co-ordinator home-visiting service and facilitation of Birth & Beyond sessions @ £12.68 p.h. (uplift Yr 2)

Business Manager to recruit volunteers @£16.14 p.h. (uplift Yr 2)

Group Worker to facilitate weekly group and Birth & Beyond sessions, collate registrations and enter data @£11.69 p.h. (uplift Yr 2)

Scheme Support Officer to collect data, DBS checks and evaluation reporting @£10.03 per hour (uplift Yr 2)

Volunteers mileage home visiting, group and B&B project

Group Worker mileage @ £0.45 p.m.

Group venue for 3 hours per week at £8 per hour

Home-Start insurance, policies, quality assurance, legal costs and organisational support

Group refreshments

Group materials

**Previous Community Chest funding**

2017-18 - £35,675 – SEBC - to run four parenting groups across the Borough

2017-18 - £9,800 – SEBC – parent and family support

2016-17 - £13,250 – SEBC – parent and family support

2015-16 - £5,000 – SEBC – volunteer recruitment

2017-18 – £9,800 – FHDC – parent and family support

2016-17 - £13,250 – FHDC – parent and family support

**Officer comments**

Supported by 1 Families and Communities Officer



## 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 01284 757077. 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:  
[polly.kane@westsuffolk.gov.uk](mailto:polly.kane@westsuffolk.gov.uk).

**Please note:** This form is for applications to the St Edmundsbury Borough Council Community Chest grants scheme. If you wish to apply to Forest Heath District Council the form can be found on the Community Grants page above. If you wish to apply to both councils, you will need to complete a separate form for each, clearly stating how your activity will benefit the area.

### 1. Contact details

Organisation/lead partner name	Home-Start Mid & West Suffolk
Organisation Address	The Principals House, Kerrison, Thorndon, Eye, Suffolk
Postcode	IP23 7JG

Organisation main email	office.homestartmidandwestsuffolk.org.uk
Organisation main tel.	01379 678552
Organisation website	www.homestartmidandwestsuffolk.org.uk

Organisation Twitter	
Organisation Facebook	<a href="https://www.facebook.com/homestartmidandwestsuffolk/">https://www.facebook.com/homestartmidandwestsuffolk/</a>

Contact person 1 (main contact)		Contact person 2	
Name	Amanda Jacques	Name	Angela Dennis
Position in organisation	Scheme Manager	Position in organisation	Business Manager
Daytime tel.no	01379 678552	Daytime tel.no	01379 678552
Mobile		Mobile	
email	amanda@homestartmidsuffolk.org.uk	email	angela@homestartmid suffolk.org.uk
Address if different to organisation's		Address if different to organisation's	
Postcode		Postcode	

## 2. About your organisation

2.1. Which local authority area(s) does your organisation currently work in?

Mid & West Suffolk Districts

2.2. What type of organisation are you? (please check the relevant box)

Registered charity <input checked="" type="checkbox"/>	Charity number:1127760
Applying for charitable status <input checked="" type="checkbox"/>	
Company limited by guarantee <input type="checkbox"/>	Company number:6674059
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"/>	What type?:
Other (Please specify) <input type="checkbox"/>	

2.3. How many people are currently involved in your organisation?

Trustees	5	Management board	
Management team	2	Service users	
Full time paid staff/workers	2	Volunteers and helpers (non-management)	65
Part time paid staff/workers	5		

When did your organisation start?

Year

1983

- 2.4. What is the purpose of your organisation? Please briefly describe why your organisation was set up, its aims and objectives, what activities it carries out and who primarily benefits.

Families and children are at the centre of the work that HSMAWS does. We support 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 we engage struggle to cope with everyday tasks, and this in turn leads to unhappy children, or children who become at risk.

Our ethos is to help families identify 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. During the last year 94% of parents reported that they felt less isolated after Home-Start support and 93% said they had accessed appropriate services. Our support helps to prevent difficulties from escalating into crises. We work to strengthen families by helping parents to help themselves: to become happier, more confident parents, fully engaged with their children.

We offer workshops for families to supporting their child's learning from Birth and Beyond, these include Treasure baskets, Story sacks as well as our very popular parent and child course called Journey to School. Many school across Mid/West Suffolk are interested in this project running in partnership with their school

We achieve this through a team of over 65 volunteers selected for their experience, understanding of parenting, supervised and supported by staff coordinators. Each volunteer will visit a family in their home each week with coordinators 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.

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, where they have the opportunity to speak in confidence to our Group Leader or volunteers.

Maximum 300 words

- 2.5. What was your organisation's total income for last financial year?  
(your branch if part of a larger organisation) £381,411
- 2.6. What was your organisation's total expenditure for last financial year?  
(your branch if part of a larger organisation) £313,459
- 2.7. Does your organisation have more than six months running costs?  
**Yes/No**  
(your branch if part of a larger organisation)
- 2.8. What are your organisation's current unrestricted reserves or savings? £78,400

(your branch if part of a larger organisation)

### 3. About Your project

- 3.1. 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. Please include outputs (what you will deliver).

This funding will support and develop Home-Start within Haverhill as we have been supporting families in Haverhill during the last year from our Stepping Stones project. This funding finishes in November 2017. Evidence from our Stepping Stones projects shows there is a high level of families who are struggling with everyday life and this affects their children's well-being and consequently their learning. Through this project, Birth & Beyond we are wanting to offer:

**Home visiting service** carried out by our trained volunteers who will visit weekly to offer a professional befriending service.

**Weekly Parent and Child group** which will include play activities for parents and their children following our Big Hopes Big Future programme supported by our Group worker and volunteers.

**Treasure baskets** for the under 1's run by a family coordinator and trained volunteers.

**Story sack sessions** for 2-4 year olds facilitated by a group worker and trained volunteers

**Journey to School/ Nursery** in partnership with the local schools.

We aim to **recruit volunteers** who are local to this area who will understand what life is like for families living on the bases and in this area. The funding will cover the costs of the 6-week prep course for the volunteers and their mileage to the family home, the Family Coordinator's hours to enable them to offer the volunteers 6 weekly supervision and carry out assessment of needs with the parents.

Maximum 300 words

- 3.2. How does your project contribute towards the council's Families and Communities Strategy and Families and Communities Approach? Please refer to guidance and reference both in your answer.

We feel our services contributes towards your Families and Communities Strategy and approach as the 5 key elements run alongside our Home-Start outcomes.

- 1) Our group will offer families a safe non-judgmental space where they can make friends and feel they belong thus bringing the community together. The groups are spaces where people are listened too, valued, supported with parenting their child, supported with their child's emotional and social needs and building their self-esteem and confidence.
- 2) Our home visiting service supports parents to come up with the solutions they need to solve any issues they are experiencing with the support of a

trained volunteer. Each person is treated as an individual and when setting targets with the families this is done firstly by identifying their strengths and what needs to happen to bring about change. This ownership will build their self-esteem and confidence.

- 3) Offering families space and opportunities to look at what they need in preparing their children to starting education,
- 4) Home-Start empowers families to help themselves, with support to take small steps to making changes and to support parents to understand their role in being their child's first educators and supporting the children to become independent well-adjusted young people.

Maximum 300 words

- 3.3. How many people will benefit from your project (on a weekly, monthly or annual basis) and how? Please include outcomes (how your project will benefit the people who are involved in it) and how you will collect evidence of this.

- On average our groups usually have between 15-20 families attending each week at new Haverhill group we have 25 parents registered
- We aim to support 10 families with our home visiting service.
- 6 parents and baby at Treasure baskets and will run these courses 3 time a year ,
- 6 parents and on average 2 children at Story sacks will run these course 3 time a year
- Journey to nursery this will depend on the school intake that year but going on evidence we have gather from this project running in Newmarket last summer we had 13 parents attend out of a 20 intake . We will run from 2 primary schools in Haverhill

Maximum 300 words

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

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

We have an informal partnership with Newberry Housing association supporting the residents of Coupal Court in partnership with Cartwheels Children's Centre.  
Last year West Suffolk District Council funded Home-Start to support Clients at Coupal Court and this work will build on this.

Maximum 150 words

- 3.5. What evidence do you have that there is a need for this project? Please include sources of evidence, including any public/user/community consultation and research you have carried out.

We use a well-established monitoring and evaluation system, MESH, (Monitoring & Evaluation System in Home-Start) developed by Home-Start UK to provide evidence on the difference our support makes for families. Data is collected from families throughout their journey with Home-Start – starting at initial discussions, during reviews and at the end when it has been identified that our volunteer is no longer required for home visits. Our volunteers receive regular six-weekly feedback and supervision meetings, carried out by our Family Co-ordinators, ensuring that we remain focused, not only on a positive outcome for our families, but also on our volunteers' health and well-being. The families receive regular visits and reviews, ensuring that the journey to improving life for both parents and children is on track. The reviews are a collaborative way of working between staff, volunteers and families, all working toward the achievement of positive, desired outcomes and a better, brighter future for children. Our Board of Trustees closely scrutinise the data collected against agreed outcomes at their regular meetings. A funding group which includes Trustees and Staff ensure that monitoring is undertaken in accordance with the requirements of funders.

Maximum 200 words

- 3.6. How has the project been developed out of the community's desire to improve the lives of local people? What role have users and/or the community had in developing this project?

Through discussions with the clients at Coupal Court and the local Children's Centre it became apparent that there is a need for this project. The local Children Centre felt there is a need as they do not run a parent and child support group and felt having an outside agency could fill this gap in service. We started a pilot group within the Children's Centre in September 2017 and we had 25 families attend the first session. We also received a self-referral for our home visiting service.

We consulted families we have supported over the last year and they have said they would like additional support in:

- Understanding their child's development
- Why children do the things they do and
- What they can do to support their child's learning

Our Birth & Beyond Project would support these concerns in a fun and educational way, it addresses things like

- Developing early attachment
- Understanding why children need to take risks,
- The value of spending quality time with you child which can impact on their behaviour.

Maximum 200 words



## 4. Timescales and sustainability

- 4.1. When will your project start and end? (the period for which you are asking the council for funding)

Start date

End date

- 4.2. If this is an ongoing project, how will it be funded and supported after the end of the grant period?

Home-Start Mid & West Suffolk are very proactive and creative in looking for additional funding to keep our projects running. We will look at different funding streams throughout the project to enable us to facilitate our work within Haverhill.

Maximum 150 words

## 5. Funding request and budget

- 5.1. Which years are you applying for funding for? Please delete as applicable

<b>2018/2019</b>	<b>2019/2020</b>
------------------	------------------

- 5.2. What is the total cost of the project? (project costs only, not for your whole organisation and not just the funding you are requesting)

- 5.3. Please provide a full breakdown of the total cost of this project, including VAT if applicable. Please only include direct expenditure for this project.

Item	Amount
<b>Staff and volunteers</b> (including roles, hourly rates and NI/tax contributions where applicable)	
<b>Year 1</b>	
Scheme Manager to oversee project @£16.14 per hour	£647
Scheme Manager mileage @£0.45 per mile	£113
Family Co-ordinator home-visiting service and facilitation of Birth & Beyond sessions @ £12.68 per hour	£5418
Family Co-ordinator mileage @ £0.45 per mile	£675
Business Manager to recruit volunteers @£16.14 per hour	£129
Group Worker to facilitate weekly group and Birth & Beyond sessions, collate registrations and enter data @£11.69 per hour	£5073
	£1251
Group Worker mile @ £0.45 per mile	£522

<p>Scheme Support Officer to collect data, DBS checks and evaluation reporting @£10.03 per hour  Volunteers mileage home visiting, group and B&amp;B project</p> <p><b>Year 2</b></p> <p>Scheme Manager to oversee project @£16.67 per hour  Scheme Manager mileage @£0.45 per mile  Family Co-ordinator home-visiting service and facilitation of Birth &amp; Beyond sessions @£13.11 per hour  Family Co-ordinator mileage @ £0.45 per mile  Business Manager to recruit volunteers @£16.67 per hour  Group Worker to facilitate weekly group and Birth &amp; Beyond sessions, collate registrations and enter data @£12.02 per hour  Group Worker mile @ £0.45 per mile  Scheme Support Officer to collect data, DBS checks and evaluation reporting @£10.24 per hour  Volunteers mileage</p>	<p>£3132</p> <p>£667</p> <p>£113</p> <p>£5588</p> <p>£675</p> <p>£133</p> <p>£5217</p> <p>£1251</p> <p>£532</p> <p>£3132</p>
<p><b>Overheads</b> (including items such as venue/office costs, utilities, back office services, insurance)</p> <p><b>Year 1</b></p> <p>Group venue for 3 hours per week at £8 per hour  Home-Start Levy- insurance, policy, quality assurance, legal costs and organizational support.</p> <p><b>Year 2</b></p> <p>Group venue for 3 hours per week at £8 per hour  Home-Start Levy- insurance, policy, quality assurance, legal costs and organizational support.</p>	<p>£0</p> <p>£351</p> <p>£0</p> <p>£357</p>
<p><b>Equipment and resources</b></p> <p><b>Year 1</b></p> <p>Group refreshments  Group materials  Birth &amp; Beyond resources</p> <p><b>Year 2</b></p> <p>Group refreshments  Group materials  Birth &amp; Beyond resources</p>	<p>£300</p> <p>£500</p> <p>£1536</p> <p>£300</p> <p>£500</p> <p>£1536</p>
<p><b>Other</b></p> <p><b>Year 1</b></p> <p>Marketing</p> <p><b>Year 2</b></p> <p>Marketing</p>	<p>£200</p> <p>£200</p>
<b>Total</b>	<b>£</b>

5.4. Please provide a full breakdown of all other funding and in-kind support\* you have secured for this project.

Item	Amount
<b>Funding already secured</b> (please detail funders, amounts and funding periods individually)	
<b>Volunteer contributions</b> (including estimated hours given and roles)	
<b>Equipment and resources</b> (please itemize)	
<b>Other</b>	
<b>Total</b>	<b>£</b>

\*In-kind support is assistance and items you would normally expect to pay for, but which you are getting for free, such as volunteer hours or a free venue. You might find it useful to give volunteer hours a value, such as the minimum wage, or higher if you have volunteers with particular expertise it would be expensive to pay for.

5.5. What other funders have you applied to for this project but have not yet had a decision from?

Funder	Amount requested	Decision timescale
	£	
	£	
	£	

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

**2018/19** £19,846

**2019/20** £20,202

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

Funding source	Amount (£)	Reason for funding
2015-16 Community Chest	5,000	Community support services in home visiting and group work including delivery of specific projects to target the needs in the community.
2016-17 Community Chest, St Edmundsbury	13,250	
Community Chest, Forest Heath	13,250	

2017-18		
Community Chest, St Edmundsbury	9,800	
Community Chest, Forest Heath	9,800	
Community Chest, Honington	10,000	
Community Chest, Acorn House	7,454	
Community Chest, Coupal Court	7,454	
Community Chest, Mildenhall Estate Group	10,768	
<b>Total:</b>	86,776	

# Community Chest Application Summary 2018/2019

Local Authority	SEBC
Organisation	Sharing Parenting Clare
Amount Requested	<b>£5,926.20</b> (2018-2019)
Total Project Cost	£6,226.20
Match Funding	£300.00 – Locality Budget – Cllr. A Pugh
Partnerships	Franchisee of Sharing Parenting
West Suffolk Bid?	No

## Overview

Delivery of 3 Raising Children or Raising Toddler courses in partnership with local primary schools, nurseries or community groups in Clare and surrounding area.

Raising Children is a 10-week course (2 hours per wk) for parents of children aged 5-11yrs. This course covers: parenting styles, communication, challenging behaviour, effective discipline, avoiding labels, encouragement and sibling rivalry.

Raising Toddlers is a 6-week course (1.5-hour per wk) for parents of 1-5-year olds. This course gives parents an opportunity to meet other parents, share experiences and covers: expectations on parents, identifying needs, effective discipline, positive play and encouragement.

## Outputs

3 x 10-week courses throughout the year. Maximum of ten spaces per course for parents/carers. Over 12 months the project will directly impact 30 families. Each course will include:

- Planning meetings with key staff in schools/nursery/groups
- A taster/introductory session for parents
- For each parent attending a parenting course, two individual sessions pre/post course (equating to 2 hours) to identify specific needs, consolidate learning and signpost to external agencies if appropriate.
- Parental handbook, handouts, work sheets and fridge magnet to consolidate learning.

## Outcomes

The outcomes of this project will be measured using qualitative and quantitative data from parent and organisational evaluations. The outcomes will be:

- The majority (over 50%) of parents will agree or strongly agree that:
  - The relationship with their children has improved
  - They have a clearer understanding of why their children's behaviour can be challenging
  - They are more confident in responding to challenging behaviours
  - The strategies have had a positive effect upon their child's behaviour
  - They feel more supported within the community

- The majority of schools/nurseries/groups will agree or strongly agree that Sharing Parenting Clare has:
  - Led to positive outcomes for children
  - Led to positive outcomes for parents
  - Helped improve relationships between parents and staff

**Finances**

Financial information was provided for Sharing Parenting as Sharing Parenting Clare is a very recent franchisee operating under SP's policies and procedures.  
Income for last financial year – £91,059  
Expenditure for last financial year - £75,665

**Reserves**

£11,050.89

**Request breakdown**

Course leader professional fees @ £20p.h.

Insurance

Telephone costs

Venue Hire (if school/nursery premises not available)

Stationery and course resources

Publicity

Travel expenses

**Previous Community Chest funding**

None.

**Officer comments**

Supported by 1 Families and Communities Officer.

## 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 01284 757077. 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:  
[polly.kane@westsuffolk.gov.uk](mailto:polly.kane@westsuffolk.gov.uk).

**Please note:** This form is for applications to the St Edmundsbury Borough Council Community Chest grants scheme. If you wish to apply to Forest Heath District Council the form can be found on the Community Grants page above. [If you wish to apply to both councils, you will need to complete a separate form for each, clearly stating how your activity will benefit the area.](#)

### 1. Contact details

Organisation/lead partner name	<b>Sharing Parenting Clare</b>
Organisation Address	<b>'The Laurels', 15a Snow Hill, Clare, Suffolk</b>
Postcode	<b>CO10 8qf</b>

Organisation main email	<b>sharingparentingclare@gmail.com</b>
Organisation main tel.	<b>07908591952</b>
Organisation website	<b>Main organisation: <a href="http://www.sharingparenting.com">www.sharingparenting.com</a></b>
Organisation Twitter	
Organisation Facebook	<b>sharingparentingclare</b>

Contact person 1 (main contact)		Contact person 2	
Name	<b>Jan Stanbury-Jones</b>	Name	<b>Suzanne Pearson</b>
Position in organisation	<b>Sharing Parenting Clare Course Leader</b>	Position in organisation	<b>Director of Sharing Parenting</b>
Daytime tel.no	<b>01787 278778</b>	Daytime tel.no	<b>078675683 39</b>
Mobile	<b>07908591952</b>	Mobile	<b>As above</b>
email	<b>sharingparentingclare@gmail.com</b>	email	<b>suzanne@sharingparenting.com</b>
Address if different to organisation's		Address if different to organisation's	
		<b>Sharing Parenting Ltd 4 Tannersfield Way, Newmarket</b>	
Postcode		Postcode	<b>CB8 0EE</b>

## 2. About your organisation

2.1. Which local authority area(s) does your organisation currently work in?

**St Edmundsbury and Babergh**

2.2. What type of organisation are you? (please check the relevant box)

**The following information (Sec.2.2/3.) refers to the main organisation Sharing Parenting Ltd, *not* Sharing Parenting Clare.**

Registered charity	<input type="checkbox"/>	Charity number:
Applying for charitable status	<input type="checkbox"/>	
Company limited by guarantee	<input type="checkbox"/>	Company number: <b>07023223</b>
Community interest company	<input checked="" 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"/>	What type?:
Other (Please specify)	<input type="checkbox"/>	

2.3. How many people are currently involved in your organisation?

Trustees		Management board	<b>5</b>
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Management team	<b>3</b>	Service users	<b>3</b>
Full time paid staff/workers	<b>2</b>	Volunteers and helpers (non-management)	<b>5</b>
Part time paid staff/workers	<b>4</b>		

2.4. When did your organisation start?

See below

**Sharing Parenting Ltd 2009**

**Sharing Parenting Clare 2017**

2.5. What is the purpose of your organisation? Please briefly describe why your organisation was set up, its aims and objectives, what activities it carries out and who primarily benefits.

**Background Information:**

- **I am a qualified Social Worker experienced in supporting children and families. I live in Clare and have been involved in different community groups. After observing the impact the Sharing Parenting courses made I wanted to share them with parents in my own area.**

**Franchise Agreement with Sharing Parenting Ltd:**

- **I signed a Franchise agreement in 2017 with Sharing Parenting as a one-year pilot under the name 'Sharing Parenting Clare'. I am financially independent of the main organisation, but abide by their policies, aims and objectives. The organisation will provide me with support, advice and professional supervision.**

**Aims and objectives of Sharing Parenting Ltd:**

- **Sharing Parenting offers parents a supportive informal environment in which to gain information, knowledge and skills around developing parenting skills to support family life and positive outcomes for children.**
- **It aims to provide a range of parenting programmes including Raising Children, Sibling Rivalry and Raising Teenagers.**
- **Sharing Parenting supports professionals/volunteers, working with families to support positive outcomes for children.**

**Sharing Parenting Clare's aims and objectives:**

- **Local Provision** – Provide families in Clare, Sudbury and surrounding villages in a 5-mile radius (excluding Haverhill and Bury St. Edmunds) access to the Sharing Parenting Programme.
- **Positive Outcomes for Families** – Help families develop parenting skills to improve and sustain positive relationships.
- **Community** – Work in partnership with local nurseries, schools and community groups to ensure that the courses meet the needs of local families.
- **On-going Support** - Participants will receive individual sessions to identify specific needs and signpost to local services.

**Franchise Contract specifies I will:**

- **Operate within the boundaries of the franchise agreement**
- **Complete paperwork including evaluations to Sharing Parenting**
- **Operate with integrity and honesty**
- **Achieved satisfactory standards during observation of teaching and learning**
- **Network in the community**
- **Ensure rights and needs of parents are paramount**
- **Always act professionally**

**The following information (Sec.2.- 9.) refers to the main organisation Sharing Parenting Ltd, not Sharing Parenting Clare.**

- 2.6. What was your organisation's total income for last financial year? (your branch if part of a larger organisation) **£91,059**
- 2.7. What was your organisation's total expenditure for last financial year? (your branch if part of a larger organisation) **£75,665**
- 2.8. Does your organisation have more than six months running costs? (your branch if part of a larger organisation) **Yes**
- 2.9. What are your organisation's current unrestricted reserves or savings? (your branch if part of a larger organisation) **£11050.89**

### **3. About Your project**

- 3.1. 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. Please include outputs (what you will deliver).

- **Over the academic year 2018/19 I will deliver 3 Raising Children or Raising Toddler courses in partnership with local primary schools, nurseries or community group.**
- **Raising Children is a 10-week course (2 hours per wk) for parents of children aged 5-11yrs. This course covers: parenting styles, communication, challenging behaviour, effective discipline, avoiding labels, encouragement and sibling rivalry.**
- **Raising Toddlers is a 6-week course (1.5-hour per wk) for parents of 1-5-year olds. This course gives parents an opportunity to meet other parents, share experiences and covers: expectations on parents, identifying needs, effective discipline, positive play and encouragement.**

**For each course, I will offer:**

- 1. Planning meetings with key staff in schools/nursery/groups**
- 2. A taster/introductory session for parents**
- 3. For each parent attending a parenting course, two individual sessions pre/post course (equating to 2 hours) to identify specific needs, consolidate learning and signpost to external agencies if appropriate.**
- 4. Parental handbook, handouts, work sheets and fridge magnet to consolidate learning.**

- **I will offer a maximum of ten spaces per course for parents/carers. Therefore over 12 months the project will impact 30 family. Although the benefits often extend to the wider community.**

- **Parent comments from my courses: "Now I try to think logically rather than fly off the handle.", "Jan listens and understands your concerns.", "A friendly group", "I'm happier, more assertive", "I'm more tranquil."**

Maximum 300 words

- 3.2. How does your project contribute towards the council's Families and Communities Strategy and Families and Communities Approach? Please refer to guidance and reference both in your answer.

- **A Safe Place - Sharing Parenting Clare provides families with support that helps them feel connected and valued. When parents are struggling they can feel isolated.**

**Working in partnership with nurseries/schools/community groups, Sharing Parenting Clare will help parents/carers feel emotionally secure within their community through support and understanding. The course emphasises the need for children to feel valued and connected with their care-givers creating a good self-esteem. Sharing Parenting's safeguarding policy states every person has value and we have a duty to protect them from harm.**

- **Recognising Individuals – The Sharing Parenting Programme recognises that each child, family and community are unique. The courses empower parents to build upon existing strengths, develop reflective skills and understand their child's needs. A phrase Suzanne Pearson uses in her teaching to parents is "If you are doing something that works, keep on doing it. But, if it isn't, here are some strategies that could help. " Sharing Parenting Equality and Diversity Policy states their wishes to secure equality of opportunity in all aspects of its activities.**
- **Understanding Relationships – The relationships I forge between myself and parents attending the course are essential to its outcomes. I will provide an environment that it is friendly and welcoming. An important objective will be to help the group become self-supporting, so when courses finish the parents provide each other ongoing support.**
- **Encouraging Agency – The Sharing Parenting Programme empowers parents to develop their positive parenting skills, that continues after the course. These skills are transferrable to other relationships, strengthening communities and meet needs at an early stage. There is an opportunity for me to support a local parent to gain accreditation and co-facilitate the course with me.**
- **Developing \_\_\_\_\_ Vision – I will visit the nurseries/schools/groups that support Sharing Parenting Clare and explain the course aims and objectives. Together we will agree course expectations and parameters of our roles within the partnership.**

Maximum 300 words

- 3.3. How many people will benefit from your project (on a weekly, monthly or annual basis) and how? Please include outcomes (how your project will benefit the people who are involved in it) and how you will collect evidence of this.

- **Over a twelve-month period, I will deliver the parenting courses to 30 parents from Clare, Sudbury and surrounding villages.**

- **I will run one parenting course in each term (Summer 2018, Autumn 2018 and Spring 2019 for a maximum of 10 parents.**
- **There is an opportunity for me to support a local parent to gain accreditation and co-facilitate the course with me.**
- **Sharing Parenting Clare will use impact evaluation forms to gather and record the outcomes of each parenting courses.**
- **The outcomes of this project will be measured using qualitative and quantitative data from parent and organisational evaluations. The outcomes will be:**
- **The majority (over 50%) of parents will agree or strongly agree that:**
  - **The relationship with their children has improved**
  - **They have a clearer understanding of why their children's behaviour can be challenging**
  - **They are more confident in responding to challenging behaviours**
  - **The strategies have had a positive effect upon their child's behaviour**
  - **They feel more supported within the community**
- **The majority of schools/nurseries/groups will agree or strongly agree that Sharing Parenting Clare has:**
  - **Led to positive outcomes for children**
  - **Led to positive outcomes for parents**
  - **Helped improve relationships between parents and staff**

Maximum 300 words

3.4. Are you working with any other organisations/groups on this project? Yes / No

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

- **Sharing Parenting Ltd is a Community Interest Company that provides a wide range of parenting programmes and support services to families across Cambridge and Suffolk.**
- **Sharing Parenting have agreed for me to pilot this project over 12 months under a franchise contract and the name Sharing Parenting Clare.**

- **I am receiving professional support and supervision from Sharing Parenting and am following their operational policies, but am financially independent from the main organisation.**
- **I am running the Sharing Parenting courses in Clare, Sudbury and surrounding villages, as a not-for-profit community project.**
- **The Headteacher of Clare Community Primary School has expressed keen interest in working with me to establish this project in connection with the school.**
- **The Manager of Clare Bears Pre-school feels that working in partnership with Sharing Parenting Clare would be a positive initiative for their families.**

Maximum 150 words

3.5. What evidence do you have that there is a need for this project? Please include sources of evidence, including any public/user/community consultation and research you have carried out.

- **Clare, Sudbury and surrounding villages are served by three Children's Centres, two in Haverhill and one in Sudbury. Being a rural area, family support services are extremely limited and most local schools do not employ a home/school liaison officer. Therefore, when parents struggle with an aspect of their child's behaviour, families are unsure where to seek help, and nurseries and schools are unable to signpost parents to an accessible service they are familiar with.**
- **On 1<sup>st</sup> July, I held a stall at Clare's community event 'Party in the Park', to consult people in the community and introduce them to the Sharing Parenting Programme. The stall was visited by parents, teachers, Early Years staff, health and social care professionals and grandparents. The feedback given indicated that there was a need in the area for parenting courses and support and parents expressed interest in both Raising Children and Raising Toddler courses.**
- **Respondents to my survey indicated that parents were interested in parenting courses that were held in the evening either in a community centre or in a school.**
- **Clare Community Primary School, Clare Bears Pre-School and Clare Wraparound Club have all been supportive of this project.**

- **A member of Staff from Cavendish Pre-school stated that she thought this project would be of benefit to families with children attending the Pre-school.**

Maximum 200 words

3.6. How has the project been developed out of the community's desire to improve the lives of local people? What role have users and/or the community had in developing this project?

- **Over the past year local parents and teachers have acknowledged that there is a lack of parenting support in the area and that parenting courses would benefit local parents.**
- **Both the Headteacher of Clare Community School and Manager of Clare Bears Pre-school are very interested in how we can work together to establish this project.**
- **In July, I invited parents from my stall at Clare's community event 'Party in the Park'. I produced flyers that were put into pupil's book bags and staff also distributed them. I emailed Headteachers of local primaries within a five-mile radius of Clare and in Sudbury to explain my project and invited them to my stall. The flyers contained the link to my Sharing Parenting Clare Facebook page and the Sharing Parenting Website, enabling local parents to contact me directly and raise Sharing Parenting Clare's profile.**
- **Since this event parents have asked when the courses will start and I have pursued links with Clare Primary and Clare Bears.**
- **An important objective of establishing this project will be to create good links with the local community and work alongside other agencies. Ideally, I would run the courses from school or nursery or community group premises, because from my experience this model best serves families and the services.**
- **I have good, established local contacts.**

Maximum 200 words

#### 4. Timescales and sustainability

- 4.1. When will your project start and end? (the period for which you are asking the council for funding)

Start date **23/04/2018**

End date **31/03/2019**

- 4.2. If this is an ongoing project, how will it be funded and supported after the end of the grant period?

- **The dates above would enable my project to run over 3 academic terms (Summer 2018, Autumn 2018, Spring 2019)**
- **The funding I am seeking is to subsidise the cost for parents so that income is not a barrier to attending the parenting courses.**
- **If I am unable to complete the course sessions, for whatever reason, Sharing Parenting will provide a substitute facilitator.**
- **For Sharing Parenting Clare to continue after Spring 2019 I will seek alternative grant funding through the Suffolk Community Foundation, Suffolk County Council, Awards for All and schools.**

Maximum 150 words

#### 5. Funding request and budget

- 5.1. Which years are you applying for funding for? Please delete as applicable

**2018/2019**

- 5.2. What is the total cost of the project? (project costs only, not for your whole organisation and not just the funding you are requesting)

**£6226.20**

- 5.3. Please provide a full breakdown of the total cost of this project, including VAT if applicable. Please only include direct expenditure for this project.

Item	Amount
<b>Staff and volunteers</b> (including roles, hourly rates and NI/tax contributions where applicable)	



<b>All costs below relate to my course leader professional fees of £20 per hour</b>  <b>3 taster/introductory sessions = 3 hours</b> <b>3 courses of 10 weeks teaching time = 60 hours</b> <b>3 courses of 10 weeks preparation time = 60 hours</b> <b>2-hour teacher meetings at 3 schools = 6 hours</b> <b>2-hour 1:1 sessions per parent (based on 30 parents attending each course) = 60 hours</b> <b>Preparation time and follow up for 1:1 sessions = 60 hours</b>	<b>£ 60:00</b> <b>£1200:00</b> <b>£1200:00</b> <b>£ 120:00</b>  <b>£1200:00</b> <b>£1200:00</b>
<b>Overheads</b> (including items such as venue/office costs, utilities, back office services, insurance)  <b>Indemnity Insurance</b> <b>Public Liability Insurance</b> <b>Telephone costs</b> <b>Venue Hire (if school/nursery premises not available)</b>	  <b>£60</b> <b>£180</b> <b>£40</b> <b>£240</b>
<b>Equipment and resources</b>  <b>Flyers (300)</b> <b>Posters (9)</b> <b>Paper</b> <b>Refreshments</b> <b>Flip chart Easel</b> <b>Flip Chart Pads</b> <b>Pens (2 packs)</b> <b>Photocopying ink</b> <b>Parent course books</b> <b>Fridge Magnets (30)</b>	  <b>£49.60</b> <b>£32.30</b> <b>£21.57</b> <b>£120</b> <b>£46.55</b> <b>£35.00</b> <b>£11.98</b> <b>£27.00</b> <b>£345</b> <b>£7.20</b>
<b>Other</b> <b>Mileage, for courses run outside of Clare</b>	 <b>£30</b>
<b>Total</b>	<b>£6226.20</b>

5.4. Please provide a full breakdown of all other funding and in-kind support\* you have secured for this project.

Item	Amount
<b>Funding already secured</b> (please detail funders, amounts and funding periods individually)	
<b>Councillor Locality Budget from Cllr Pugh</b>	<b>£300</b>

	<b>(towards one 10 week parenting course)</b>
<b>Volunteer contributions</b> (including estimated hours given and roles)	
<b>Equipment and resources</b> (please itemize)	
<b>Other</b>	
<b>Total</b>	<b>£300</b>

\*In-kind support is assistance and items you would normally expect to pay for, but which you are getting for free, such as volunteer hours or a free venue. You might find it useful to give volunteer hours a value, such as the minimum wage, or higher if you have volunteers with particular expertise it would be expensive to pay for.

5.5. What other funders have you applied to for this project but have not yet had a decision from?

Funder	Amount requested	Decision timescale
<b>County Locality Budget Application Mary Evans Conservative Councillor for Clare</b>	<b>£5,760</b>	<b><i>I have recently contacted Cllr. Mary Evans, but she is unable to confirm the outcome of my application. She is currently assessing it according to recently introduced grant criteria. I will withdraw my application to the County Locality Budget if I am awarded a Community Chest grant.</i></b>

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

**2018/19** **£5926.20**

**2019/20** £

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

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

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# Community Chest Application Summary 2018/2019

Local Authority	SEBC
Organisation	Relate Norfolk and Suffolk
Amount Requested	<b>£5,000.00</b> (2018-2019) <b>£5,000.00</b> (2019-2020)
Total Project Cost	£18,040 (£9,020 p.a.)
Match Funding	Over two years: £3,400 - Income from Charity Shops £5,040 - Counsellors reducing their fee to help families
Partnerships	Suffolk Wellbeing Service, last year providing 1,112 hours of counselling on behalf of the Norfolk & Suffolk NHS Foundation Trust under the Wellbeing Service. Suffolk Young People's Health Project (4YP) for young people's counselling in the Suffolk Wellbeing service. BREAK charity / CAFCASS to support separated families going through the Court system. Suffolk Council's Early Help Team supporting couples, young people and families.
West Suffolk Bid?	No

## Overview

Funding to support Relate's counselling bursary in St Edmundsbury. The uptake for the services of counsellors in both Norfolk & Suffolk increased by 4% this year. Relate services are open to all, they see couples, individuals, young people as well as children under 10 in their family counselling setting. Relate seek help with subsidising costs to allow them to offer their services to all people regardless of their ability to pay.

## Outputs

Based on the subsidy provided for St Edmundsbury residents last year, Relate would expect to offer counselling to 450 adults/young people per year of which they estimate at least 75-85 would need to pay a reduced fee. Any dependent children (minimum of 50-60) will also benefit from the service.

## Outcomes

Working with young people, individuals, couples and families to make positive choices to improve the quality of their family relationships and stability, including:

- tackling domestic violence and encouraging safe communication for emotional as well as physical safety.
- building strengths, identity, esteem and self-worth
- contextualising relationships and the connections that exist between people and the wider community
- building confidence and encouraging people's ability and capacity to demonstrate power to change their lives for the better.

- helping clients achieve their own specific goals and working in a way, which builds positive goals and an understanding of what is being worked towards.

Outcomes are measured through customer feedback and surveys.

### **Finances**

Income for last financial year – £671,508

Expenditure for last financial year - £ 628,476

### **Reserves**

£ 131,243

### **Request breakdown**

To provide a bursary fund to which clients can apply if they are unable to afford the counselling they need to support their relationships and families.

Management, including reporting and administration

Client Administrator / Bursary Coordinator £9.80 per hour (+ on costs)

### **Previous Community Chest funding**

2016-2017 and 2017-2018 – SEBC - £5,000.00 p.a. towards relationship counselling services.

### **Officer comments**

Supported by 1 Families and Communities Officer



## **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 01284 757077. 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:  
[polly.kane@westsuffolk.gov.uk](mailto:polly.kane@westsuffolk.gov.uk).

**Please note:** This form is for applications to the St Edmundsbury Borough Council Community Chest grants scheme. If you wish to apply to Forest Heath District Council the form can be found on the Community Grants page above. If you wish to apply to both councils, you will need to complete a separate form for each, clearly stating how your activity will benefit the area.

## 1. Contact details

Organisation/lead partner name	Relate Norfolk & Suffolk
Organisation Address	Relate Norfolk & Suffolk, 53 Corbet Avenue, Norwich
Postcode	NR7 8HS

Organisation main email	<a href="mailto:info@relatenorfolksuffolk.co.uk">info@relatenorfolksuffolk.co.uk</a>
Organisation main tel.	01473 254118
Organisation website	<a href="http://www.relate.org.uk/norfolk-suffolk">www.relate.org.uk/norfolk-suffolk</a>
Organisation Twitter	RelateNorfolkSuffolk @RelateNandS
Organisation Facebook	We do not use Facebook

Contact person 1 (main contact)		Contact person 2	
Name	Mark Bishop	Name	Liz Farrow
Position in organisation	Projects Officer	Position in organisation	General Manager
Daytime tel.no	01603 864979	Daytime tel.no	01603 484306
Mobile	07899 792158	Mobile	07986 813855
email	<a href="mailto:mbishop@relatenorfolksuffolk.co.uk">mbishop@relatenorfolksuffolk.co.uk</a>	email	<a href="mailto:lfarrow@relatenorfolksuffolk.co.uk">lfarrow@relatenorfolksuffolk.co.uk</a>
Address if different to organisation's		Address if different to organisation's	
Postcode		Postcode	

## 2. About your organisation

2.1. Which local authority area(s) does your organisation currently work in?

We work across the whole of Suffolk

2.2. What type of organisation are you? (please check the relevant box)

Registered charity	<input checked="" type="checkbox"/>	Charity number:	
Applying for charitable status	<input type="checkbox"/>	1068906	
Company limited by guarantee	<input checked="" type="checkbox"/>	Company number:	
Community interest company	<input type="checkbox"/>	349047	
Part of a larger regional or national charity (Please state which one) N/A	<input type="checkbox"/>	Part of Relate but we are a local independent charity	
Constituted community group	<input type="checkbox"/>		
Social Enterprise	<input checked="" type="checkbox"/>	What type?: Charity shops	
Other (Please specify)	<input type="checkbox"/>		

2.3. How many people are currently involved in your organisation?

Trustees	6	Management board	6
Management team	1	Service users	3443
Full time paid staff/workers	1	Volunteers and helpers (non-management)	
		• Counsellors (part paid)	21
		• Charity Shop Managers P/T (paid)	11
		• Charity shop volunteers	25
Part time paid staff/workers	3		

When did your organisation start? Year

2.4. What is the purpose of your organisation? Please briefly describe why your organisation was set up, its aims and objectives, what activities it carries out and who primarily benefits.

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

Relate Norfolk & Suffolk's Mission is to:

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

Relate is here to help clients make the most of their couple and family relationships, past, present or future.

We can help even if people are not currently in a relationship.



Our services include Relationship Counselling for individuals and couples, Family Counselling, Mediation, Children and Young People's Counselling and Sex Therapy. We also provide friendly and informal workshops for people at important stages in their relationships.

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

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

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

Relate has a clear track record of community work, having 75 years' experience of delivering high quality therapeutic interventions.

- 2.5. What was your organisation's total income for last financial year? (your branch if part of a larger organisation) £ 671,508
- 2.6. What was your organisation's total expenditure for last financial year? (your branch if part of a larger organisation) £ 628,476
- 2.7. Does your organisation have more than six months running costs? (your branch if part of a larger organisation) **No**
- 2.8. What are your organisation's current unrestricted reserves or savings? (your branch if part of a larger organisation) £ 131,243

### 3. About Your project

- 3.1. 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. Please include outputs (what you will deliver).

We are seeking funding to support our bursary in St Edmundsbury

The uptake for the services of our counsellors in both Norfolk & Suffolk increased by another 4% this year.

The economic situation is not easing for our clients with lower income families having increasingly smaller amounts of disposable income. This highlights the necessity for the maintenance of our bursary fund, which supports clients unable to pay the full fee and allowing us to provide equal access to all, regardless of ability to pay. We believe that our services should be available to everyone and we need this community chest grant to enable us to support the most vulnerable couples and families in the area, thereby fulfilling the 'Understanding Relationships' element of your Families and Communities Approach.

Research shows a strong link between the quality of the relationship between parents and the quality of their parenting.

Our services are open to all, we see couples, individuals, young people as well as children under 10 in our family counselling setting. We are open to people of all faiths, ethnicity and sexual orientations. We seek help with subsidising our costs to allow us to offer our services to all people regardless of their ability to pay.

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

- 3.2. How does your project contribute towards the council's Families and Communities Strategy and Families and Communities Approach? Please refer to guidance and reference both in your answer.

Our way of working perfectly matches the Council's commitment to support families, believing that family breakdown and crisis can be avoided by providing the relationship counseling support they need.

The families and communities 'strong foundations' approach is similar to our model in that our project believes in the family being an asset and in valuing and prioritising strong and healthy relationships.

Our counsellors work with young people, individuals, couples and families to make positive choices to improve the quality of their family relationships and stability.

We know from our work with the Suffolk Early Help Team that children are aware of their parent's relationship pressures and that children across the UK are becoming increasingly unhappy or depressed. It is vital that we are able to offer counselling and to act early, preventing problems and improving life outcomes. We know that counselling provides a lifelong benefit and believe families are the building blocks for resilient and thriving communities.

Looking at the Families & Communities approach, it is notable how approaches are so complementary:

- A Safe Place, tackling domestic violence and encouraging safe communication for emotional as well as physical safety.
- Recognising Individuals, to express their needs and dreams and in building their strengths, identity, esteem and self-worth.
- Understanding Relationships - is our key work contextualising relationships and the connections that exist between people and the wider community, our work is nurturing and practical.
- Encouraging Agency. Our counselling builds confidence and encourages people's ability and capacity to demonstrate power to change their lives for the better.
- Developing Vision. Our counselling is client-led and adapted to help clients achieve their own specific goals and working in a way, which builds positive goals and an understanding of what is being worked towards.

Maximum 300 words

- 3.3. How many people will benefit from your project (on a weekly, monthly or annual basis) and how? Please include outcomes (how your project will benefit the people who are involved in it) and how you will collect evidence of this.

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

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

- Client activity (Statistics on numbers of sessions attended) and we anticipate being able to support 75 clients directly, plus their children (minimum of 65) indirectly each year with a reduced fee from the bursary. (Showing evidence of need backed up with community support for the project)
- Client-reported improvement in wellbeing for at least 60% of the clients (based on results of the outcomes measurement tool (CORE10 / CORE YP) which measures the clients' levels of stress / anxiety / depression at the start and end of counselling) (Showing that the project has a strong element of capacity building for individuals and the wider family)

- Client feedback / quotes (Questionnaire) (Showing capacity building and community support)
- Cost analysis (including client contributions)
- Critical incidents, safeguarding issues, complaints, compliments and feedback (Showing strong evidence of the project having clear outcomes that fit with West Suffolk's priorities for families and communities)
- Examples of partnership working with other voluntary sector organisations (showing that the project has tangible links with the local third sector as well as involving strong partnership working)

Maximum 300 words

3.4. Are you working with any other organisations/groups on this project? No

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

However, our counsellors are proactive in working with other organisations in supporting our clients. We have really effective partnerships and active referral mechanisms in place with a range of organisations in Suffolk including:

- Suffolk Wellbeing Service, last year providing 1,112 hours of counselling on behalf of the Norfolk & Suffolk NHS Foundation Trust under the Wellbeing Service.
- Suffolk Young People's Health Project (4YP) for young people's counselling in the Suffolk Wellbeing service
- BREAK charity / CAFCASS to support separated families going through the Court system.
- Suffolk Council's Early Help Team supporting couples, young people and families.
- Signposting to / from:
  - West Suffolk's GPs
  - Health Visitors
  - School Family Workers
  - Children Centre Staff
  - Social Workers
  - CAB
  - Police / Police DV unit
  - Leeway

Maximum 150 words

3.5. What evidence do you have that there is a need for this project? Please include sources of evidence, including any public/user/community consultation and research you have carried out.

We have seen an increased demand for our services over the last year. Overall providing 11,894 counselling hours in 2016/2017 (11,479 previous year) and 3,443 people registering for our counselling services.

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

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

"Action Research" is the main style of working that we do with each counselling session being designed around the needs of the client and being tailored to their needs, with the client themselves setting the agenda.

Maximum 200 words

- 3.6. How has the project been developed out of the community's desire to improve the lives of local people? What role have users and/or the community had in developing this project?

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

We ask our clients for feedback, including asking how we might improve our services in the future and all feedback we receive goes to the Trustee meetings for their consideration and our Wellbeing Service initiative requires clients to complete a form at the end of counselling to comment about our services.

The Way We Are Now: is our survey of the nation's Relationships, with data from over 5,000 people, the survey is one of the largest studies of relationships in the UK. The study covers not just couple relationships but also friendships, our family and workplace relationships.

<https://www.relate.org.uk/policy-campaigns/our-campaigns/way-we-are-now-2016>

Relate's approach is designed around acting early with parents and families to positively influence longer-term life outcomes, with an emphasis on preventing problems and determining life outcomes.

Maximum 200 words

#### 4. Timescales and sustainability

- 4.1. When will your project start and end? (the period for which you are asking the council for funding)

Start date 01/04/2018

End date 01/04/2020

- 4.2. If this is an ongoing project, how will it be funded and supported after the end of the grant period?

Ultimately, our Trustee Board would like us to move away from the necessity to receive grant funding and we are working towards having a contract-led budget. This is going to take time and although we have been successful in developing contracts, we still need to receive some grant funding to support clients who need our bursary fund.

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

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

Maximum 150 words

#### 5. Funding request and budget

- 5.1. Which years are you applying for funding for? Please delete as applicable

2018/2019 (£5,000)

2019/2020 (£5,000)

- 5.2. What is the total cost of the project? (project costs only, not for your whole organisation and not just the funding you are requesting)

£18,040

5.3. Please provide a full breakdown of the total cost of this project, including VAT if applicable. Please only include direct expenditure for this project.

Item	Amount
<b>Staff and volunteers</b> (including roles, hourly rates and NI/tax contributions where applicable)  Management, including reporting and administration Client Administrator / Bursary Coordinator £9.80 per hour (+ on costs) x circa 150 hours	£2,040
<b>Overheads</b> (including items such as venue/office costs, utilities, back office services, insurance)	Zero
<b>Equipment and resources</b>	Zero
<b>Other</b> To provide a bursary fund to which clients can apply if they are unable to afford the counselling they need to support their relationships and families.	£16,000
<b>Total</b>	<b>£18,040</b>

5.4. Please provide a full breakdown of all other funding and in-kind support\* you have secured for this project.

Item	Amount
<b>Funding already secured</b> (please detail funders, amounts and funding periods individually)  Income from our Charity Shops	£3,000
<b>Volunteer contributions</b> (including estimated hours given and roles) Counsellors reducing their fee to help families £2,520 x 2 year	£5,040
<b>Equipment and resources</b> (please itemize)	Nil
<b>Other</b>	Nil
<b>Total</b>	<b>£8,040</b>

\*In-kind support is assistance and items you would normally expect to pay for, but which you are getting for free, such as volunteer hours or a free venue. You

might find it useful to give volunteer hours a value, such as the minimum wage, or higher if you have volunteers with particular expertise it would be expensive to pay for.

5.5. What other funders have you applied to for this project but have not yet had a decision from?

Funder	Amount requested	Decision timescale
	£	
	£	
	£	

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

**2018/19** £5,000

**2019/20** £5,000

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

Funding source	Amount (£)	Reason for funding
Community Chest funding has been approved by Forest Heath District Council to the sum of £2,000 for the financial years 2016/17, 17/18 and 18/19.		To support the clients' bursary fund
In addition funding has been approved by St Edmundsbury Borough Council to the sum of £5,000 for the financial years 2016/17 and 17/18.		To support the clients' bursary fund
<b>Total:</b>	£7,000	



# Community Chest Application Summary 2018/2019

Local Authority	SEBC
Organisation	Mentis Tree CIC
Amount Requested	<b>£9,000.00</b> (2018-2019)
Total Project Cost	£25,200.00
Match Funding	£5,400 - 300 sessions funded by clients able to pay the £18 per session £1,800 - St Edmunds Trust £9,000 - 900 hours of volunteering @ £10 per hour (lowest paid counsellors salary)
Partnerships	Informal relationships with referring organisations
West Suffolk Bid?	Yes

## Overview

Funding to allow clients that are in hardship within St Edmundsbury to access free longer term therapy which is not available on the NHS. This would be delivered by the Acorn Counselling Service, a service provided by volunteer counsellors working towards accreditation. The cost to provide this service is £18 + VAT per session.

## Outputs

The grant would allow 500 sessions to be given to clients free of charge. This would allow around 35 people minimum to access the service that would not have been able to due to being in hardship for up to 15 sessions.

## Outcomes

Expected outcomes are:

- 100% increased well-being and a reduction of mental distress.
- >60% Improvement of interpersonal relationships
- >50% reduction in anxiety
- >50% reduction in depression

## Finances

Income last financial year – £388,097

Expenditure last financial year - £389,015

## Reserves

£5171

## Request breakdown

Volunteer travel expenses @£0.35 p.m.

Volunteer supervision

Room rental @£7 p.h.

Administrative/overhead charge @ 19%

**Previous Community Chest funding**

2016-2017 - £9,000.00 - SEBC Community Chest for free therapy sessions for people in hardship. Met grant agreement.

**Officer comments**

None.



## **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 01284 757077. 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:  
[polly.kane@westsuffolk.gov.uk](mailto:polly.kane@westsuffolk.gov.uk).

**Please note:** This form is for applications to the St Edmundsbury Borough Council Community Chest grants scheme. If you wish to apply to Forest Heath District Council the form can be found on the Community Grants page above. [If you wish to apply to both councils, you will need to complete a separate form for each, clearly stating how your activity will benefit the area.](#)

### **1. Contact details**

Organisation/lead partner name	Mentis Tree CIC T/as MTCIC
Organisation Address	Acorn House 8A Looms Lane Bury St Edmunds Suffolk

Postcode	IP33 1HE

Organisation main email	info@mtcic.org.uk
Organisation main tel.	01284 750096
Organisation website	http://www.mtcic.org.uk/
Organisation Twitter	sue_jay1
Organisation Facebook	facebook@mtreecic

Contact person 1 (main contact)		Contact person 2	
Name	Mrs Jane Walden	Name	Mrs Sue Jay MBE
Position in organisation	Director	Position in organisation	Managing Director
Daytime tel.no	01284 750096	Daytime tel.no	01284 750096
Mobile		Mobile	07930273807
email	Jane.walden@mtcic.org.uk	email	sue.jay@mtcic.org.uk
Address if different to organisation's		Address if different to organisation's	
Postcode		Postcode	

## 2. About your organisation

2.1. Which local authority area(s) does your organisation currently work in?

St Edmundsbury

2.2. What type of organisation are you? (please check the relevant box)

Registered charity	<input type="checkbox"/>	Charity number:
Applying for charitable status	<input type="checkbox"/>	
Company limited by guarantee	<input type="checkbox"/>	Company number:
Community interest company	<input checked="" 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"/>	What type?:
Other (Please specify)	<input type="checkbox"/>	

2.3. How many people are currently involved in your organisation?

Trustees		Management board	4
Management team		Service users	160

Full time paid staff/workers	2	Volunteers and helpers (non-management)	18
Part time paid staff/workers	6		

When did your organisation start? Year

2.4. What is the purpose of your organisation? Please briefly describe why your organisation was set up, its aims and objectives, what activities it carries out and who primarily benefits.

MTCIC's interest is in Mental health and Wellbeing  
The company's aims and activities are for the benefit to people within East Anglia needing low cost psychological therapies to improve their mental wellbeing. The company provides opportunities for therapists to volunteer so they can achieve professional accreditation. This is done via our low cost counselling service Acorn.  
To meet these aims we generate funds by offering a wide range of services to private, public and voluntary sector. This includes one to one sessions delivered by safe to face, phone, Skype or live chat and commercial mental health consultancy  
Maximum 300 words

2.5. What was your organisation's total income for last financial year?   
(your branch if part of a larger organisation)

2.6. What was your organisation's total expenditure for last financial year?   
(your branch if part of a larger organisation)

2.7. Does your organisation have more than six months running costs? No  
(your branch if part of a larger organisation)

2.8. What are your organisation's current unrestricted reserves or savings?   
(your branch if part of a larger organisation)

### 3. About Your project

3.1. 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. Please include outputs (what you will deliver).

We are asking for funding to allow clients that are in hardship within St Edmundsbury to access free longer term therapy which is not available on the NHS. This would be delivered by our Acorn Counselling Service. A service provided by volunteer counsellors working towards accreditation. The cost to

provide this service is £18 + Vat per session. The grant would allow 500 sessions to be given to clients free of charge. This would allow around 35 people minimum to access the service that would not have been able to due to being in hardship.

Maximum 300 words

- 3.2. How does your project contribute towards the council's Families and Communities Strategy and Families and Communities Approach? Please refer to guidance and reference both in your answer.

Element 1: A Safe Place – This project enhances the emotional and physical safety of some clients that come to therapy with issues of abuse, anger management or self-harm. By working on these issues the client's safety is improved.

Element 2: Recognising Individuals – Counselling supports people to recognise their individuality and the importance this has when addressing issues of self-identity, self-esteem and self-worth. Counselling helps people take back control of their lives building on their strengths to provide positive outcomes.

Element 3: Understanding Relationships – This is a key to factor within counselling. Counselling works by building positive relationships and connections. Recognising the importance this has in a person's mental wellbeing, and how ruptured and unresolved relationships impact on their lives.

Element 4: Encouraging Agency – When a person comes for counselling they have already taken the step to try to help themselves. MTCIC also has links with a wide range of organisations so that we can also signpost our clients to a wider network of support. Building their capacity to take back control of their lives.

Element 5: Developing Vision – Counselling is about working together through the relationship that has been built with the client to, identifying goals that have a positive outcome not only for the client but for the community they live in

Maximum 300 words

- 3.3. How many people will benefit from your project (on a weekly, monthly or annual basis) and how? Please include outcomes (how your project will benefit the people who are involved in it) and how you will collect evidence of this.

35 + people will receive one to one counselling with a volunteer therapist for up to 15 sessions. Allowing 500 sessions to be delivered per year  
100% increased well-being and a reduction of mental distress.  
>60% Improvement of interpersonal relationships  
>50% reduction in anxiety  
>50% reduction in depression

Maximum 300 words

3.4. Are you working with any other organisations/groups on this project? Yes

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

We have informal relationships with many of the organisations working within St Edmundsbury. These organisations come in contact with people who could benefit from this service. These organisations currently directly refer and support people to access Acorn Counselling. The service does have an open door referral process that can be accessed by people without a professional referral.

Currently we receive referrals from Suffolk Wellbeing, local GP's, CAB, Survivors in Transition for sexual abuse and many other third sector organisations.

Maximum 150 words

3.5. What evidence do you have that there is a need for this project? Please include sources of evidence, including any public/user/community consultation and research you have carried out.

Since the set up of Acorn Counselling Service in 2012 we have in the past had to turn people away who have not been able to fund the low cost service. MTCIC has supported these clients, when possible, from our own funds or from applying for grants. In 2016 we received a grant from St Edmundsbury Borough Council for this project. The 500 sessions granted then, were used within the year time scale meaning that this provision was sufficient for the needs in St Edmundsbury. We did not turn anyone away.

The current year, 2017, has been supported by St Edmunds Trust money for support across the whole of Suffolk.

With the NHS narrowing their criteria within counselling to only provide IAPT NICE approved modalities. More and more people are looking for low cost or free counselling as they fall outside of this criteria.

Maximum 200 words

3.6. How has the project been developed out of the community's desire to improve the lives of local people? What role have users and/or the community had in developing this project?

Since the set up of Acorn Counselling Service in 2012 the financial position of many families has not improved and the communities needs for free counselling have increased. The project conception was to help those who could not help themselves to provide a means of improving their mental wellbeing if excluded from NHS services. Over the years we have used the

clients experiences to inform how and when we run our services. We have used the client experience to inform us on training needed for our volunteers so that people accessing the service receive the best opportunities to recover from their mental distress.

Maximum 200 words

#### 4. Timescales and sustainability

- 4.1. When will your project start and end? (the period for which you are asking the council for funding)

Start date 01/04/2018

End date 31/03/2019

- 4.2. If this is an ongoing project, how will it be funded and supported after the end of the grant period?

As this is an ongoing project we will continue to apply to grant making organisation's for ongoing funding.  
As this funding is linked to a client treatment they are all time limited pieces of work. The free sessions can stop at any time when funding comes to an end. The project will restart when funds become available either from our own reinvestment into the social aim, Acorn Counselling Service, or when pots of money have been identified and become available.

Maximum 150 words

#### 5. Funding request and budget

- 5.1. Which years are you applying for funding for? Please delete as applicable

2018/2019

- 5.2. What is the total cost of the project? (project costs only, not for your whole organisation and not just the funding you are requesting)

£25,200

- 5.3. Please provide a full breakdown of the total cost of this project, including VAT if applicable. Please only include direct expenditure for this project.

Item	Amount
<b>Staff and volunteers</b> (including roles, hourly rates and NI/tax contributions where applicable)	
<b>Volunteer expenses @ 35p per mile</b>	£2700
<b>Supervision</b>	£2400
<b>Overheads</b> (including items such as venue/office costs, utilities, back office services, insurance)	
Room rental @£7.00 per hour	£6300
Administration nominal charge to cover admin and management	£4800
<b>Equipment and resources</b>	0
<b>Other</b>	
<b>Total</b>	<b>£16200</b>

5.4. Please provide a full breakdown of all other funding and in-kind support\* you have secured for this project.

Item	Amount
<b>Funding already secured</b> (please detail funders, amounts and funding periods individually)	
300 sessions funded by clients able to pay the £18 per session	£5,400
St Edmunds Trust (St Eds only)	£1,800
<b>Volunteer contributions</b> (including estimated hours given and roles)	
900 hours of volunteering @ £10 per hour (lowest paid counsellors salary) £9000	£9000
<b>Equipment and resources</b> (please itemize)	
<b>Other</b>	
<b>Total</b>	<b>£25200</b>

\*In-kind support is assistance and items you would normally expect to pay for, but which you are getting for free, such as volunteer hours or a free venue. You might find it useful to give volunteer hours a value, such as the minimum wage, or higher if you have volunteers with particular expertise it would be expensive to pay for.



5.5. What other funders have you applied to for this project but have not yet had a decision from?

Funder	Amount requested	Decision timescale
	£	
	£	
	£	

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

**2018/19** £9000

**2019/20** £

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

Funding source	Amount (£)	Reason for funding
<b>2016 St Edmundsbury Borough Council</b>	£9000	Acorn Counselling Service free sessions
<b>Total:</b>	£9000	

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# Community Chest Application Summary 2018/2019

Local Authority	SEBC
Organisation	REACH Community Projects
Amount Requested	<b>£10,000.00</b> (2018-2019) <b>£10,000.00</b> (2019-2020)
Total Project Cost	£162,339
Match Funding	£62,649 – 13 x grant funding bids (secured) £39,750 – donations (based on 2016-17 levels) £17,331 – warehouse for holding foodbank stock provided by local company Plus £25k worth of volunteering hours not included in costs Funding bids submitted to cover difference
Partnerships	Samuel Ward and Castle Manor Academies, The Trussel Trust – UK Foodbank network, Havebury Housing, Haverhill Town Council, Suffolk County Council – CYP and Adult Social Care, Haverhill & District Churches Together, Community Action Suffolk
West Suffolk Bid?	No

## Overview

Funding to support a three key projects that REACH are delivering:

- REACH Resource Centre - a drop-in centre open weekdays providing a warm welcome and practical support for people struggling with poverty, debt, family problems. The Resource Centre is based on the Clements housing estate. The Resource centre in the last year has had 2115 individual visits.
- Haverhill Foodbank - providing emergency food parcels to families and individuals in need. In the last year REACH have supported 1273 individuals (357 children and 916 adults) living within Haverhill and surround rural areas of St Edmundsbury.
- REACH Into the Community - Money Advice - Debt counseling, budgeting and money management support. We have recently began delivering this project to reach individuals and families when and where they need it. This project so far has intensely supported 130 local people.

## Outputs

- REACH Resource Centre – 2115 visits
- Haverhill Foodbank – support 1273 individuals
- REACH Into the Community – support 130 people

## Outcomes

The three main outcomes from the project REACH are requesting support from are:

- Tackling disadvantage & exclusion - improving economic wellbeing.
- Tackling disadvantage & exclusion through supporting vulnerable people.
- Health & wellbeing - improve mental, physical and emotional health.

**Finances**

Income for last financial year – £125,185

Expenditure for last financial year - £114,391

**Reserves**

£19,500

**Request breakdown**

Salaries ( incl. all on costs, NIC, Tax, Pensions)

Projects Director – FT - £33,409 - £17.13 p/hour

Operations Manager – PT 30 hrs - £20,884 - £13.38 p/hour

Administration Team – 1 FT, 1 PT - £30,026 – £10.04 p/hour

Community Outreach Advisor – FT £22,772.00 - £11.60 p/hour

Community Outreach Advisor – PT £10,823 - £11.25 p/hour

Volunteer costs

Staff training and conference costs

Warehouse costs for Foodbank

Office costs

Resource centre rent (leased from St Edmundsbury)

Resource centre running costs

Insurance and professional fees

IT support and cloud based system for managing client records

Van running costs for Foodbank

Subscriptions and stationary

Fundraising costs

**Previous Community Chest funding**

2016-2017 and 2017-2018 - £5,000 p.a. for foodbank and supported volunteering. Met grant agreement.

**Officer comments**

Supported by 1 Families and Communities Officer

## 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 01284 757077. 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:  
[polly.kane@westsuffolk.gov.uk](mailto:polly.kane@westsuffolk.gov.uk).

**Please note:** This form is for applications to the St Edmundsbury Borough Council Community Chest grants scheme. If you wish to apply to Forest Heath District Council the form can be found on the Community Grants page above. If you wish to apply to both councils, you will need to complete a separate form for each, clearly stating how your activity will benefit the area.

### 1. Contact details

Organisation/lead partner name	REACH Community Projects
Organisation Address	8 Lime Grove Estate Falconer Road Haverhill Suffolk
Postcode	CB9 7XU

Organisation main email	info@reachhaverhill.org.uk
Organisation main tel.	01440 712 950
Organisation website	www.reachhaverhill.org.uk
Organisation Twitter	@reachhaverhill
Organisation Facebook	Facebook.com/reachhaverhill

Contact person 1 (main contact)		Contact person 2	
Name	Henry Wilson	Name	Corrine Sing
Position in organisation	Projects Director	Position in organisation	Operations Administrator
Daytime tel.no	01440 712 288	Daytime tel.no	01440 712 288
Mobile	07710618951	Mobile	07551789718
email	henry@reach-cp.org.uk	email	corrine@reach-cp.org.uk
Address if different to organisation's		Address if different to organisation's	
As above		As above	
Postcode	As above	Postcode	As above

## 2. About your organisation

2.1. Which local authority area(s) does your organisation currently work in?

St Edmundsbury Borough

2.2. What type of organisation are you? (please check the relevant box)

Registered charity	<input checked="" type="checkbox"/>	Charity number: 1169108*
Applying for charitable status	<input type="checkbox"/>	
Company limited by guarantee	<input type="checkbox"/>	Company number:
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"/>		What type?:
Other (Please specify)	<input type="checkbox"/>	

\*We have been operating since 2010 under the banner of River of Life Community Church (Charity no: 1115810). In 2016 we became REACH Community Projects operating under the charity number 11169108. This change has enabled us to grow and increase our work with communities in Haverhill and rural St Edmundsbury.

2.3. How many people are currently involved in your organisation?

Trustees	4	Management board	5
Management team	8	Service users	1273
Full time paid staff/workers	2	Volunteers and helpers (non-management)	64
Part time paid staff/workers	6		

When did your organisation start?

Year

January

2010

2.4. What is the purpose of your organisation? Please briefly describe why your organisation was set up, its aims and objectives, what activities it carries out and who primarily benefits.

REACH Community Projects exists to tackle poverty in Haverhill and in rural St Edmundsbury.

We initially began working in the community in 2005 when our current projects director launched a debt advice service. The work has really developed as the credit crunch began to bite everyday day families in 2010; this led us to establishing REACH Community Projects in January 2010, which brought all our community support services under one banner.

REACH stands for 'Restore, Encourage, Action in the Community and Hope'. Our aim is to uncover and resolve the root issues of the people we see and lift them out of poverty, restoring dignity and reviving hope.

We do this through five key activities/projects:

- Foodbank, providing emergency food parcels to families and individuals in need.
- REACH Resource Centre, a drop-in centre open weekdays providing a warm welcome and practical support for people struggling with poverty, debt, family problems.
- REACH Into the Community - Money Advice - Debt counseling, budgeting and money management support.
- Starter Packs – Providing essential bedding, kitchenware and furniture.
- Client Aid – Financial assistance through donation based projects such as Acts 435 & Warm Homes Healthy People (emergency gas & electricity grants).

Typically our clients come to us with low self-esteem and lacking aspirations. They feel isolated and marginalised. They find it difficult to access existing services in the community. Those in work tend to be in low income, high rents and unreliable (often agency) jobs. They may make poor choices, especially in financial matters and high levels of debt and inadequate money management are increasingly widespread and crippling. Despite our successes in helping get to the root of the issue, debt, low income and poverty still affects many of our most vulnerable in our locality.

Maximum 300 words

2.5. What was your organisation's total income for last financial year? (your branch if part of a larger organisation)

£125,185

- 2.6. What was your organisation's total expenditure for last financial year? £114,391  
(your branch if part of a larger organisation)
- 2.7. Does your organisation have more than six months running costs?  
Yes/**No**  
(your branch if part of a larger organisation)
- 2.8. What are your organisation's current unrestricted reserves or savings? £19,500  
(your branch if part of a larger organisation)

### 3. About Your project

- 3.1. 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. Please include outputs (what you will deliver).

We are requesting funding to support a three key projects that REACH are delivering. The projects we would like to achieve the funding support for are as follows:

**REACH Resource Centre**, a drop-in centre open weekdays providing a warm welcome and practical support for people struggling with poverty, debt, family problems. The Resource Centre is based on the Clements housing estate, in Haverhill South that falls within the 20% most deprived areas in the UK. It is one of the most deprived wards within St Edmundsbury, according to St Edmundsbury's ward reports. The Resource centre in the last year has had 2115 individual visits, 205 of these individuals have gone on to use our other services. The resource centre is staffed by all of our team and around 20 dedicated volunteers.

**Haverhill Foodbank**, providing emergency food parcels to families and individuals in need. In the last year we have supported 1273 individuals ( 357 children and 916 adults) The Foodbank is run by our operations manager and around 50 volunteers. We currently support individuals living within Haverhill and surround rural areas of St Edmundsbury, we have recently received a grant from Suffolk Community Foundation to support our rural based work.

**REACH Into the Community** - Money Advice - Debt counseling, budgeting and money management support. We have recently began delivering this project to reach individuals and families when and where they need it. There are a high number of just managing families (known as JAMs) in Haverhill and rural St Edmundsbury who we would like this project to work with. We found that some people did not feel comfortable attending our resource centre because of the perceived stigma of going to ask for help. REACH into the



Community is an essential project for reaching and supporting vulnerable people. This project so far has intensely supported 130 local people.

Maximum 300 words

- 3.2. How does your project contribute towards the council's Families and Communities Strategy and Families and Communities Approach? Please refer to guidance and reference both in your answer.

Unlike many other Foodbank organisations in the UK, our work at REACH has gone beyond simply providing a hand out of emergency food. Our projects have become about helping individuals and families retake control over their financial crisis and moving away from reliance upon benefits. Enabling individuals to be more in control of their own lives.

As an organisation REACH's ambition is to work in a compassionate way to lift individuals and families out of the poverty trap. Our work enables people to increase their sense of self-agency and through improving their confidence and self esteem.

We are working to make sure that crisis in people's lives can be avoided. Through REACH into the Community for example we have supported 12 people in the last year to become completely debt free.

We support individuals that are on the brink of being made homeless, our intervention means that often individuals or families can stay in their homes and not present as homeless to the local authority, avoid huge cost to the public purse. We do this through getting individuals and families into viable debt payment plans and support them in making workable budgets. These budgets are continually used once we have stopped working with the client. This is a strong demonstration of where our work enables individuals and families to take control of their lives and not rely on state support.

Although, we are not a typical early intervention project we believe we contribute significantly to the Families and Communities approach, for example are volunteers are locally based people and help our clients to build up local connections and networks that reduces the amount of public sector support that an individual might need be that from Adult Social care or housing team support.

Maximum 300 words

- 3.3. How many people will benefit from your project (on a weekly, monthly or annual basis) and how? Please include outcomes (how your project will benefit the people who are involved in it) and how you will collect evidence of this.

At REACH our three main outcomes from the project we are requesting support from are:

Tackling disadvantage & exclusion - improving economic wellbeing.  
Tackling disadvantage & exclusion through supporting vulnerable people.  
Health & wellbeing - improve mental, physical and emotional health.

We know that we achieve many other outcomes for our clients and volunteers, but we know the three listed above are where we contribute the most. In 2016-17 we delivered a great number of excellent outputs and outcomes:

1273 individuals supported by our Foodbank  
16,954 KG of emergency food parcels were provided.  
66 starter packs were given to individuals in need including individuals coming out of prison.  
76 were helped with our furniture aid programme.  
2115 individuals used our resources centre  
205 clients were supported with our REACH money advice; this is before we launched REACH into the community.

Here is a real life case study of a client that we recently supported who presented at our Resource centre just before Christmas in 2016:

Dave came to see us at the resources centre after losing his job just before Christmas. He had been made redundant but unfortunately, no redundancy was given as he had only been there for 15 months. Dave applied for Income Support as oldest son is disabled. Dave and his wife have 10 children. They wouldn't hear until after Christmas. During that time, the family would be living off Tax Credits & Child Benefit. Reach helped with food, a Christmas hamper a Warm Homes Healthy People grant for gas & electric, as well as some cash following a very generous anonymous donor who had given us money to us to give away to families struggling at Christmas.

Dave called into to see us at Reach just before Easter with a large amount of Easter eggs for families who may be in a similar position to him and his family and updated us on his how things were progressing:

*Dave said: "I've now secured regular employment at a warehouse locally and wanted to give something back. Reaches were there when we really needed them. The generosity was out of this world and we tell everyone as it has really touched us – we're so grateful." N.B The name of the client has been changed; he is a resident within Haverhill South.*

Maximum 300 words

3.4. Are you working with any other organisations/groups on this project?

**Yes** / No

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

Samuel Ward and Castle Manor Academies  
The Trussel Trust – UK Foodbank network  
Havebury Housing

Haverhill Town Council  
Suffolk County Council – CYP and Adult Social Care.  
Haverhill & District Churches Together  
Community Action Suffolk

Maximum 150 words

- 3.5. What evidence do you have that there is a need for this project? Please include sources of evidence, including any public/user/community consultation and research you have carried out.

Families living in a financial crisis and poverty has a significant impact on outcomes for children, but simply children that grow up in poverty far less likely to break the cycle of poverty in their adult lives. In a report commissioned for the Child Poverty Action Group in October 2014, the percentage of children living in poverty in Haverhill South was stated to be 31% (after housing costs) compared with the a national average of 25% and an average figure of 17% for the rest of St Edmundsbury (3). Typically our clients come to us with low self-esteem and lacking aspirations. They feel isolated and marginalised. They find it difficult to access existing services in the community. Those in work tend to be in low income, high rents and unreliable (often agency) jobs. They may make poor choices, especially in financial matters and high levels of debt and inadequate money management are increasingly widespread and crippling. Despite our successes in helping get to the root of the issue, debt, low income and poverty still affects many of our most vulnerable in our town. With the roll out of Universal Credit (4) becoming more widespread (a UC claimant has to wait up to 6 weeks before they receive their first payment (5) demand for services remains high and for many a lifeline.

(1) [www.neighbourhood.statistics.gov.uk](http://www.neighbourhood.statistics.gov.uk) shows that Haverhill South is one of the most deprived wards in St Edmundsbury with Education Deprivation and Crime Deprivation being in the lower 20% region nationally.

(2) <http://www.westsuffolkccg.nhs.uk/wp-content/uploads/2013/09/FINAL-Haverhill-Health-Needs-Assessment.pdf>

(3) <http://www.endchildpoverty.org.uk/why-end-child-poverty/poverty-in-your-area>

(4) <https://www.moneyadviceservice.org.uk/en/articles/universal-credit-an-introduction>

(5) <https://www.gov.uk/universal-credit/what-youll-get>

We know that the need for our services is going to continue to grow, recently Crisis a national homeless charity published a piece of research stating that homelessness and poverty are going to continue to rise at an alarming rate over the next decade.

Maximum 200 words

- 3.6. How has the project been developed out of the community's desire to improve the lives of local people? What role have users and/or the community had in developing this project?

REACH has been developed by local people from Haverhill and the surrounding areas. We discovered a huge need for support in our local community and since our inception in 2010 have been working with local people to develop meaningful projects. We have identified clear needs and pockets of poverty that exist within our local community.

Our volunteer workforce of 64 people is a clear source of insight and strategic direction to us, 20% of our volunteers are former clients. Former clients volunteering with us is integral to the development of our projects.

We recently completed our yearly survey with our clients. 91% said that our services made a difference, 93% said that they feel less stressed and anxious after coming to us for support. We are constantly consulting with the communities, individuals and families that we support to ensure our services do lift people out of the poverty trap.

A number of our paid team were initially supported through REACH's work. This gives us a very strong track record in ensuring our services and approach are the best thought through to benefit our clients and their families.

Maximum 200 words

#### 4. Timescales and sustainability

- 4.1. When will your project start and end? (the period for which you are asking the council for funding)

Start date

End date

- 4.2. If this is an ongoing project, how will it be funded and supported after the end of the grant period?

We are currently looking into our future sustainability and we have a meeting booked with The Big Lottery to discuss options. We are exploring setting up a social enterprise that will generate both social outcomes and additional income for REACH.

We have targets for increasing our individual donor base and we are currently talking to a number of larger national trust and grant funders to secure multi-year grants. These larger grants will greatly reduce our need to apply to local

fundors such as Suffolk Community Foundation and Local Authority based funding support.

We want to reduce our need to raise grant income to support our work, however, this is a long process and we are required to continue meeting the needs of our local community members in crisis.

Maximum 150 words

## 5. Funding request and budget

5.1. Which years are you applying for funding for? Please delete as applicable

<b>2018/2019</b>	<b>2019/2020</b>
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5.2. What is the total cost of the project? (project costs only, not for your whole organisation and not just the funding you are requesting)

£162,339

5.3. Please provide a full breakdown of the total cost of this project, including VAT if applicable. Please only include direct expenditure for this project.

Item	Amount
<b>Staff and volunteers</b> (including roles, hourly rates and NI/tax contributions where applicable)	
Salaries ( incl. all on costs, NIC, Tax, Pensions)	£117,913
<i>Projects Director – FT - £33,409 - £17.13 p/hour</i>	
<i>Operations Manager – PT 30 hrs - £20,884 - £13.38 p/hour</i>	
<i>Administration Team – 1 FT, 1 PT - £30,026 – £10.04 p/hour</i>	
<i>Community Outreach Advisor – FT £22,772.00 - £11.60 p/hour</i>	
<i>Community Outreach Advisor – PT £10,823 - £11.25 p/hour</i>	£500
Volunteer costs	£3,200
Staff training and conference costs	
<b>Overheads</b> (including items such as venue/office costs, utilities, back office services, insurance)	
Warehouse costs for Foodbank	£17,331
Office costs	£6,165
Resource centre rent (leased from St Edmundsbury)	£3,750
Resource centre running costs	£6,960
Insurance and professional fees	£3,000

<b>Equipment and resources</b> IT support and cloud based system for managing client records Van running costs for Foodbank Subscriptions and stationary	£5,000 £1,230 £3,500
<b>Other</b> Fundraising costs	£750
<b>Total</b>	<b>£162,339</b>

5.4. Please provide a full breakdown of all other funding and in-kind support\* you have secured for this project.

Item	Amount
<b>Funding already secured</b> (please detail funders, amounts and funding periods individually)	
Caritas Trust	£7,723
Suffolk Community Foundation Rural Fund	£3,750
Ganzoni Trust	£500
Henry Smith	£9,000
One Haverhill	£5,000
LMK Foundation	£12,000
Cambridgeshire Community Foundation	£4,554
Rope	£10,000
Suffolk County Council Locality Funding	£4,511
Suffolk Community Foundation High Sherriff Suffolk	£1,250
Suffolk Community Foundation Hopkin Homes Fund	£2,000
Souter Trust	£1,000
Smaller trust donations (under £500)	£1,361
	£62,649
<b>Total:</b>	
	£13,000
Regular supporters	£12,000
Local Churches	£10,000
One off gifts	£1,950
Gift aid	£2,800
Local Fundraising	
* Based on 2016/17 Giving levels	£39,750
<b>Total:</b>	
<b>Volunteer contributions</b> (including estimated hours given and roles) We currently have a volunteer team of 64 people. This includes former clients, local volunteers living in the locality. Most volunteers give an hour a week, some give a lot more.	

Based on each volunteer giving 1 hour a week, in a year that equates to 3,328 hours and nominal hourly rate of £7.45 = £24,793.	
<b>Equipment and resources</b> (please itemize)	
<b>Other – In-kind support</b> Warehouse for holding Foodbank stock – provided by a local company	£17,331
<b>Total secured income and in-kind support</b>	<b>£119,730</b>

\*In-kind support is assistance and items you would normally expect to pay for, but which you are getting for free, such as volunteer hours or a free venue. You might find it useful to give volunteer hours a value, such as the minimum wage, or higher if you have volunteers with particular expertise it would be expensive to pay for.

5.5. What other funders have you applied to for this project but have not yet had a decision from?

We currently need to raise a further £42,609 to balance 20170-18 budget. We have the following funding applications out for determination. We are confident that we will raise the amount required.

Funder	Amount requested	Decision timescale
Tesco bags of help	£4,000	October 2017
Haverhill Town Council	£5,000	December 2017
Suffolk Community Foundation – Dulverton Fund	£4,251	October 2017
Essex Community Foundation	£2,000	January 2018
Community Action Suffolk	£1,000	November 2017
Suffolk Community Foundation - Suffolk Fund	£2,000	October 2017
Suffolk Community Foundation -Social Action Fund	£5,000	October 2017
Suffolk Community Foundation - Centenary fund	£4,000	November 2017
St Edmundsbury Community Chest	£10,000	December 2017
Garfield Weston	£7,500	February 2018
Gensis Housing Community Fund	£5,000	January 2018
Havebury Housing Community Fund	£3,500	February 2018
The Rank Trust	£4,000	December 2017
Aviva Community Fund	£10,000	January 2018
The Albert Hunt Trust	£3,000	December 2017
<b>Total:</b>	<b>£70,251</b>	

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

**2018/19** £10,000

**2019/20** £10,000

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

<b>Funding source</b>	<b>Amount (£)</b>	<b>Reason for funding</b>
St Edmundsbury Community Chest (2015-16, 2016-17 - £5,000 p/annum)	£10,000	Contribution towards Foodbank Project.
St Edmundsbury Borough Council (2010- 2015 grant ended)	£3,750	Grant to cover the lease for the Resource Centre, leased from St Edmundsbury.
<b>Total:</b>	£13,750	



# Community Chest Application Summary 2018/2019

Local Authority	SEBC
Organisation	Citizens Advice Suffolk West (CAB SW)
Amount Requested	<b>£182,000.00</b> (2018-2019) <b>£182,000.00</b> (2019-2020)
Total Project Cost	£465,472.00p.a. across West Suffolk
Match Funding	£5,950 - South Cambs DC £39,650 - Forest Heath DC £19,846 - funding for MS project £20,000 - Jobcentre + £19,000 - Room hire/rent from tenants/DRO payments/ bank interest etc Also - £597,843 volunteer contribution (not included in costs) - 80% of workforce Range of fundraising for remainder
Partnerships	Gatehouse and Vineyard Church, REACH, BSE Drop in, Womens' Refuge, ISCRE, Rural Coffee Caravan, Shelter, Local solicitors, UC forum, Jobcentres in BSE/Haverhill, Anglia Revenues Partnership, DWP, Havebury Housing, CONNECT, LifeLink, Clare/Stanton councils
West Suffolk Bid?	No, although application made for MoneySmart scheme to FHDC

## Overview

CAB SW provide free, confidential, impartial, non-judgmental, and independent information, advice and advocacy to the local community. CAB SW provide:

- information and advice as a first port of call to all
- casework in welfare benefits, money advice, employment, housing, consumer, immigration and child support issues
- trained/experienced form completion for disability benefits
- trained/experienced completion of power of attorney forms

In 2016-17 CAB SW:

- helped 5,921 individual clients
- gained £1,184,694 in additional income for 234 clients
- enabled 190 clients to resolve £2,876,944 of debt
- talked to 589 people about energy issues
- delivered 91 community sessions on money and scams issues

Funding is sought for:

Provision of information, advice, advocacy and financial capability work across the St Edmundsbury area in the above areas and also including:

- Development work addressing changing needs - Universal Credit full service requires extensive training for benefits caseworkers cascaded to volunteer advisers, and development of new volunteer roles.
- Social prescribing - continuing the support provided to the GP surgeries through involvement with the LifeLink project in Haverhill, providing work-shadowing and referrals for advice work.
- Supported volunteering - providing a safe environment to develop work skills/confidence after a long break from the job market, leading to employment or further skills development.
- Offices:
  - a base for core advice service and back office
  - an office in each of the communities
- Staffing:
  - management for strategy/development/financial management/ community advice needs
  - supervision of volunteers
  - for quality of advice and support in difficult circumstances
  - for volunteer training/development
- Volunteers:
  - training/supervision costs
  - travel/training expenses

## **Outputs**

Estimated outputs p.a. –

- 6200 individual clients helped
- £1,250,000 financial gain for clients
- £3m debt dealt with
- 120 volunteers
- 8-10 work experience students
- 25 Community groups/agencies

Joining the county Adviceline has increased the number of people CSB SW reach by 28.6%

Citizens Advice uses a Treasury-approved methodology to demonstrate local value. In 2016-17 as, for every £1 invested in SWCAB:

- £14.38 gain in benefits to individuals
- £11.95 in public value

## **Outcomes**

Individual clients will gain through:

- Access to information, independent advice and casework (see box 2.5)
- Income maximization/budgeting support
- Digital assistance/benefit applications/form filling

Community groups/agencies across St Edmundsbury will gain:

- Confidence managing household budgeting/reducing priority costs
- Knowledge of safe sources of advice/borrowing/saving, developing more possibility of self-support
- Greater awareness of support locally, addressing loneliness and isolation
- Ability to identify scams rather than fall victim

Volunteers will benefit through:

- Gaining at least one practical skill from volunteering
- 4 in 5 believe that they have increased their employability
- 9 in 10 have an increased sense of purpose or self-esteem
- 4 in 5 believe volunteering has had a positive effect on their health
- 9 in 10 feel more engaged with their community

Work experience students will:

- Gain understanding of the pressures on their community and the range of life choices people make as well as experience of the work environment.

Project work:

- extends and expands core work, e.g. Rural Energy project

CAB SW have a detailed case recording system, producing statistics which we share with West Suffolk councils.

### **Finances**

Income for last financial year – £530,355

Expenditure for last financial year - £457,163

### **Reserves**

£232,659

### **Request breakdown**

Staff and volunteers - 12.24FTE

Staff training and travel

Volunteers – expenses/training

Office costs

Stationery

IT & telecoms

Printing and postage

Equipment

Professional fees

### **Previous Community Chest funding**

2018-19:

Forest Heath £39,650 – Core advice work (allocated with 2017-18 grant)

2017-18:

St Edmundsbury £182,000 - Core advice work

Forest Heath £ 39,650 - Core advice work

Forest Heath £ 27,192 - Rural MoneySmart project

2016-17:

St Edmundsbury £182,000 - Core advice work

St Edmundsbury £ 17,500 - Telephone training/contribution to telephone system/improve access to advice

Forest Heath £ 39,650 - Core advice work

Forest Heath £ 30,000 - Rural MoneySmart project

Forest Heath £ 16,521 - Outreach project

2015-16:

St Edmundsbury £181,800 - Core advice work

Forest Heath £ 39,650 - Core advice work

Forest Heath £ 30,000 - Rural MoneySmart project

**Officer comments**

Supported by 2 Families and Communities Officers

Supported by Assistant Director (Families and Communities)

## 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 01284 757077. 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:  
[polly.kane@westsuffolk.gov.uk](mailto:polly.kane@westsuffolk.gov.uk).

**Please note:** This form is for applications to the St Edmundsbury Borough Council Community Chest grants scheme. If you wish to apply to Forest Heath District Council the form can be found on the Community Grants page above. [If you wish to apply to both councils, you will need to complete a separate form for each, clearly stating how your activity will benefit the area.](#)

### 1. Contact details

Organisation/lead partner name	Citizens Advice Suffolk West
Organisation Address	The Risbygate Centre 90 Risbygate Street Bury St Edmunds
Postcode	IP33 3AA

Organisation main email	<a href="mailto:jane.ballard@swcab.org.uk">jane.ballard@swcab.org.uk</a>
Organisation main tel.	01284 767572
Organisation website	<a href="http://www.suffolkwestcab.org.uk">www.suffolkwestcab.org.uk</a>
Organisation Twitter	@CitAdviceSW
Organisation Facebook	

Contact person 1 (main contact)		Contact person 2	
Name	Jane Ballard	Name	Janine Pinel
Position in organisation	District Manager	Position in organisation	Operations Development Manager
Daytime tel.no	01284 767572	Daytime tel.no	01284 767572
Mobile		Mobile	
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 if different to organisation's		Address if different to organisation's	
Postcode		Postcode	

## 2. About your organisation

2.1. Which local authority area(s) does your organisation currently work in?

St Edmundsbury and Forest Heath (and to lesser extent, Mid Suffolk and South Cambs)

2.2. What type of organisation are you? (please check the relevant box)

Registered charity <input checked="" type="checkbox"/>	Charity number: 1144118
Applying for charitable status <input type="checkbox"/>	
Company limited by guarantee <input checked="" type="checkbox"/>	Company number: 7645392
Community interest company <input type="checkbox"/>	
Part of a larger regional or national charity (Please state which one) <input type="checkbox"/>	We are an independent local charity linked to Citizens Advice nationally who provide our information system and annual audit for quality of advice and organisation.
Constituted community group <input type="checkbox"/>	
Social Enterprise <input type="checkbox"/>	What type?:
Other (Please specify) <input type="checkbox"/>	

2.3. How many people are currently involved in your organisation?

Trustees	10	Management board	
Management team	3	Service users (in 2016-17)	5921
Full time paid staff/workers	3	Volunteers and helpers (non-management)	103
Part time paid staff/workers	18	(Total staffing 11.6FTE)	

When did your organisation start?

Year

2011

2.4. What is the purpose of your organisation? Please briefly describe why your organisation was set up, its aims and objectives, what activities it carries out and who primarily benefits.

We provide free, confidential, impartial, non-judgmental, and independent information, advice and advocacy to the local community. We are not limited to any specific user group but provide help to all who request it, targeting the extent of our work to the level of need and capability of the client. We believe people should not suffer a detriment due to their lack of knowledge of their rights and responsibilities, and our second aim is to influence policies and practices locally and nationally through demonstrating their impact on the clients that we see.

We provide:

- information and advice as a first port of call to all who contact us
- casework in welfare benefits, money advice, employment, housing, consumer, immigration and child support issues
- trained/experienced form completion for disability benefits
- trained/experienced completion of power of attorney forms

We are a volunteer organisation, 83% of our workforce are volunteers.

In addition we have run a successful project for people affected by MS providing benefits and debt casework primarily, since 2007, including carers and families of those with MS. Our main preventative work is in financial capability, providing talks to front line workers/small community groups in money management, scams awareness, energy costs and provider switching, and safe saving and borrowing.

In 2016-17 we

- helped 5,921 individual clients
- gained £1,184,694 in additional income for 234 clients
- enabled 190 clients to resolve £2,876,944 of debt
- talked to 589 people about energy issues
- delivered 91 community sessions on money and scams issues

In the last year we have reviewed our service, looking at changes in client needs, joining the county Adviceline to improve the breadth of client access by phone. In addition we are developing better supported public access to computers in our reception areas, working with the local authority in the two buildings we share with them.

Maximum 300 words

- 2.5. What was your organisation's total income for last financial year?  
(your branch if part of a larger organisation) £530,355
- 2.6. What was your organisation's total expenditure for last financial year?  
(your branch if part of a larger organisation) £457,163
- 2.7. Does your organisation have more than six months running costs?  
(your branch if part of a larger organisation) No
- What are your organisation's current unrestricted reserves or savings?  
(your branch if part of a larger organisation) £232,659

### 3. About Your project

- 3.1. 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. Please include outputs (what you will deliver).

Provision of information, advice and advocacy across the St Edmundsbury area, also enabling the provision of financial capability work in the communities of this area.

Development work addressing changing needs - Universal Credit full service requires extensive training for our benefits caseworkers cascaded to our volunteer advisers, and development of new volunteer roles in digital assistants.

Social prescribing - continuing the support we provided to the GP surgeries through our involvement with the LifeLink project in Haverhill, providing work-shadowing and referrals for advice work.

Supported volunteering - providing a safe environment to develop work skills/confidence after a long break from the job market, leading to employment or further skills development, including work experience for school/college/university students (some returning every holiday).

Offices:

- a base for our core advice service for casework and back office work
- an office in each of the communities we serve provides a focus for community advice
- we greatly rely on our volunteer work force, drawn from the local community and wanting to work within it
- we regularly review our premises costs, reducing them where we can, choosing to share space where possible

Staffing:

- management for strategy/development/financial management/community advice needs
- supervision of volunteers providing advice whenever we are open
- for quality of advice and support in difficult circumstances
- for training/development which benefits the volunteers

Volunteers:

- providing non-salaried work has support costs in training/supervision
- to reduce barriers to volunteering we pay travel/training expenses

Core funding enables us to draw in other funding and supports project work which can utilize other expertise within our offices.

Estimated outputs: 6200 individual clients helped

£1,250,000 financial gain for clients

£3m debt dealt with

Citizens Advice uses a Treasury-approved methodology to demonstrate our local value in 2016-17 as, for every £1 invested in SWCAB:



£14.38 gain in benefits to individuals

£11.95 in public value

Maximum 300 words

- 3.2. How does your project contribute towards the council's Families and Communities Strategy and Families and Communities Approach? Please refer to guidance and reference both in your answer.

Early intervention with information and advice: We aim to empower our clients through information and advice to manage their problems themselves, to gain confidence through doing so, and to give them the tools to cope with similar issues in future, making them aware that taking early action means avoiding crisis stress.

Community connectors: our financial capability (fincap) work in St Edmundsbury works on this principle, informing identified connectors to disseminate knowledge and awareness of sources of help. Over 2016-17 our SEBC fincap co-ordinator delivered a total of 52 information/training sessions across this area including scams awareness at banks, money management/energy focus/scams awareness at a wide range of groups including HomeStart volunteers/health visitors/social workers (Dementia and CYP)/Turning Point/Gatehouse/Childrens' centres/Synergy café/British Legion/CHEX café on Chalkstone estate/Parkinsons support group/WSVA for Blind, plus Priory School parents' day, and regular attendance at Jobcentre job clubs in Haverhill and BSE.

Job Clubs attendance has now become a regular monthly commitment helping people review their budgeting/reduce their priority expenditure, linking into the Encouraging Agency approach in enabling people to understand steps involved in taking control of their decisions/money.

Understanding Relationships: our work with volunteers enables people to continue to use skills learnt in their working life, feel valued in their community/combat isolation, which can bring significant health benefits, or to develop new skills/awareness of the pressures on their community, helping them to gain employment and bringing significant health benefits. Several of our volunteers have changed their employment goals when they realized how much their skill was needed, and gained paid work in money advice/paralegal work/regulatory fields.

Safe Place: advisers are alert to potential domestic abuse problems, but also our practical advice work in dealing with problem areas debt/housing/employment/ benefits can reduce tension in households making them safer, especially relevant for women, children and elderly residents.

Maximum 300 words

- 3.3. How many people will benefit from your project (on a weekly, monthly or annual basis) and how? Please include outcomes (how your project will benefit the people who are involved in it) and how you will collect evidence of this.

**6,000** clients will gain through:

- Access to information, independent advice and casework (see box 2.5)

- Income maximization/budgeting support
- Digital assistance/benefit applications/form filling

Joining the county Adviceline has already increased the number of people we reach by **28.6%**, comparing June-August 2017/2016 mid-way through our roll out across the days/sites, and therefore with very little advertising.

**25** Community groups/agencies and **450** residents across St Edmundsbury will gain:

- Confidence managing household budgeting/reducing priority costs
- Knowledge of safe sources of advice/borrowing/saving, developing more possibility of self-support
- Greater awareness of support locally, addressing loneliness and isolation
- Ability to identify scams rather than fall victim

In 2016-17 we reached **439 local residents/100 front line workers** (plus **100** students at Linton Village College, some resident within St Edmundsbury).

**120** volunteers: we are a volunteer based organization, and strongly promote the benefits of volunteering, as CA research evidence shows:

- All CAB volunteers gain at least one practical skill from volunteering
- 4 in 5 believe that they have increased their employability
- 9 in 10 have an increased sense of purpose or self-esteem
- 4 in 5 believe volunteering has had a positive effect on their health
- 9 in 10 feel more engaged with their community

**8-10** work experience students: gaining understanding of the pressures on their community and the range of life choices people make as well as experience of the work environment.

Supported project work: our projects extend and expand our core work, which then provides experience/support. An example is our Rural Energy project targeting older people in Stanton and Clare, providing help with energy switching but also the other holistic benefits of Citizens Advice outreach.

We have a detailed case recording system, producing statistics on our range of work, which we now share with West Suffolk, and carrying out surveys for our campaigning work/monitoring projects in more depth. Maximum 300 words

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

Gatehouse and Vineyard Church: food parcels, practical help for people sleeping rough

REACH: food parcels/support for vulnerable people which can be financial/time spent with clients who need more help, and closer working is planned

BSE Drop in: regularly attend providing information/advice, referring vulnerable people for casework where necessary

Womens' Refuge: refer clients for their strong outreach work/safe accommodation, and run money management sessions there

ISCRC: discrimination lawyers continuing their successful project seeing clients at our Haverhill office (mainly employment issues)

Coffee Caravan: our fincap workers join them regularly to reach more isolated communities  
 Shelter: see our legally-aidable clients for help with housing issues  
 Local solicitors: free half-hour scheme for our referrals  
 UC forum locally: has enabled developing relationship with Jobcentres in BSE/Haverhill, and continuing relationship with ARP, DWP and Havebury  
 CONNECT and LifeLink: information sharing/work shadowing/accepting client referrals  
 Clare/Stanton councils: provision of energy costs/switching surgeries to elderly residents

Maximum 150 words

- 3.5. What evidence do you have that there is a need for this project? Please include sources of evidence, including any public/user/community consultation and research you have carried out.

Child poverty in SEBC area is 18.1% (End Child Poverty 11/16). Our statistics show 41% of our SEBC debt clients have dependent children, 74% in rented accommodation (51% social/23% private) and 46% in employment (26% full-time).

Fuel poverty level is 8.6% - 4,070 households, but frequently higher in rural areas where main fuel source is electricity/oil/solid fuel.

Our housing statistics for SEBC show an increase of 9.4% over previous year (2016-17/2015-16) mainly in actual/threatened homelessness.

46% of our SEBC clients are disabled/longterm health condition.

Impact of welfare reform has meant 12.8% increase in individual benefit clients, including 42.1% increase in PIP and 25.4% in ESA clients, particularly reflecting need for appeal casework in which we have 95% success rate.

Universal Credit full service in October will bring difficulties with managing/maintaining claims/delayed payments/rent arrears. SEBC/DWP are funding an adviser in JC+ in BSE/Haverhill, but increasing demand for our services/casework is likely.

Cybercrime/fraud/scams increased to 5.6million by Jan 17.

Personal debt levels in the UK are rising, and Stepchange estimated in their May 17 report that 8.8million people have used credit to pay for everyday household expenses in the last year (41% in full-time work) and 1.1million are using high cost credit.

Maximum 200 words

- 3.6. How has the project been developed out of the community's desire to improve the lives of local people? What role have users and/or the community had in developing this project?

Response to changing local needs is fundamental to our operation –changing the way we manage pressure of need for complex casework, development of digital assistants enabling self-help, and triage, helps us reach the most vulnerable.

Our fincap team gathers community views at outreach, a recent example is client who hesitantly approached us for help, and for whom we then applied for PIP/resolved ESA issues/arranged Debt Relief Order. (With benefit first stage appeals routinely refused, many vulnerable people are unable to progress to next stage without support, and tell us so)

In 2016 our fincap project was chosen by the people of Haverhill South and ran very successfully 1/7/16 to 31/3/17. It strengthened links with community, delivered sessions in money management/scams awareness/energy switching, promoted volunteering and raised awareness of their ability to access advice online/through our local office. This links into Families and Communities approach of Encouraging Agency/Developing Vision. We've listened to feedback from clients on barriers to accessing advice across rural areas. We ran a strategy day with 80 staff/volunteers reviewing service development - volunteers felt telephone advice was essential to early intervention/reaching more residents. Since joining Adviceline Suffolk we reach vulnerable clients who would not have sought face-to-face advice.

Maximum 200 words

#### 4. Timescales and sustainability

- 4.1. When will your project start and end? (the period for which you are asking the council for funding)

Start date

End date

- 4.2. If this is an ongoing project, how will it be funded and supported after the end of the grant period?

We continue to apply for a range of project funding, to enhance and extend the core advice work we carry out for which it is harder to obtain funding but is essential as a base for quality and casework. During this year we have strengthened our PR and Fundraising group, increasing the number of community events we run, and created a Business Liaison role, who is building our links with businesses in BSE and Haverhill, providing information on how we can help their employees with money management/energy costs, as well as ensuring they are aware of our charitable status and the valuable support we provide local residents.

Our project work develops out of community needs, and we are focusing on the following areas for separate funding: social prescribing/resolving practical problems to improve health issues; improving financial skills and household budgeting; increasing digital capability and self-help; volunteering as a health benefit.

Maximum 150 words

## 5. Funding request and budget

5.1. Which years are you applying for funding for? Please delete as applicable

2018/2019	2019/2020
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5.2. What is the total cost of the project? (project costs only, not for your whole organisation and not just the funding you are requesting)

£182,000 per year

5.3. Please provide a full breakdown of the total cost of this project, including VAT if applicable. Please only include direct expenditure for this project.

Item	Annual figures	Amount
<b>Staff and volunteers</b> (including roles, hourly rates and NI/tax contributions where applicable)		
Salaries (12.24FTE – includes employer NI and pension contributions) for management, supervisors for each site, training supervisor, project caseworkers, financial capability workers, money advisers, welfare benefits supervisor)		325,397
Staff training and travel		9,000
Volunteers – expenses/training		18,400
<b>Overheads</b> (including items such as venue/office costs, utilities, back office services, insurance)		
Postage, printing and stationery, information system, reference materials and subscriptions		12,600
Telephone costs		8,450
Rent and rates		58,615
Heat and light, cleaning, repairs and maintenance, insurance		16,500
Legal and professional fees, accountancy, publicity, governance costs, bank charges		6,010
<b>Equipment and resources</b>		
Office equipment costs (including IT costs/copier/server contract)		10,500
<b>Other</b>		
<b>Total</b>		<b>£465,472</b>

5.4. Please provide a full breakdown of all other funding and in-kind support\* you have secured for this project.

<b>Item</b>	<b>Amount</b>
<b>Funding already secured</b> (please detail funders, amounts and funding periods individually) South Cambs District Council (3rd year of 3 year agreement) £ 5,950 MS project (has been running since 2008, funded May17-May18, renewed annually) £19,846 SEBC (Personal budgeting and digital support outreach JC+, Oct 17-Sept 18) £20,000 Room hire/rent from tenants/DRO payments/bank interest etc £19,000	
<b>Volunteer contributions</b> (including estimated hours given and roles) Volunteers are over 80% of our workforce 733 hours per week provided as receptionists, admin workers, advisers, caseworkers and supervisors Estimated value using market salaries for the individual roles	£597,843
<b>Equipment and resources</b> (please itemize) Secondhand PC's, laptops and projector given to us by SEBC following an IT equipment update within the council (value unknown)	
<b>Other</b> A legacy of £68,776 from an adviser in the last financial year is shown within our reserves figure. Our trustees wished to spend it on capital projects we would not otherwise have the resources to carry out, so £8,000 was added to donations in that year, and the remainder is in a designated fund for ongoing work as follows: Updated furniture particularly more suitable chairs/tables and maintenance work on our Risbygate Centre office Information screens for our reception areas in BSE and Brandon Advice screens for siting in outreach areas distant from a Citizens Advice office Remaining costs of our new telephone system linking all offices Strategy day attended by virtually all of our staff and volunteers Remainder to supplement our 3 year Capital Investment Fund which currently allows up to £8,000 per year to be spent on ensuring our technology is up to date	
<b>Total</b>	<b>£</b>

\*In-kind support is assistance and items you would normally expect to pay for, but which you are getting for free, such as volunteer hours or a free venue. You

might find it useful to give volunteer hours a value, such as the minimum wage, or higher if you have volunteers with particular expertise it would be expensive to pay for.

5.5. What other funders have you applied to for this project but have not yet had a decision from?

Funder	Amount requested	Decision timescale
FHDC (Core advice work)	£39,650	February 2018
FHDC (Rural MoneySmart)	£27,192	February 2018
Mid Suffolk DC	£ 5,200	March 2018
Suffolk County Council	£77,265	February 2018
Energy Best Deal	£36,000	March and Oct 2018
Big Energy Savings Network	£10,000	September 2018
Suffolk Community Foundation	£5,000	April 2018
	£2,000	April 2018

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

**2018/19** £182,000      **2019/20** £182,000

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

Funding source		Amount (£)	Reason for funding
2017-18	St Edmundsbury	£182,000	Core advice work
	Forest Heath	£ 39,650	Core advice work
	Forest Heath	£ 27,192	Rural MoneySmart project
2016-17	St Edmundsbury	£182,000	Core advice work
	St Edmundsbury	£ 17,500	Telephone training/contribution to telephone system/improve access to advice
	Forest Heath	£ 39,650	Core advice work
	Forest Heath	£ 30,000	Rural MoneySmart project
	Forest Heath	£ 16,521	Outreach project
2015-16	St Edmundsbury	£181,800	Core advice work
	Forest Heath	£ 39,650	Core advice work
	Forest Heath	£ 30,000	Rural MoneySmart project
<b>Total:</b>		<b>785,963</b>	

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# Community Chest Application Summary 2018/2019

Local Authority	SEBC
Organisation	Our Special Friends
Amount Requested	<b>£6,000.00</b> (2018-2019) <b>£6,000.00</b> (2019-2020)
Total Project Cost	£24,960 over 2 years (£12,480 p.a.)
Match Funding	Big Lottery Reaching Communities bid awaiting to hear whether progressed to Round 2. Admin role supervision provided without charge.
Partnerships	No formal partnerships. 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
West Suffolk Bid?	Yes

## Overview

Administration to enable delivery of companion animal support services and animal-assisted activity in the St Edmundsbury area to meet the need for consistent admin support/growth.

Consistent admin support enables Our Special Friends to keep up with essential back end office tasks including filing, phone answering, fundraising applications, volunteer packs and badges, organising and managing events and to keep abreast of entering ever increasing new client information. Capacity is limited at present and OSF are struggling to maintain efficient service delivery due to increasing demand. The almost exponential growth of demand has focused management attention on the need to secure funding to ensure a sustainable programme. OSF are determined not to turn people away who have nowhere else to go for this support.

## Outputs

This role will help Our Special Friends deliver outputs including:

- 2 or 3 new enquiries/cases every day. 200 – 300 cases annually.

This role will enable outputs including:

- more people helped
- more volunteers engaged in providing a consistent, reliable service, free to all at the point of delivery
- More collaboration with other community agencies
- more talks to groups to empower, influence and inspire others to become more aware of, and involved in, this unique approach.

## Outcomes

This role will enable outcomes including:

- Clients benefit from an enhanced subjective, and objective, physical and mental wellbeing including a feeling of safety. Families and carers feel supported and gain respite and reassurance.
- Volunteers benefit from making a meaningful contribution to vulnerable people in their local community and from the training and support given

to them in their role. Several volunteers have gone on to full time employment as a result of their OSF experience.

**Finances**

Income for last financial year – £42,255

Expenditure for last financial year - £35,230

**Reserves**

£16,075

**Request breakdown**

Admin role @ £10 p.h.

**Previous Community Chest funding**

2017-18 - £6,000.00 from both SEBC and FHDC for admin role. Exceeding targets in Q1.

**Officer comments**

Supported by 3 Families and Communities Officers



## **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 01284 757077. 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:  
[polly.kane@westsuffolk.gov.uk](mailto:polly.kane@westsuffolk.gov.uk).

**Please note:** This form is for applications to the St Edmundsbury Borough Council Community Chest grants scheme. If you wish to apply to Forest Heath

District Council the form can be found on the Community Grants page above. [If you wish to apply to both councils, you will need to complete a separate form for each, clearly stating how your activity will benefit the area.](#)

## 1. Contact details

Organisation/lead partner name	Our Special Friends
Organisation Address	West End House Upper Green Higham Bury St Edmunds
Postcode	IP28 6PA

Organisation main email	office@ourspecialfriends.org
Organisation main tel.	01284-247077
Organisation website	www.ourspecialfriends.org
Organisation Twitter	OSF_charity
Organisation Facebook	OurSpecialFriends

Contact person 1 (main contact)		Contact person 2	
Name	Belinda Johnston	Name	Linda Sadler
Position in organisation	Chief Executive	Position in organisation	Office support
Daytime tel.no	01284-810220	Daytime tel.no	01284-810220
Mobile	07770 855303	Mobile	
email	Belinda.johnston@ourspecialfriends.org	email	Linda.sadler@ourspecialfriends.org
Address if different to organisation's		Address if different to organisation's	
		30 Lower Green Higham Bury St Edmunds	
Postcode	Postcode	IP28 6NJ	

## 2. About your organisation

2.1. Which local authority area(s) does your organisation currently work in?

Several, but St Edmundsbury for this application, as the work will be in St Edmundsbury Borough area

2.2. What type of organisation are you? (please check the relevant box)

Registered charity	<input checked="" type="checkbox"/>	Charity number: 1156778
Applying for charitable status	<input type="checkbox"/>	
Company limited by guarantee	<input checked="" type="checkbox"/>	Company number: 08769892
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"/>	What type?:
Other (Please specify)	<input type="checkbox"/>	

2.3. How many people are currently involved in your organisation?

Trustees	5		Management board	0
Management team	3		Service users	70
Full time paid staff/workers	0		Volunteers and helpers (non-management)	70
Part time paid staff/workers	4			

2.4. When did your organisation start?

2012 Year

2.5. What is the purpose of your organisation? Please briefly describe why your organisation was set up, its aims and objectives, what activities it carries out and who primarily benefits.

Our vision is 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. OSF 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.

OSF is:

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.

OSF can identify unmet health and social care needs which may be concealed from others and can link to 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. When people or animals are vulnerable there can be welfare issues for both. Accessing and addressing these issues makes a real difference to anxiety, subjective wellbeing and quality of life.

Reaching people through their love of animals in an easily accessible, non-confrontational way makes OSF a diagnostic tool and a preventative health initiative.

Individuals (clients and volunteers), family members and carers benefit alongside organisations that need our specialist eg AgeUK, St Nicholas Hospice, Community Mental Health.

Maximum 300 words

- 2.6. What was your organisation's total income for last financial year?  
(your branch if part of a larger organisation) £42,255
- 2.7. What was your organisation's total expenditure for last financial year?  
(your branch if part of a larger organisation) £35,230
- 2.8. Does your organisation have more than six months running costs?  
Yes/No  
(your branch if part of a larger organisation)
- 2.9. What are your organisation's current unrestricted reserves or savings?  
(your branch if part of a larger organisation) £16,075

### 3. About Your project

- 3.1. 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. Please include outputs (what you will deliver).

#### **Administration to enable delivery of:**

#### **COMPANION ANIMAL SUPPORT SERVICES AND ANIMAL-ASSISTED ACTIVITY IN THE St Edmundsbury AREA**

#### **Need for consistent admin support/growth**

Consistent admin support enables us to keep up with essential back end office tasks e.g. filing, phone answering, fundraising applications, volunteer packs and badges, organising and managing events and to keep abreast of entering the 'ever increasing' new client information. However, our capacity is limited, at present although managing, we are struggling to maintain efficient service delivery to our current area due to the increasing demand. The almost exponential growth of demand has focused our management attention on the need to secure funding to ensure a sustainable programme. We are determined not to turn people away who have nowhere else to go for this support.

Outputs include more people helped and more volunteers engaged in providing a consistent, reliable service, free to all at the point of delivery. More

collaboration with other community agencies and more talks to groups to empower, influence and inspire others to become more aware of, and involved in, this unique approach.

Maximum 300 words

- 3.2. How does your project contribute towards the council's Families and Communities Strategy and Families and Communities Approach? Please refer to guidance and reference both in your answer.

OSF is all about prevention and early intervention and is relatively low cost, high impact. We encourage care planning to avoid crises and we can help maintain stability by appropriate, person-centred support. OSF is unique and innovative. We bridge the gap between existing services, filling the void with a collaborative multi-disciplinary approach. It involves local people helping each other, encouraging residents who have not volunteered before to come forward. Feedback we have received from our volunteers in the community has shown that this is a mutually beneficial relationship.

A case example where early intervention of emotional and practical support has prevented the escalation of a difficult situation. By identifying and increasing the network of support available, close to home, from within the community; timely medical intervention and empowerment is enabled:

Elderly widower, wife died 4 months ago. Small pug and a hospital operation planned. Anxious and concerned about the dog's welfare while in hospital. Approached OSF who matched him immediately to a gentleman volunteer who lived within 300m of him. Known to each other as the volunteer runs the local camera club which our client attends, they are also on the same village hall committee; however, the client had not spoken of his need. OSF bridged this gap and linked them together. Operation date brought forward to a time when the volunteer was away, so a new volunteer was matched to foster the dog and the original volunteer has been able to support the owner before and after his hospital stay. The supportive relationship is ongoing.

Maximum 300 words

- 3.3. How many people will benefit from your project (on a weekly, monthly or annual basis) and how? Please include outcomes (how your project will benefit the people who are involved in it) and how you will collect evidence of this.

Our most recent report of a 3 month period showed:

**47** new cases

**58** ongoing cases

**51** action required

*NB Some clients required more than one service*

We are dealing with 2 or 3 new enquiries/cases every day. This would mean that annually we would hope to be able to support 200 – 300 cases. The nature of our practitioner approach means that this is difficult to predict accurately but our experience is that it is an ever increasing number.

Clients benefit from an enhanced subjective, and objective, physical and mental wellbeing including a feeling of safety. Families and carers feel supported and gain respite and reassurance. Volunteers benefit from making a meaningful contribution to vulnerable people in their local community and from the training and support given to them in their role. Several volunteers have gone on to full time employment as a result of their OSF experience.

Collaborative interagency work benefits the community from a more cohesive, joined up approach with less chance of people falling into a void. Organisational outcomes are enhanced by the involvement of OSF.

We are constantly collecting data for analysis using our Harlequin (CRM) software and surveys (survey monkey) in order to evidence and evaluate our approach, intervention and outcomes; looking at both quantitative and qualitative evidence which includes most importantly personal testimonials (written, verbal and video).

Maximum 300 words

3.4. Are you working with any other organisations/groups on this project? Yes

If yes, please state the names of these organisations/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.

Maximum 150 words

3.5. What evidence do you have that there is a need for this project? Please include sources of evidence, including any public/user/community consultation and research you have carried out.

Our evidence of need includes the feedback from professionals and other members of the public alongside the increasing demand for our services and the testimonials, donations received.

OSF was initially set up to find and support isolated grieving people (before, during and after companion animal loss due to relinquishment or death/euthanasia). It developed out of bereavement workshops within the veterinary profession and the animal welfare sector and a clear need was identified. Vets see mental and physical frailty in clients but are not in a position to address this.

The number of vulnerable human-animal relationships was a surprise and the animal-assisted activity (visiting dog programme) developed from the cases that could not have a residential animal due to housing (no pet policies) or health issues (living with dementia, immobility).

The Hidden Needs in Suffolk (2011-2016) report describes the issues in Suffolk. Analysis from our own data records supports our contention that our service is seen as important, having positive effects on wellbeing. There is a wealth of academic research and other evidence including a recent publication stating that the wellbeing benefits of companion animals save the NHS over £2.45 billion a year.

Maximum 200 words

- 3.6. How has the project been developed out of the community's desire to improve the lives of local people? What role have users and/or the community had in developing this project?

Our volunteers are coming from a whole spectrum of sources and many of them have not volunteered before. Some have been clients and received our services. We are finding that the network of people who are part of OSF is continually expanding and the volunteers' input and client feedback are fundamental to the development of the services and infrastructure. Cases are being referred to OSF from a wide range of organisations and individuals as they see the need and want the residents to benefit from our intervention (where possible).

Maximum 200 words

## 4. Timescales and sustainability

- 4.1. When will your project start and end? (the period for which you are asking the council for funding)



Start date 01/05/2018

End date 30/04/2020

- 4.2. If this is an ongoing project, how will it be funded and supported after the end of the grant period?

When the funding ends, we will have further funding solutions to provide for the future admin support.

Immediate Options identified by our fundraising team.

Type	Activity required	Initial objective per annum to reach £100k pa
Grants/Donations from organisations	Applications are being identified and made continuously.	£40k
Donations from individuals	These will be the result of service delivery and word of mouth	£10k
Donation boxes	Continue to yield a contribution. OSF is about to gain 100 more from a grant awarded for their purchase	£1k
Local Authority Grants		£?k
Events	Others continue to support OSF with their own fundraising initiatives. OSF is also organising our own events including a "Walk and Talk" with health professionals and counsellors etc.	£5-10k
Legacies	OSF intends to implement a legacy scheme	£?k

Maximum 150 words

## 5. Funding request and budget

- 5.1. Which years are you applying for funding for? Please delete as applicable

2018/2019	2019/2020
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- 5.2. What is the total cost of the project? (project costs only, not for your whole organisation and not just the funding you are requesting)

£24,960
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5.3. Please provide a full breakdown of the total cost of this project, including VAT if applicable. Please only include direct expenditure for this project.

Item	Amount
<b>Staff and volunteers</b> (including roles, hourly rates and NI/tax contributions where applicable) Paid admin @ £10 ph, (8 hrs pd, 3 days pw) 24 hrs per week 52 weeks pa 2 years	240 12,480 24,960
<b>Overheads</b> (including items such as venue/office costs, utilities, back office services, insurance)	
<b>Equipment and resources</b>	
<b>Other</b>	
<b>Total</b>	<b>£24,960</b>

5.4. Please provide a full breakdown of all other funding and in-kind support\* you have secured for this project.

Item	Amount
<b>Funding already secured</b> (please detail funders, amounts and funding periods individually)	
<b>Volunteer contributions</b> (including estimated hours given and roles)	
<b>Equipment and resources</b> (please itemize)	
<b>Other</b>	
<b>Total</b>	<b>£0</b>

\*In-kind support is assistance and items you would normally expect to pay for, but which you are getting for free, such as volunteer hours or a free venue. You might find it useful to give volunteer hours a value, such as the minimum wage, or higher if you have volunteers with particular expertise it would be expensive to pay for.

5.5. What other funders have you applied to for this project but have not yet had a decision from?

Funder	Amount requested	Decision timescale
Lottery	££217k Stage 1	Dec 2017 as to whether we proceed to Stage 2

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

**2018/19** £6,000

**2019/20** £6,000

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

Funding source	Amount (£)	Reason for funding
Funder	Amount (£)	Reason for funding
Bury St Edmunds Locality Funding (Risbygate)	500	Volunteers & dog assessments, fish tank, bird feeders & leaflets
Forest Heath DC Community Chest (2016/17)	6000	Database software & salaried admin
Forest Heath Council Locality Budget	500	Laptop & software
Forest Heath DC Community Chest (2017/18)	6000	Admin
St Edmundsbury Borough Council (2017/18)	6000	Admin
<b>Total:</b>	<b>19,000</b>	

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# Community Chest Application Summary 2018/2019

Local Authority	SEBC
Organisation	The Rural Coffee Caravan
Amount Requested	<b>£3,145.20</b> (2018-2019) <b>£7,034.68</b> (2019-2020)
Total Project Cost	£12,849.88 over two years (£6,424.94p.a.)
Match Funding	£1,200 – volunteer contributions £750 – donated slipper, ferrules, radar keys and refreshments £720 – wellbeing and creative practitioners
Partnerships	SLA with Healthwatch Suffolk and partners in the Time To Change Hub. Wide range of support agencies' information carried and referrals/signposting made.
West Suffolk Bid?	Yes

## Overview

To make 6 visits p.a. for two years to areas identified as at high risk of loneliness (using AgeUK heatmaps) particularly Bardwell, Pakenham and Stanton. Each visit lasting 2 hours and providing a social opportunity alongside a route into services via the provision of information and sign posting. The RCC will also encourage any local clubs or societies to attend and hopefully encourage more folk to attend their activities.

To hold a Golden Age Fair in Bardwell in year 2. These are a one stop shop for residents to access services from 20-30 agencies (space permitting) alongside creative activities, hobby stalls and 'country market' stalls. Including a 'Sloppy Slipper' exchange, ferrule replacement and falls prevention information and provision of hearing aid batteries and radar keys to people who have difficulty finding them.

## Outputs

- 6 visits per year @ 2 hours per visit
- A Golden Age Fair in Year 2.

RCC expect to attract 20 people to each of these visits and 150 to the Golden Age Fair and the information they take is known to often be shared with others. 390 actual attendees with another 150 receiving the information second hand, a total of 540.

- 100 people will have their slippers exchanged and received information about falls prevention as will 50 recipients of new ferrules.

## Outcomes

Key outcomes include:

- Addressing loneliness and isolation, attendees will have the chance to come together in an informal non-threatening environment, an atmosphere that encourages conversation and friendship,

- Promoting a sense of community. Attendees will feel valued and connected to fellow residents reducing social isolation and increasing confidence
- Residents will have access to important information that supports their health, happiness and independence, with particular reference to alleviating loneliness and the associated health risks.
- Attendees will have the opportunity to say what they would like to see in their community in the way of activities such as exercise or leisure classes and support e.g. a Good Neighbour Scheme and will know how to move this forward having had introductions to the relevant agencies.

### **Finances**

Income for last financial year – £138,414

Expenditure for last financial year – £130,426

### **Reserves**

£58,885

### **Request breakdown**

Community Development Officer (CDO) @ £16.12p.h.

Director @ £17.37p.h.

Administrator @ £11.56p.h.

Stationery and postage, insurances, staff training, office costs, IT and phones, expenses.

Mileage

Running expenses

Basic refreshments

*Golden Age Fair:*

Staff costs as above

Printing of fliers and posters

Hire and refreshments

4 volunteers mileage

### **Previous Community Chest funding**

2017-2018 – FHDC - £3,100 – village visits and events. Exceeded grant agreement targets despite having caravan stolen.

### **Officer comments**

None.

## 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 01284 757077. 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:  
[polly.kane@westsuffolk.gov.uk](mailto:polly.kane@westsuffolk.gov.uk).

**Please note:** This form is for applications to the St Edmundsbury Borough Council Community Chest grants scheme. If you wish to apply to Forest Heath District Council the form can be found on the Community Grants page above. [If you wish to apply to both councils, you will need to complete a separate form for each, clearly stating how your activity will benefit the area.](#)

### 1. Contact details

Organisation/lead partner name	Ann Osborn
Organisation Address	The Old Shop Harleston Rd Weybread Diss
Postcode	IP21 5TU

Organisation main email	info@ruralcoffeecaravan.org.uk
Organisation main tel.	01379 855338
Organisation website	www.ruralcoffeecaravan.org.uk

Organisation Twitter	@coffeecaravan
Organisation Facebook	Rural Coffee Caravan Information Project

Contact person 1 (main contact)		Contact person 2	
Name	Ann Osborn	Name	Sally Fogden
Position in organisation	Director	Position in organisation	Chair
Daytime tel.no	01379 855338	Daytime tel.no	01359 268923
Mobile	07581311225	Mobile	
email	ann@ruralcoffeecaravan.org.uk	email	sallyfogden@btinternet.com
Address if different to organisation's		Address if different to organisation's	
		Meadow farm Coney Weston Rd Sapiston Bury St Edmunds	
Postcode		Postcode	IP31 1RX

## 2. About your organisation

2.1. Which local authority area(s) does your organisation currently work in?

Across all local authorities in Suffolk

2.2. What type of organisation are you? (please check the relevant box)

Registered charity	<input checked="" type="checkbox"/>	Charity number: 1125748
Applying for charitable status	<input type="checkbox"/>	
Company limited by guarantee	<input type="checkbox"/>	Company number:
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"/>	What type?:
Other (Please specify)	<input type="checkbox"/>	

2.3. How many people are currently involved in your organisation?

Trustees	6	Management board	10
Management team		Service users	5000+
Full time paid staff/workers	2	Volunteers and helpers (non-management)	80
Part time paid staff/workers	1		



2.4. When did your organisation start?

May 2003

Year

2.5. What is the purpose of your organisation? Please briefly describe why your organisation was set up, its aims and objectives, what activities it carries out and who primarily benefits.

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 300 words

2.6. What was your organisation's total income for last financial year? (your branch if part of a larger organisation)

£ 138414

2.7. What was your organisation's total expenditure for last financial year? (your branch if part of a larger organisation)

£130426

2.8. Does your organisation have more than six months running costs? (your branch if part of a larger organisation)

Yes

2.9. What are your organisation's current unrestricted reserves or savings? (your branch if part of a larger organisation)

£58885

### 3. About Your project

3.1. 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. Please include outputs (what you will deliver).

1.To make 6 visits pa for two years to areas identified as at high risk of loneliness (using AgeUk heatmaps) particularly Bardwell Pakenham and Stanton. Each visit lasting 2hours 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.

2. To hold a Golden Age Fair in Bardwell in year 2. These are a one stop shop for residents to access services from 20-30 agencies (space permitting) alongside creative activities, hobby stalls and 'country market' stalls. We will have 'Sloppy Slipper' exchange, ferrule replacement and falls prevention information and be able to provide hearing aid batteries and radar keys to people who have difficulty finding them. We have run over 25 of these events and they are well received and deemed very useful by attendees and by attending agencies. We offer a free afternoon tea and many attendees are there for the social occasion it provides.

We are outreach partners for Eden Communities promoting the Big Lunch as we know it to be a hugely useful tool in building community spirit and encouraging communities to 'do it for themselves'. We will also have health checks and hearing checks available. We are currently looking for wellbeing practitioners to give some of their time for free at these events, offering 'treats' like a hand massage for example.

We will endeavor to keep up our programme of visits in other parts of the borough too. History shows that you always get more than we are funded for, somehow!

Maximum 300 words

- 3.2. How does your project contribute towards the council's Families and Communities Strategy and Families and Communities Approach? Please refer to guidance and reference both in your answer.

A Safe Place; Residents will feel safer because they will know each other better and feel connected.

Recognising Individuals; We will celebrate diversity, encouraging everyone to contribute what they can in a way that means something to them. Cultural connections will be valued. For example sharing different food at the Big Lunch

Understanding Relationships; We will use our ethos of kindness and giving without receiving to encourage new or stronger relationships. We will look to work with appropriate agencies in this regard.

Encouraging Agency; We will indeed work in ways that value everyone's ability and we will encourage them in the actions they decide to take to improve, change and develop as individuals and as a community.

Developing Vision; In partnership with other agencies involved we will help these communities build goals and work towards them.

These elements are what drives us underpinning everything we do anyway.

Conversation is the social glue that fosters new friendships, reveals need and offers of help, sparks ideas, forms plans and CONNECTS us to each other and to the community. As a consequence we feel safer and actually more valuable as we realise we all have something to offer, even if it's just a smile.

We will use our membership of the campaign to End Loneliness and our association with the Jo Cox commission to inform and inspire us to work to these elements to the best of our ability.

Maximum 300 words

- 3.3. How many people will benefit from your project (on a weekly, monthly or annual basis) and how? Please include outcomes (how your project will benefit the people who are involved in it) and how you will collect evidence of this.

We expect to attract 20 people to each of these visits and 150 to the Golden Age Fair and the information they take, we know, is often to share with others. So 390 actual attendees with another 150 receiving the information second hand, a total of 540. (If we can maintain our existing visits we will double this figure)

Addressing loneliness and isolation, attendees will have the chance to come together in an informal non-threatening environment, an atmosphere that encourages conversation and friendship, promoting a sense of community. Attendees will feel valued and connected to fellow residents reducing social isolation and increasing confidence

Residents will have access to important information that supports their health, happiness and independence, with particular reference to alleviating loneliness and the associated health risks.

Attendees will have the opportunity to say what they would like to see in their community in the way of activities such as exercise or leisure classes and support e.g a Good Neighbour Scheme and will know how to move this forward having had introductions to the relevant agencies.

100 people will have their slippers exchanged and received information about falls prevention as will the 50 recipients of new ferrules. This table shows the cost of slips trips and broken hips. Our intervention has the potential to save the NHS money.

1	AMBULANCE CONVEYANCE	Actual	<b>£225.00</b>
2	A&E ATTENDANCE	Average Cost	<b>£120.39</b>
3	HIP REPLACEMENT	Average Cost	<b>£5,675.31</b>
4	OUTPATIENT ACTIVITY - FIRST ATTENDANCE (Exc. Telephone)	Average Cost	<b>£151.13</b>
	OUTPATIENT ACTIVITY - FOLLOW UP ATTENDANCE (Exc. Telephone)	Average Cost	<b>£84.02</b>
	OUTPATIENT ACTIVITY - PROCEDURES	Average Cost	<b>£162.31</b>
5	X-RAY		<b>£26.09</b>

Up to 25 people will be given radar keys alleviating the stress they feel accessing accessible toilets.

We will collect evidence to measure these outcomes using verbal feedback, video, photos, case studies and statistics recording numbers, ages, gender, etc

Maximum 300 words

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

We carry information from a wide variety of local and county wide support agencies. We invite them to travel with us when they can. These include the CAB, Age Uk, Alzheimer's Society, Sue Ryder, West Suffolk assoc for the Blind, Independent Age, Our Special Friends. We have an SLA with Healthwatch Suffolk and are partners in the Time To Change Hub We will contact the Safer Neighbourhood team and the Family and Communications Officer to ask them to join us whenever they can. We also invite parish councilors and the Vicars of each parish to attend. We research local activities and invite them along to meet residents they might not know who may wish to join in but either didn't know about it or are rather shy.

Maximum 150 words

3.5. What evidence do you have that there is a need for this project? Please include sources of evidence, including any public/user/community consultation and research you have carried out.

We have been working in STEDS for many years now and we want to continue to build on previous work. The support we had from this area when our caravan was recently stolen was overwhelming making us realise how important our service is in West Suffolk. The need for connection is well documented For example, analysis of the responses of 2,400 adults in the UK to the European Social Survey finds that more than 25% of adults in the UK experience high levels of loneliness,

with 6% of the sample reporting feeling lonely most or all of the time.

A separate online survey of 2,250 people living in the UK commissioned by the Mental Health Foundation found that 11% of adults in the UK reported feeling lonely 'often'. Further, a report into the triggers for loneliness in the UK commissioned by the Co-op and British Red Cross in 2016 found that 18% of a representative sample of

adults in the UK reported feeling lonely "often" or "always", with 4% of people within this most extreme "always" group.

Over 1 million older people in the UK suffer chronic loneliness, a condition which increases likelihood of an early death by 26%. A new survey of lonely people 65 years-old and older by the Campaign to End Loneliness, found that, of all possible experiences, simply being together with someone is missed most of all (52%), closely followed by laughing with another person (51%). Meanwhile 46% miss having a hug. 1 in 10 people say they are lonely with the TV as their only companion. This can happen in a tower block or in a village. In rural areas lack of transport makes social contact hard and makes access to information about supportive services very limited or non-existent.

Please watch

<https://www.youtube.com/watch?v=IYc85A8f2CM&feature=youtu.be>

Maximum 200 words

- 3.6. How has the project been developed out of the community's desire to improve the lives of local people? What role have users and/or the community had in developing this project?

The Rural Coffee Caravan only exists because of communities' desires to improve the lives of local people. We make communities aware of who we are and what we do and then respond to what they need. We work with and for them and are led by what they hope to achieve.

Maximum 200 words

#### 4. Timescales and sustainability

- 4.1. When will your project start and end? (the period for which you are asking the council for funding)

Start date 05/04/2018

End date 31/03/2020

- 4.2. If this is an ongoing project, how will it be funded and supported after the end of the grant period?

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. We have a rolling programme of funding applications managed by ourselves and a free-lance fundraiser and will work hard to be able to continue but we will always cut our coat according to our cloth

Maximum 150 words

#### 5. Funding request and budget

- 5.1. Which years are you applying for funding for? Please delete as applicable

2018/2019	2019/2019
-----------	-----------

- 5.2. What is the total cost of the project? (project costs only, not for your whole organisation and not just the funding you are requesting)

12,849.88

- 5.3. Please provide a full breakdown of the total cost of this project, including VAT if applicable. Please only include direct expenditure for this project.

Item	Amount
<b>Staff and volunteers</b> (including roles, hourly rates and NI/tax contributions where applicable)  <b>Visit preparation</b> Hourly rate includes all employment costs and NIC Community Development Officer (CDO) 10 hours per visit @ £16.12/hour x 12 Director 5 hours per visit @ £17.37/hour x 12 Administrator 2 hours per visit @ £11.56/hour x12 All associated costs incurred * <b>Visit evaluation</b> CDO 2 hours per visit @£16.12/hour x12 Director 2 hours per visit @ £17.37/hour x12 Administrator 2 hours per visit @£11.56/hour x12 <b>Golden Age Fair Delivery</b> Community Development Officer (1.5 days a week =150 hours @ £16.12/hour*) Director ( 2 hours a week=30 hours @ £17.37/hour*) Administrator (2 hours a week=30 hours @ £11.56/hour*) <b>Golden Age Fair Evaluation</b> Director (6 hours total @ £17.37/hour*) Administrator (6 hours total £11.56/hour*)	   1,934.40 1.042.20 277.44  386.88 416.88 277.44  2418.00 521.10 346.80  104.22 69.36
<b>Overheads</b> (including items such as venue/office costs, utilities, back office services, insurance) <b>Village Visits</b> Stationery and postage, insurances, staff training, office costs, IT and phones, expenses. Mileage Running expenses Basic refreshments * RCC annual cost budget amortized over 200 village visits in year <b>Golden Age Fair</b> Printing of fliers and posters Hire and refreshments 4 volunteers mileage	  1,112.76 180.00 554.40 108.00    150.00 200.00 80.00
<b>Equipment and resources</b>	
<b>Other</b>	
<b>Total</b>	<b>£10,179.88</b>

5.4. Please provide a full breakdown of all other funding and in-kind support\* you have secured for this project.

Item	Amount
<b>Funding already secured</b> (please detail funders, amounts and funding periods individual)	
<b>Volunteer contributions</b> (including estimated hours given and roles)120 @£10ph	£1200
<b>Equipment and resources</b> (please itemize) 100 Slippers 50 Ferrules 25 Radar keys Donated Refreshments	£500 £100 £50 £100
<b>Other</b> We are asking for wellbeing and creative practitioners to volunteer some time to offer their expertise as an act of kindness e.g. hand massage or a taster yoga session or maybe a creative activity. The response so far has been positive so I will estimate 24 hours at £30 p.h.	720
<b>Total</b>	<b>£2670</b>

\*In-kind support is assistance and items you would normally expect to pay for, but which you are getting for free, such as volunteer hours or a free venue. You might find it useful to give volunteer hours a value, such as the minimum wage, or higher if you have volunteers with particular expertise it would be expensive to pay for.

5.5. What other funders have you applied to for this project but have not yet had a decision from?

Funder	Amount requested	Decision timescale
No other funders applied to	£ £ £	

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

**2018/19** £3,145.20

**2019/20** £7034.68 ( inc GAF)

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

<b>Funding source</b>	<b>Amount (£)</b>	<b>Reason for funding</b>
<b>FHDC 2016/17</b> <b>FHDC 2014/15</b> <b>STEDS 2015/16</b>	3,110 5,000 510	Village visits and events
<b>Total:</b>	8,620	



# Community Chest Application Summary 2018/2019

Local Authority	SEBC
Organisation	Suffolk Cinema Network
Amount Requested	<b>£3,500.00</b> (2018-2019) <b>£3,500.00</b> (2019-2020)
Total Project Cost	£23,910 over 2 years (£11,955p.a.)
Match Funding	Over 2 years: £2,000 – Funding applications and reserves Over 2 years (not included in costs): £12,600 – Volunteer contributions £590 – donated equipment and reduced marketing design
Partnerships	AED Sound and Village Screen (Norfolk equivalent) - part of Creative Arts East.
West Suffolk Bid?	No

## Overview

Suffolk Cinema Network in a non-profit organisation to support communities across Suffolk to screen films in local venues, from village halls, barns and churches, to visitor/art centres and schools. Seeking funds to:

- Upgrade one of SCN's cinema kits, to be housed in the St Edmundsbury area
- Advertise/market to new members in St Edmundsbury
- Staff the above work

Would like to get one kit fully upgraded, for use by St Edmundsbury residents, in two stages hence applying for two years' funding. Parts of SCN's portable cinema kits are over ten years old and desperately need upgrading. SCN want to ensure that new members find the kits easy to use and that the kits keep up with current technological advances. Currently some of SCN's kit is bulky, heavy to transport and uses non HDMI cabling, which members find off-putting.

To-date SCN have not marketed or campaigned in the St Edmundsbury area and are now looking to encourage new members. They only have two members in the district at the moment.

## Outputs

With SCN support, members can run screenings on a regular basis to 30-100 people who live locally. Some of our members have been successfully screening on a monthly basis for over a decade. If SCN attracted 5 new groups in St Edmundsbury they would have 25 new volunteers and between 150-500 attendees each month

## Outcomes

Key outcomes include:

- Screenings help build a resilient, connected community, a village identity with local events for local people

- Screenings encourage individuals to leave the house and socialise with neighbours, improving wellbeing
- Screenings are a social activity, they tackle loneliness and isolation felt by older populations and retired communities, reducing mental health concerns
- Communities are encouraged to look out for each other; individuals are given an opportunity to share their worries and seek support
- Running regular events strengthens community bonds and develops relationships in rural areas where there are few transport links and little cultural provision
- Individuals/volunteers who run the screenings or the village hall/community council have improved self-esteem. They feel empowered within the community; they are known for what they do - particularly important for retired individuals who seek activities that utilise their skills and experience

SCN collect data every quarter: number of screenings, audience numbers (adults/children/concessions), film titles, box office income, for each member group.

### **Finances**

Income for last financial year – £14,295.00

Expenditure for last financial year - £17,792.25

### **Reserves**

£6,564.21

### **Request breakdown**

Equipment - BFI's recommendation of equipment packages for community cinemas – Advanced (middle) level.

Insurance contribution

Tech support @ £150 p.d.

Advertising/marketing costs

### **Previous Community Chest funding**

2015-2016 – £5,500 - FHDC – Community Chest funding to provide rural screenings.

### **Officer comments**

Supported by 2 Families and Communities Officers

## 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 01284 757077. 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:  
[polly.kane@westsuffolk.gov.uk](mailto:polly.kane@westsuffolk.gov.uk).

**Please note:** This form is for applications to the St Edmundsbury Borough Council Community Chest grants scheme. If you wish to apply to Forest Heath District Council the form can be found on the Community Grants page above. [If you wish to apply to both councils, you will need to complete a separate form for each, clearly stating how your activity will benefit the area.](#)

### 1. Contact details

Organisation/lead partner name	Suffolk Cinema Network
Organisation Address	Suffolk Cinema Network C/o Forest Heath District Council College Heath Road Mildenhall Suffolk
Postcode	IP28 7EY

Organisation main email	admin@suffolkinemanetwork.org
Organisation main tel.	07779 589905
Organisation website	www.suffolkinemanetwork.org
Organisation Twitter	@SuffolkCinema
Organisation Facebook	

Contact person 1 (main contact)		Contact person 2	
Name	Laurie Jarmain	Name	Jill Streatfeild
Position in organisation	Coordinator	Position in organisation	Treasurer (voluntary)
Daytime tel.no	07779 589905	Daytime tel.no	01394 384557
Mobile	As above	Mobile	07778 746315
email	admin@suffolkcinemanetwork.org	email	<a href="mailto:jillstreatfeild@hotmail.co.uk">jillstreatfeild@hotmail.co.uk</a>
Address if different to organisation's		Address if different to organisation's	
220 Newfoundland Way Portishead Somerset		59 Victoria Road Woodbridge Suffolk	
Postcode	BS20 7PT	Postcode	IP12 1EL

## 2. About your organisation

2.1. Which local authority area(s) does your organisation currently work in?

Service is provided to the whole of Suffolk county but the majority of our members are based in the Mid-Suffolk/Babergh area

2.2. What type of organisation are you? (please check the relevant box)

Registered charity	<input type="checkbox"/>	Charity number:
Applying for charitable status	<input type="checkbox"/>	
Company limited by guarantee	<input type="checkbox"/>	Company number:
Community interest company	<input type="checkbox"/>	
Part of a larger regional or national charity (Please state which one)	<input type="checkbox"/>	
Constituted community group	X	
Social Enterprise	<input type="checkbox"/>	What type?:
Other (Please specify)	<input type="checkbox"/>	

2.3. How many people are currently involved in your organisation?

Trustees		Management board	4
Management team		Service users	
Full time paid staff/workers		Volunteers and helpers (non-management)	175
Part time paid staff/workers	1		

2.4. When did your organisation start?

2004

Year

2.5. What is the purpose of your organisation? Please briefly describe why your organisation was set up, its aims and objectives, what activities it carries out and who primarily benefits.

Suffolk Cinema Network is a non-profit organisation to support communities across Suffolk to screen films in local venues, from village halls, barns and churches, to visitor/art centres and schools. The Network was developed as part of the arts portfolio of two district councils (Mid-Suffolk and Forest Heath) and the two project leads are still involved as advisors to the Network. Unfortunately the local authority arts budget no longer exists, so we have sought funding through community programmes, the National Lottery and the British Film Institute (BFI). We are a member of the BFI's Film Audience Network to support and promote cinema in the regions.

All of our member screenings are entirely volunteer-led, they are social events and open to anyone. Typically our events have a low ticket price (average £4) to make them accessible. All ticket revenue for the screenings (after film licence and venue hire costs) goes back into the local communities.

We have four sets of portable cinema equipment around the county that are available for members. We provide marketing, event and licensing support, offer subsidised screenings and opportunities to show specialist films such as archive film, shorts, British or foreign language films. We organise meet-ups and networking events for members to share ideas.

Our core demographic is retired communities in rural villages. These are often isolated locations, with little arts or cultural provision and limited transport links. The cinema screenings are, first and foremost, social events to encourage residents to meet at a local venue for an evening's entertainment. Feedback from our members is that the screenings help combat the isolation and loneliness felt particularly by the older members of our communities and those with limited mobility; they encourage community cohesion and promote village identity.

35 members

175 volunteers

30-100 people attend each screening

Maximum 300 words

2.6. What was your organisation's total income for last financial year? (your branch if part of a larger organisation)

£14295.00

2.7. What was your organisation's total expenditure for last financial year? (your branch if part of a larger organisation)

£17792.25

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

**Yes/No**

(your branch if part of a larger organisation)

2.9. What are your organisation's current unrestricted reserves or savings? £6564.21

(your branch if part of a larger organisation)

### 3. About Your project

3.1. 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. Please include outputs (what you will deliver).

We would like funds to:

- 1) Upgrade one of our cinema kits, to be housed in the St Edmundsbury area
- 2) Advertise/market to new members in St Edmundsbury
- 3) Staff the above work

1) We would like to get one kit fully upgraded, for use by St Edmundsbury residents. We would do this in two stages hence applying for two years' funding. Parts of our portable cinema kits are over ten years old and desperately need upgrading. We want to ensure that new members find the kits easy to use and that the kits keep up with current technological advances. Currently some of our kit is bulky, heavy to transport and uses the old (non HDMI) cabling, which members find off-putting.

We are working with AED Sound who are audio-visual specialists, to simplify the kits and strategically upgrade the parts that need to be more in-line with current technology. AED have also suggested they could give us some parts of the kit on long-term loan.

2) To-date we have not marketed or campaigned in the St Edmundsbury area to raise our profile and we are now looking to encourage new members. We only have two members in the district at the moment (Stanton who have been members for a long time and have helped mentor our newer members, and Stansfield Village Hall/"Reel Time"). Although we have been funded by Forest Heath, Mid-Suffolk and Babergh to do a promotion in those areas, we have not had financial support from St Edmundsbury council nor sought funding to support our members and encourage new members to join.

3) We only have staffing one day a week to manage all aspects of the Network from membership queries to offers and opportunities, marketing, web and social media.

Maximum 300 words

- 3.2. How does your project contribute towards the council's Families and Communities Strategy and Families and Communities Approach? Please refer to guidance and reference both in your answer.

Families and Communities Strategy:

- Screenings help build a resilient, connected community, a village identity with local events for local people
- Screenings encourage individuals to leave the house and socialise with neighbours, improving wellbeing
- Screenings are a social activity, they tackle loneliness and isolation felt by older populations and retired communities, reducing mental health concerns
- Communities are encouraged to look out for each other; individuals are given an opportunity to share their worries and seek support
- Running regular events strengthens community bonds and develops relationships in rural areas where there are few transport links and little cultural provision
- Individuals/volunteers who run the screenings or the village hall/community council have improved self-esteem. They feel empowered within the community; they are known for what they do - particularly important for retired individuals who seek activities that utilise their skills and experience

Families and Community Approach:

- Screenings help foster a sense of identity within rural villages and provide a safe space for people to gather
- Volunteers from contrasting backgrounds connect and work collaboratively to run screenings, playing to their strengths /skills e.g. marketing/organising events/handling the financials/programming films
- Screened events encourage social bonds
- Screenings are entirely volunteer-led events. Success or failure depends on the ability of volunteers to pull together and put on an event that develops a loyal following and generates a modest income for the village (or at least breaks even!)
- Some of our members have been running events for over a decade and have a loyal following of up to 100 people. Their screenings are known in the village and surrounding areas. They have been able to buy their own cinema kits and additional items such as blackout blinds, padded seating and surround sound, to create a truly memorable cinematic event. There is an enormous sense of pride among our volunteers

Maximum 300 words

- 3.3. How many people will benefit from your project (on a weekly, monthly or annual basis) and how? Please include outcomes (how your project will benefit the people who are involved in it) and how you will collect evidence of this.

Our aim is always to be sustainable so that with our support, new members can run screenings on a regular basis to 30-100 people who live locally. Some of our members have been successfully screening on a monthly basis for over a decade.

We collect data every quarter: number of screenings, audience numbers (adults/children/concessions), film titles, box office income, for each member group.

If we attracted 5 new groups in St Eds we would have 25 new volunteers and between 150-500 attendees each month.

We are also working with a partner to look at running outdoor screenings which we could offer to St Edmundsbury and we have been successfully supporting dementia-friendly film events in partnership with the Dementia Action Alliances across Suffolk. We would be very interested in working with partners in the local area to support some of these events.

Maximum 300 words

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

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

1) AED Sound for the audio-visual advice and equipment on loan / equipment sourced at a reduced price

2) Village Screen (our Norfolk equivalent) which is part of Creative Arts East. They have upgraded/high quality kits in Norfolk and twice as many members; we are working in partnership with them (and have been for a few years now). We are looking to merge the organisations at some point in the future, to offer community cinema support across the whole region. Kit upgrades and kit hosting (venues that look after our kit for use by members) is part of our ongoing conversation with them

3) We always look to partner on projects. If we were able to support dementia-friendly screenings in the area, we would bring partners on board such as the Dementia Action Alliances/Age UK/Alzheimer's Society

Maximum 150 words

3.5. What evidence do you have that there is a need for this project? Please include sources of evidence, including any public/user/community consultation and research you have carried out.



The Network has been in existence for over a decade and still attracts interest and new members.

"Onscreen is a new village film club which started up in January 2016. We already have a core group of villagers who attend most of the monthly screenings and who enjoy both the films and the social gathering. 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."

### **Old Newton On Screen**

"Without Suffolk Cinema Network we would not have a village cinema because we relied on their equipment in our early days. Now it keeps us informed about initiatives, funding, special seasons etc which have helped us to develop and improve our village cinema. It makes us feel that what we are doing is worthwhile and that we are part of a bigger movement. The Network enables us to share experiences with other community cinemas which is reassuring and invaluable."

### **East Bergholt Cinema**

Maximum 200 words

- 3.6. How has the project been developed out of the community's desire to improve the lives of local people? What role have users and/or the community had in developing this project?

All of our screenings are volunteer-led and we would be encouraging St Edmundsbury residents to set up their local screenings in a similar way, as volunteer-run social activities for local communities, with our help and support.

Our volunteers always tell us that the social aspect of the film event is more important than the film itself – the real value is in bringing people together, reducing loneliness and isolation and encouraging residents to get to know their neighbours. The film is the 'hook' to encourage residents to gather together every month and enjoy some cultural entertainment. Often members offer food or drinks or additional socialising opportunities tagged onto the film event.

We have sought help and advice from one of our advocates and members who runs the Stanton village cinema and who has offered help and advice to other new members just starting out. He is a great champion of community cinema and of encouraging more community cinemas in the area.

Maximum 200 words

#### 4. Timescales and sustainability

- 4.1. When will your project start and end? (the period for which you are asking the council for funding)

Start date

End date

- 4.2. If this is an ongoing project, how will it be funded and supported after the end of the grant period?

As mentioned, we are developing a relationship with AED Sound (audio-visual specialists) to provide ongoing maintenance of our equipment (such as PAT tests) and to help upgrade parts of our kit in exchange for AED having a 'sponsor' relationship with the Network. AED are offering in-kind support in terms of time given to train our members on the kit and (some) equipment that they will give us on a long-term loan basis, to ensure we provide a good support service to our members.

We also work with arts venues, local authorities and libraries to host kits, so that the kit is always accessible and housed in a community space. This is in-kind support from those local venues.

We aim to make member groups self-supporting over two years and our more established groups will support new ones as they join.

Maximum 150 words

#### 5. Funding request and budget

- 5.1. Which years are you applying for funding for? Please delete as applicable

<b>2018/2019</b>	<b>2019/2020</b>
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- 5.2. What is the total cost of the project? (project costs only, not for your whole organisation and not just the funding you are requesting)

PLEASE NOTE THAT £12,600 OF THIS TOTAL IS  
VOLUNTEER TIME / IN-KIND SUPPORT

- 5.3. Please provide a full breakdown of the total cost of this project, including VAT if applicable. Please only include direct expenditure for this project.

Item	Amount
------	--------



Advertising/marketing – print costs and distribution – to promote the Network	£ 300
<b>Total</b>	<b>£23,910</b>

5.4. Please provide a full breakdown of all other funding and in-kind support\* you have secured for this project.

<b>Item</b>	<b>Amount</b>
<b>Funding already secured</b> (please detail funders, amounts and funding periods individually)	
Postcode Lottery Trust (some funds towards marketing and staffing, until Apr 2018)	£ 500
Suffolk County Council (no funding period limitation)	£ 500
British Film Institute (no funding period limitation)	£ 700
Reserves	£ 300
<b>Volunteer contributions</b> (including estimated hours given and roles)	
Treasurer@£220 per day x 1 day over the two years	£ 220
Coordinator x 4 days@£150 per day	£ 600
Tech support to set up kit, PAT testing, equipment maintenance and upgrades, training sessions for new members (over two years) c/o AED Sound. 2 days @£150 per day	£ 300
Venue hosts (£100 per day to deal with queries/kit collection and drop off x 6 days in total)	£ 600
	£12600
+ Each member group works with, on average, 5 people who give, on average, 3 hours per month (per screening). At £7 per hour, 5 groups would contribute the equivalent £525 a month x 24 months	
<b>Equipment and resources</b> (please itemize)	
	£ 500

Equipment donated by AED Sound, on long-term loan – tbc – estimate only	
<b>Other</b>	
Advertising/marketing - designer gives us reduction on print costs	£ 90
<b>Total</b>	<b>£16,910</b>

\*In-kind support is assistance and items you would normally expect to pay for, but which you are getting for free, such as volunteer hours or a free venue. You might find it useful to give volunteer hours a value, such as the minimum wage, or higher if you have volunteers with particular expertise it would be expensive to pay for.

5.5. What other funders have you applied to for this project but have not yet had a decision from? **N/A**

Funder	Amount requested	Decision timescale
	£	
	£	
	£	

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

**2018/19** £3,500

**2019/20** £3,500

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

Funding source	Amount (£)	Reason for funding
<b>Forest Heath District Council</b>	£1,500	Final contribution towards running the Network
<b>Forest Heath District Council</b>	£5,000	Community Chest funding to run some film events in Forest Heath for non-members and a promotion of the Network across the District
<b>Total:</b>	£6,500	

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# Community Chest Application Summary 2018/2019

Local Authority	SEBC
Organisation	The Restoration Trust
Amount Requested	<b>£3,542</b> (2018-2019) <b>£3,611</b> (2019-2020)
Total Project Cost	£13,310.00 (2018/19 - £6,620. 2019/20 - £6,690)
Match Funding	Over two years: £3,364 – Julian Support staff costs £1,200 – volunteer contributions £480 – 50% discount on venue hire £825 – equipment provided by Restoration Trust £288 – refreshments paid for by participants
Partnerships	Julian Support are delivery partners, and participants will be their clients. JS Manager Rachel Omori will oversee the project from the JS perspective, and JS staff will support all interested clients to attend. JS are the sole provider of mental health support in West Suffolk under the pooled fund contract from Suffolk County Council and have 2 supported housing schemes in Bury St Edmunds. The outreach (Pathway and Recovery) team are located in St Andrews St South, serving clients in Bury St Edmunds, Haverhill and rural locations.
West Suffolk Bid?	Yes

## Overview

The Restoration Trust wish to run fortnightly sessions of their Culture Quest Music Appreciation Group (CQ Suffolk) for up to 15 people with complex mental health needs who are clients of Julian Support (JS) in St Edmundsbury, plus support workers, volunteers, and JS clients from Forest Heath.

CQ Suffolk will be facilitated by Dave Pullin, a music and mental health professional, and held in The Hunter Club in Bury St Edmunds. SEBC participants will be supported to attend by their support workers. At each CQ session everyone shares a piece of music. People actively listen while music is played; music is not a background to conversation. Participants do not need to sing or play an instrument or have musical knowledge to join.

Each year participants will attend a local music performance during the Bury St Edmunds Festival, and a workshop led by a professional musician. The group may create a playlist for RWSfm (local radio). The group applies the model The Restoration Trust have run with JS clients in Norwich since January 2015.

## Outputs

The programme will last 2 years, with 24 two hour sessions per year.

## Outcomes

TRT will use methods tested in CQ Norwich to measure outcomes. The mixed-method psychological approach included questionnaires with Warwick Edinburgh Mental Wellbeing Scale (WEMWBS) and unique CQ specific items; individual participant interviews; professionals focus group and interviews.

Key outcomes include:

- freedom and acceptance by a group
- enjoyment and personal benefit
- being with others versus social isolation
- practical accessibility.
- Observed growing confidence

### **Finances**

Income for last financial year – £45,711

Expenditure for last financial year - £70,273

### **Reserves**

£5,298

### **Request breakdown**

Director of Restoration Trust - overall management @ £31.25 per hour

Coordinator - Manages volunteers, musicians workshop, liaises with venue.

Responsible for safety of group members @ £25 per hour

Music workshop leader - Freelance rate based on Arts Council England guidance £300 per day plus VAT

Travel expenses.

Volunteer expenses

Venue - The Hunter Club, Bury St Edmunds. £10 per hour for 4 hours per month (50% discount)

Office costs, utilities, back office services - Provided by the Restoration Trust @ 15% of budget.

Insurance

Tickets to Bury St Edmunds Festival.

Contingency @2% inflation for Yr 2

### **Previous Community Chest funding**

None.

### **Officer comments**

Supported by 1 Families and Communities Officer



## 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 01284 757077. 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:  
[polly.kane@westsuffolk.gov.uk](mailto:polly.kane@westsuffolk.gov.uk).

**Please note:** This form is for applications to the St Edmundsbury Borough Council Community Chest grants scheme. If you wish to apply to Forest Heath District Council the form can be found on the Community Grants page above. If you wish to apply to both councils, you will need to complete a separate form for each, clearly stating how your activity will benefit the area.

### 1. Contact details

Organisation/lead partner name	The Restoration Trust (RT)
Organisation Address	% Merchants Place, 16 Church Street, Cromer
Postcode	NR27 9ES

Organisation main email	<a href="mailto:laura@restorationtrust.org.uk">laura@restorationtrust.org.uk</a>
Organisation main tel.	07740 844883
Organisation website	<a href="http://www.restorationtrust.org.uk">www.restorationtrust.org.uk</a>
Organisation Twitter	@RestoTrust
Organisation Facebook	@RestoTrust

Contact person 1 (main contact)		Contact person 2	
Name	Laura Drysdale	Name	Dave Pullin
Position in organisation	Director	Position in organisation	Culture Quest Coordinator
Daytime tel.no	01263 519454	Daytime tel.no	
Mobile	07740 844883	Mobile	07715 710354
email	laura@restorationtrust.org.uk	email	dave@restorationtrust.org.uk
Address if different to organisation's		Address if different to organisation's	
Postcode		Postcode	

## 2. About your organisation

2.1. Which local authority area(s) does your organisation currently work in?

St Edmundsbury; Norwich; North Norfolk; Broadland; Great Yarmouth and Waveney; Wiltshire.

2.2. What type of organisation are you? (please check the relevant box)

Registered charity	<input checked="" type="checkbox"/>	Charity number:1161196
Applying for charitable status	<input type="checkbox"/>	
Company limited by guarantee	<input type="checkbox"/>	Company number:
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"/>	What type?:
Other (Please specify)	<input type="checkbox"/>	

2.3. How many people are currently involved in your organisation?

Trustees	7	Management board	
Management team	1	Service users	
Full time paid staff/workers		Volunteers and helpers (non-management)	3
Part time paid staff/workers	1		

2.4. When did your organisation start?

2014

Year

2.5. What is the purpose of your organisation? Please briefly describe why your organisation was set up, its aims and objectives, what activities it carries out and who primarily benefits.

We support people to engage with art, heritage and culture in a safe, effective way so that their mental health improves.

Our vision is that by 2027 culture therapy is incorporated as a normal element of mental health best practice.

To achieve this we:

- enable, broker and develop partnerships with arts/heritage/culture bodies and health/social care bodies;
- co-produce projects with communities, arts/heritage/culture organisations and health/social care organisations;
- incubate, test and research new ideas;
- work with people with severe and enduring mental health problems to prevent their condition escalating;
- challenge arts/heritage/cultural education and outreach services delivery.

Each project must meet our success criteria:

- participants have mental health problems
- groupwork is the core
- sustained and regular involvement
- participant inclusion in management structures
- safe framework and practice
- partnership with art/heritage/culture and health/social organisations
- proper measurement of impact and outcomes progression for participants
- privileged access to real cultural assets
- privileged access to real expertise
- encouragement to pursue creative expression

- learning for staff and volunteers.

We have a research partnership with UEA Psychology Department and collaborate with Bournemouth University, Norfolk & Suffolk Foundation Trust and Avon and Wiltshire Mental Health Partnership Trust.

We have social media and websites for all our projects, and promote them to local, national and professional media. We manage the risks to participants of inappropriate media exposure by stringent consents.

Participants are adults aged 18 and over who live with mental health problems ranging from severe and enduring mental illnesses such as schizophrenia or bipolar disorder, to mild or moderate anxiety and depression. Our particular expertise is working with people with complex needs who experience multiple disadvantages.

We consult participants, deploy our research and take imaginative leaps to create the web of connections that make up an effective project.

Maximum 300 words

2.6. What was your organisation's total income for last financial year?  
(your branch if part of a larger organisation) £45,711

2.7. What was your organisation's total expenditure for last financial year?  
(your branch if part of a larger organisation) £70,273

2.8. Does your organisation have more than six months running costs?  
(your branch if part of a larger organisation) No

2.9. What are your organisation's current unrestricted reserves or savings?  
(your branch if part of a larger organisation) £5,298

### 3. About Your project

3.1. 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. Please include outputs (what you will deliver).

We wish to run fortnightly sessions of our Culture Quest Music Appreciation Group (CQ Suffolk) for up to 15 people with complex mental health needs who are clients of Julian Support (JS) in St Edmundsbury, plus support workers, volunteers, and JS clients from Forest Heath. The programme will last 2 years, with 24 sessions per year.

The group applies the model we have run successfully with JS clients in Norwich since January 2015 (CQ Norwich).

JS has c45 clients in St Edmundsbury (see below for criteria) who are marginalised by poor mental health as well as deprivation clustered in Bury St Edmunds, and associated with rural isolation (Hidden Needs 2016, Suffolk Community Foundation).

CQ Suffolk will be facilitated by Dave Pullin, a music and mental health professional, and held in The Hunter Club in Bury St Edmunds. SEBC participants will be supported to attend by their support workers, to become familiar with a West Suffolk cultural asset.

Participants contribute £1.50 to attend the drop-in group. We provide music equipment, including iPad, speakers, CD and Tape player.

At each CQ session lasting 2 hours, everyone shares a piece of music. People actively listen while music is played; music is not a background to conversation. Participants do not need to sing or play an instrument or have musical knowledge to join.

Each year participants will attend a local music performance during the Bury St Edmunds Festival, and a workshop led by a professional musician. The group may create a playlist for RWSfm (local radio).

We will feature the project on our CQ website [www.culturequest.org.uk](http://www.culturequest.org.uk), including playlists as a resource for participants.

More information about CQ Norwich, including a participant interview, is on our digital annual report, A Year of Making and Doing, <http://ar.restorationtrust.org.uk/> Maximum 300 words

- 3.2. How does your project contribute towards the council's Families and Communities Strategy and Families and Communities Approach? Please refer to guidance and reference both in your answer.

Research from Culture Quest Project Evaluation Report by Dr Victoria Scaife, School of Psychology, University of East Anglia, August 2017 shows how CQ Suffolk can contribute.

1. A safe place.

- a. The Hunter Club meets health and safety standards. Practical accessibility is key.
- b. People participate though symptoms may be active: *"you don't want to talk to someone – you don't have to – don't force somebody to talk to people!" (p12).*
- c. Facilitation is by a mental health professional, with input from support workers. *"I have no worries about CQ, it is a friendly place to come and everybody is very friendly." (p7).*

2. Recognising individuals.

- a. CQ is accessible to people who use music to feel well. *"it's one of them ones where if I didn't have the group I probably wouldn't be able to have the experiences that I do have" (p11).*
- b. People share part of themselves. For example one CQ Norwich member plays his own mixes.

3. Understanding relationships.

- a. CQ connects people. *'I like being in a group of people in different situations.'* (p7)
- b. CQ enables curiosity, tolerance and acceptance. *"..... you've got to go in there with an open mind which is good" (p10)*

4. Encouraging agency.

- a. Choosing a piece of music can develop social confidence and agency. *"I like being able to play any track – I know you can access that outside the group – but I really enjoy that" (p10)*

5. Developing vision.

- a. As members grow in confidence they develop goals: *"you're in there to kind of be with people as well, even if you're not necessarily talking to them, you're still in a way socializing – cos it's people that you don't know" (p12)*
- b. CQ normalises access to a mainstream local resource: *'mental health is out there everywhere and I think people being able to go to venues like that is really good. (p20).*

Maximum 300 words

- 3.3. How many people will benefit from your project (on a weekly, monthly or annual basis) and how? Please include outcomes (how your project will benefit the people who are involved in it) and how you will collect evidence of this.

### **Participants**

Based on CQ Norwich and our JS client questionnaire we estimate that each group will have 6 - 12 participants attending, around 9 people per month.

3 - 6 participants, 4 - 5 per month, will be from SEBC. 8 to 10 SEBC residents will attend per year, 13 - 15 in all. Where necessary support workers will bring participants to sessions.

### **Staff and volunteers**

5 JS staff, 2 staff at The Hunter Club, 2 volunteers and 2 musicians will connect with marginalised local people and therapeutic groupwork.

### **Public and professionals**

CQ Suffolk will reach 500 unique visitors to our website and social media. Other outlets include newsletters, local press, attendees at mental health professional events.

**Participants will benefit** in the 5 Ways to Wellbeing (Give, Connect, Take notice, Learn, Be active).

We will use methods tested in CQ Norwich to measure outcomes. The mixed-method psychological approach included questionnaires with Warwick Edinburgh Mental Wellbeing Scale (WEMWBS) and unique CQ specific items; individual participant interviews; professionals focus group and interviews.

WEMWBS scores Time 1 - Time 2 moved from 2.8 (feeling positive rarely-some of the time) to 3.2 (some of the time-often). Key themes extracted from participant research focus groups and interviews can be characterised as:

- freedom and acceptance by a group
- enjoyment and personal benefit
- being with others versus social isolation
- practical accessibility.

Professional focus groups and interviews added

- Observed growing confidence

We will use Short WEMWBS, unique questions, participant interviews, staff focus groups. Research will be administered by Laura Drysdale (project manager) who will have little contact with participants. We hope to obtain funding for research across our projects from Public Health England (currently in application), which will include CQ Suffolk.

We will keep register data to track attendance and engagement.

We will report research to SEBC, updated as required. Maximum 300 words

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

Julian Support are our partners, and participants will be their clients. JS Manager Rachel Omori will oversee the project from the JS perspective, and JS staff will support all interested clients to attend.

JS are the sole provider of mental health support in West Suffolk under the pooled fund contract from Suffolk County Council and has 2 supported housing schemes in Bury St Edmunds. The outreach (Pathway and Recovery) team are located in St Andrews St South, serving clients in Bury St Edmunds, Haverhill and rural locations. JS work closely with the Recovery College and Suffolk User Forum.

JS clients are open to secondary mental health services. Issues include difficulty in engaging with services, substance use, personality disorder, trauma, domestic violence, abuse. Housing is a particular issue in Bury St Edmunds due to high rents and shortage of property. Maximum 150 words

- 3.5. What evidence do you have that there is a need for this project? Please include sources of evidence, including any public/user/community consultation and research you have carried out.

1. JS staff asked 97 service users in West Suffolk (50:50 SEBC and FHDC) for their views on the proposal in a questionnaire. Of 26 responses, 23 think music is important, 16 are interested in joining a group. Barriers included anxiety, fear of groups, poor mobility, transport. These could be overcome by support, experienced staff, drawing on inner strength, if it is local, bus pass. Comments included *'Very good idea. To me music is an escape from reality.'*
2. Experience of CQ Norwich shows that over time people who love music but feel they cannot attend do join. *" I was a little bit unsure as well at the start - just because I was very like 'in myself' as well and it was like really hard for me to talk to people'.* Other members encourage attendance: *'People knock for me'.*
3. UEA CQ Norwich research concludes: *'...Culture Quest has been a highly successful means of helping people with mental health problems (re)engage with music in a group setting at a general community venue. Professionals recognized that .....it provided an otherwise rarely available mechanism for people who were profoundly affected by mental health difficulties to engage in an enjoyable, meaningful and sociable activity.*

Maximum 200 words

- 3.6. How has the project been developed out of the community's desire to improve the lives of local people? What role have users and/or the community had in developing this project?



1. CQ Suffolk was initiated by JS manager Rachel Omori, from experience of engaging service users with our CQ Norwich partnership. The model developed from consulting service users through questionnaires, talking to staff and support workers, and through research. Our CQ Project Board includes service users.
2. We are running 3 CQ taster sessions at The Hunter Club for JS Service Users this autumn, to spread the word amongst JS staff and services users, and gain feedback. The Hunter Club are donating the venue. Enthusiastic staff are essential to participants attending, initially with support and eventually on their own.
3. CQ Suffolk grows out of our experience and research in CQ Norwich since January 2015. CQ Music Appreciation Groups are participant led, as all music is chosen by participants, it is a drop-in so there is no compulsion to attend, and this freedom is key to its success. *"I go in there looking like hell some days – and still – freedom – nobody judges" (p10)*
4. Active listening defines CQ, and the ethos extends to the way we manage the project. We actively listen to participants, staff and attend to external research about other music and wellbeing programmes.

Maximum 200 words

## 4. Timescales and sustainability

- 4.1. When will your project start and end? (the period for which you are asking the council for funding)

Start date 03/04/2018

End date 31/03/2020

- 4.2. If this is an ongoing project, how will it be funded and supported after the end of the grant period?

Our development plan, which we hope will work successfully in Norfolk, is that at the end of the grant period CQ will be commissioned by Suffolk County Council as an integrated part of mental health support.

The CQ model is a new way of sustainably connecting isolated people with community assets and each other. CQ Suffolk data will contribute to our research to provide robust evidence. We can then promote the model more widely to commissioners and health/social care professionals as a safe, cost-and clinically-effective social prescription.

Expert facilitation is a key CQ success factor: *"you know we talk about groups and 'oh anybody can do a group' - actually that isn't the case - you have to be able to hold a group and know the dynamics of what's going on"* (p18). RT Business Plan

2017 - 2020 includes delivering training to suitable staff to acquire the necessary skills.

Maximum 150 words

## 5. Funding request and budget

5.1. Which years are you applying for funding for? Please delete as applicable

2018/2019	2019/2020
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5.2. What is the total cost of the project? (project costs only, not for your whole organisation and not just the funding you are requesting)

The total cost (including contributions in kind) over 2 years is: £13,310

The total cost (including contributions in kind) per year is:

- 2018/19 £6,620
- 2019/20 £6,690

5.3. Please provide a full breakdown of the total cost of this project, including VAT if applicable. Please only include direct expenditure for this project.

Item	Amount
------	--------

<b>Staff and volunteers</b> (including roles, hourly rates and NI/tax contributions where applicable)	
<i>Project Manager</i>	
<ul style="list-style-type: none"> <li>• Laura Drysdale. Director of Restoration Trust. Accountable to funders and partners for delivery of the programme. Manages Coordinator and contractors. HR support, supervision, monitoring and reporting. Manages evaluation research using RTs existing research measures.</li> </ul>	
<ul style="list-style-type: none"> <li>• 2 hours per month @ £31.25 per hour = £62.50 per month shared with Forest Heath District Council (FHDC)</li> </ul>	£750
<ul style="list-style-type: none"> <li>• NI/Tax N/A</li> </ul>	
<ul style="list-style-type: none"> <li>• Travel expenses. Allow 2 journeys Cromer to Bury St Edmunds per year, £54 per year shared with FHDC</li> </ul>	£54
<i>Coordinator</i>	
<ul style="list-style-type: none"> <li>• Dave Pullin. Freelance mental health professional and musician contracted by RT to run the group. Manages volunteers, musicians workshop, liaises with venue. Responsible for safety of group members.</li> </ul>	
<ul style="list-style-type: none"> <li>• 12 hours per month (i.e. 6 hours per fortnightly group incl travel, planning, recording) @ £25 per hour = £300 per month shared with FHDC</li> </ul>	£3,600
<ul style="list-style-type: none"> <li>• NI/Tax N/A</li> </ul>	
<ul style="list-style-type: none"> <li>• Travel expenses. Travel Norwich to Bury St Edmunds 84 miles @ 0.45p per mile £39.21 per trip. Two trips per month = £78.42 shared with FHDC.</li> </ul>	£940
<i>Music workshop leader</i>	
<ul style="list-style-type: none"> <li>• Musician to lead an inspiring workshop for group members, one per year. To be appointed in discussion with the group.</li> </ul>	
<ul style="list-style-type: none"> <li>• Freelance rate based on Arts Council England guidance £300 per day plus VAT, shared with FHDC.</li> </ul>	£360
<ul style="list-style-type: none"> <li>• NI/Tax N/A</li> </ul>	
<ul style="list-style-type: none"> <li>• Travel expenses. Allow £50 per workshop, shared with FHBC.</li> </ul>	£50
<i>Volunteer expenses</i>	
<ul style="list-style-type: none"> <li>• Volunteer recruited from Julian Support or West Suffolk College Music Degree courses (music in the community module). To support the facilitator in running the group and gain experience.</li> </ul>	
<ul style="list-style-type: none"> <li>• Travel expenses. Allow £6 per session reimbursement of exceptional travel costs. Two sessions per month - £12.00 shared with FHDC</li> </ul>	£144

<p><b>Overheads</b> (including items such as venue/office costs, utilities, back office services, insurance)</p> <p><i>Venue</i></p> <ul style="list-style-type: none"> <li>The Hunter Club, Bury St Edmunds. Venue for all sessions, 2 sessions of 2 hours per month.</li> <li>£10 per hour for 4 hours per month (50% discount) = £40 per month shared with FHBC</li> </ul> <p><i>Office costs, utilities, back office services</i></p> <ul style="list-style-type: none"> <li>Provided by the Restoration Trust @ 15% of budget. These costs include administrative support, risk management, financial management, website and social media, recruitment and publicity materials, utilities, public liability insurance. £952 per year shared with FHDC</li> </ul> <p><i>Insurance</i></p> <ul style="list-style-type: none"> <li>Insure4music specific insurance for CQ equipment. £30 per year for 2 years shared with FHDC</li> </ul>	<p>£480</p> <p>£476</p> <p>£30</p>
<p><b>Equipment and resources</b></p> <p><i>Tickets to Bury St Edmunds Festival.</i></p> <ul style="list-style-type: none"> <li>Based on 2017 ticket prices for major music events (e.g. Brahms 1 from memory) £20 per head for up to 20 people (i.e. 10 per year) = £200 per year shared with FHDC</li> </ul>	<p>£200</p>
<p><b>Other</b></p> <p><i>Contingency</i></p> <ul style="list-style-type: none"> <li>Allow for inflation at 2% in Year 2. Only to be called on if necessary and by agreement with funders. £136 shared with FHDC</li> </ul>	<p>£68</p>
<b>Total</b>	<b>£7,153</b>

5.4. Please provide a full breakdown of all other funding and in-kind support\* you have secured for this project.

Item	Amount
<p><b>Funding already secured</b> (please detail funders, amounts and funding periods individually)</p> <p><i>Julian Support Suffolk Manager</i></p> <ul style="list-style-type: none"> <li>1 hour per month @ £19.50 per hour = £19.50. £468 contribution in kind shared with FHDC</li> </ul> <p><i>Julian Support Suffolk Support Workers</i></p>	<p>£234</p>

<ul style="list-style-type: none"> <li>4 workers for 6 hours per month (i.e 3 hours per fortnightly group) @ £10.87 per hour = £130. £6,261 contribution in kind shared with FHDC. Note this include travel costs to help SEBC service users to attend.</li> </ul>	£3,130
<p><b>Volunteer contributions</b> (including estimated hours given and roles)</p> <p><i>Volunteer</i></p> <ul style="list-style-type: none"> <li>6 hours per month (i.e. 3 hours per fortnightly group) @ £50 per group (Arts Council England rate). £2400 contribution in kind shared with FHDC</li> </ul>	£1,200
<p><b>Equipment and resources</b> (please itemize)</p> <p><i>The Hunter Club</i></p> <ul style="list-style-type: none"> <li>50% discount on venue hire fees, of £10 per hour for 4 hours per month = £40 per month. £960 contribution in kind shared with FHDC</li> </ul> <p><i>Equipment</i></p> <ul style="list-style-type: none"> <li>Provided by the Restoration Trust: speakers, amplifier, tape deck, CD player, iPad. Spotify subscription. Value estimated at £1650, contribution in kind shared with FHDC</li> </ul>	<p>£480</p> <p>£825</p>
<p><b>Other</b></p> <p><i>Refreshments</i></p> <ul style="list-style-type: none"> <li>Refreshment costs for the group are covered by a charge of £1.50 per participant per group for those who are able to pay. Estimated as a contribution by group members of £576 on the basis of 8 paying participants per group, shared with FHDC</li> </ul>	£288
<b>Total</b>	<b>£6,157</b>

\*In-kind support is assistance and items you would normally expect to pay for, but which you are getting for free, such as volunteer hours or a free venue. You might find it useful to give volunteer hours a value, such as the minimum wage, or higher if you have volunteers with particular expertise it would be expensive to pay for.

5.5. What other funders have you applied to for this project but have not yet had a decision from?

**None**

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

**2018/19** £3,542

**2019/20** £3,611

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

**None**

# Community Chest Application Summary 2018/2019

Local Authority	SEBC
Organisation	Sporting 87
Amount Requested	<b>£6,000.00</b> (2018-2019) <b>£6,000.00</b> (2019-2020)
Total Project Cost	£19,600 (£9,800 p.a.)
Match Funding	£3,000 – line management provided free of charge £500 – expenses and office costs – provided free of charge £300 – kit and uniform – provided free of charge
Partnerships	Schools in Bury St Edmunds, Western Area Youth Soccer League (WAYS), Parish councils, Church youth groups
West Suffolk Bid?	No

## Overview

This application is to fund a Football Development Officer (FDO) to work for Sporting 87 FC, within the club and in the community. A typical candidate is 16 to 18 years old and wanting to work within the community, or keen to be with in a sport based environment. The roll of FDO offers the young person a unique opportunity to develop their skills and experience, with ongoing mentoring and training by skilled staff. The FDO was originally born out of the Clubs Young Leader Programme, that seeks to provide opportunities to learn and play football but also to develop broad life and leadership skills. As well as many activities within Sporting 87, our team of young leaders are encouraged to support local events and sports activities within the local community.

Roles within Sporting 87 will include running:

- Mens Walking Football, reintroducing mature men to football and physical activity.
- Ladies football sessions, introducing ladies to the game for social and physical benefits
- Mens Futsal games 2-week nights, allowing younger men who can't play at weekends, to play and keep fit.
- Youngsters aged 5 – 16 in their school environment. (PE lessons, after school and lunch clubs, holiday clubs),
- Preschool children aged 3 – 5 providing basic movements and the A B C( agility, balance, coordination, and physical interaction.
- Girls football facility on a Friday evening, offering a healthy and fun activity to those that would not normally get a chance.
- Community fetes, school sports days and support of health and wellbeing events (Age Concern & NHS).

## Outputs

An FDO would typically come into contact with 200 people directly in the course of a typical week. This would be via school lessons, lunch clubs, after school activities, evening activities.

**Outcomes**

Key out comes include:

- leadership skills
- building relationships and skills that naturally encourage confidence, self-esteem and self-worth
- encouragement to step outside of their comfort zones, knowing they have the support and confidence of the Club
- expression and development of personal styles and building on natural abilities.
- goal setting

Outcomes for the service user are measured through feedback both verbally and in writing from the service users. This is then measured against the FDO's personal targets with action plans created to address any areas that need attention.

Outcomes for the FDO can be assessed as they show more resilience; they are happier and more confident and have a strong sense of belonging. Equally, ongoing assessments against their personal goals, demonstrates progress and a sense of achievement as goals are achieved.

**Finances**

Income for last financial year – £94,507

Expenditure for last financial year - £104,194

**Reserves**

£nil

**Request breakdown**

£500 per month bursary for Football Development Officer

**Previous Community Chest funding**

None.

**Officer comments**

Supported by 1 Families and Communities Officer



## 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 01284 757077. 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:  
[polly.kane@westsuffolk.gov.uk](mailto:polly.kane@westsuffolk.gov.uk).

**Please note:** This form is for applications to the St Edmundsbury Borough Council Community Chest grants scheme. If you wish to apply to Forest Heath District Council the form can be found on the Community Grants page above. [If you wish to apply to both councils, you will need to complete a separate form for each, clearly stating how your activity will benefit the area.](#)

### 1. Contact details

Organisation/lead partner name	Sporting 87 Football Club
Organisation Address	Unit 2 1 Northern Way Bury St Edmunds Suffolk
Postcode	IP326NH

Organisation main email	admin@sporting87.co.uk
Organisation main tel.	01284 747222
Organisation website	www.sporting87.co.uk

Organisation Twitter	
Organisation Facebook	

Contact person 1 (main contact)		Contact person 2	
Name	Ray Balmer	Name	Jonatham Warnock
Position in organisation	Vice Chairman	Position in organisation	Football Development Director
Daytime tel.no	07946462992	Daytime tel.no	01284747222
Mobile	07946462779	Mobile	07946733184
email	Raybalmer1@gmail.com	email	Jonathan.warnock@sporting87.co.uk
Address if different to organisation's		Address if different to organisation's	
As above		As above	
Postcode		Postcode	

## 2. About your organisation

2.1. Which local authority area(s) does your organisation currently work in?

St Edmundsbury Borough Council

2.2. What type of organisation are you? (please check the relevant box)

Registered charity	<input checked="" type="checkbox"/>	Charity number:1162311
Applying for charitable status	<input type="checkbox"/>	
Company limited by guarantee	<input type="checkbox"/>	Company number:
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 Eenterprise	<input type="checkbox"/>	What type?:
Other (Please specify)	<input type="checkbox"/>	

2.3. How many people are currently involved in your organisation?

Trustees	6	Management board	9
Management team	4	Service users	500
Full time paid staff/workers	0	Volunteers and helpers (non-management)	660
Part time paid staff/workers	1		

When did your organisation start?

Year

1987

2.4. What is the purpose of your organisation? Please briefly describe why your organisation was set up, its aims and objectives, what activities it carries out and who primarily benefits.

The Football Club provides community participation in health recreation by promoting opportunities for playing football.

**"Providing opportunity"** – each person is a very special individual possessing a vast spectrum of talents. Each has a right to discover and fulfill their purpose in life and exercise these talents. The club makes great efforts to help its members fulfill their potential.

An example of this is our Young Leaders Programme. The programme offers opportunities to learn and play football, develop broad life and leadership skills. This led directly to one of our Young Leaders receiving an award at Buckingham Palace from Prince William.

**"Playing with integrity"** and correct to the laws of the game, with fairness and honesty. The FA Respect and Fair Play initiatives are considered by the Club as minimum standards.

An example of this is the prestigious FA County Charter Community Club award, which has been presented to the Club four times in the last twelve years.

**"Caring about everyone"** – valuing each individual, providing them with thoughtful measured and appropriate football and personal development opportunities. Beyond the football context, this theme includes having concern for wellbeing and providing practical help.

The Club currently offers;

- 3 adult teams playing in the SIL league, 100 registered
- Mens Futsal league, 50 registered
- Men's Walking football, 30 registered
- Ladies football, 20 registered
- 30 plus, youth teams, with approximately 350 registered.
- Cubs and Tigers age 4 – 7, 45 registered
- School lessons, after school and lunch clubs total 250 weekly
- Community holiday clubs total; 50 registered
- Academy youth advanced sessions, 50 registered

Our volunteers and helpers work in the following areas; committees, management team, coaching, parent liaison, administration, accounts, pastoral duties, welfare, tea bar, laundry, kit management, pitch and ground maintenance, car parking and fund raising.

Maximum 300 words

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

£94,507

(your branch if part of a larger organisation)

2.6. What was your organisation's total expenditure for last financial year? £104,194  
(your branch if part of a larger organisation)

2.7. Does your organisation have more than six months running costs? No  
(your branch if part of a larger organisation)

What are your organisation's current unrestricted reserves or savings?  
(your branch if part of a larger organisation) £ nil

### 3. About Your project

3.1. 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. Please include outputs (what you will deliver).

This application is to fund a Football Development Officer (FDO) to work for Sporting 87 FC, within the club and in the community.

A typical candidate is 16 to 18 years old and wanting to work within the community, or keen to be with in a sport based environment. Many young people, simply do not know what career path they want and can become lost to the system, often falling by the wayside. Their time with Sporting 87 allows reflection and consideration as they formulate a career path.

The roll of FDO offers the young person a unique opportunity to develop their skills and experience, with ongoing mentoring and training by skilled staff.

The FDO was originally born out of the Clubs Young Leader Programme, that seeks to provide opportunities to learn and play football but also to develop broad life and leadership skills. As well as many activities within Sporting 87, our team of young leaders are encouraged to support local events and sports activities within the local community.

Roles within Sporting 87 will include running:

- Mens Walking Football, reintroducing mature men to football and physical activity.
- Ladies football sessions, introducing ladies to the game for social and physical benefits
- Mens Futsal games 2-week nights, allowing younger men who can't play at weekends, to play and keep fit.
- Youngsters aged 5 – 16 in their school environment. (PE lessons, after school and lunch clubs, holiday clubs),

- Preschool children aged 3 – 5 providing basic movements and the A B C( agility, balance, coordination, and physical interaction.
- Girls football facility on a Friday evening, offering a healthy and fun activity to those that would not normally get a chance.
- Community fetes, school sports days and support of health and wellbeing events (Age Concern & NHS).

Maximum 300 words

3.2. How does your project contribute towards the council's Families and Communities Strategy and Families and Communities Approach? Please refer to guidance and reference both in your answer.

Safe Place: The Sporting ethos is one of care and encouragement. Regular one to one mentoring meetings allow feedback and goals to be set and assessed.

Recognizing Individuals; Sporting constantly look to build relationships and skills that naturally encourage confidence, self-esteem and self-worth. The FDO will build these through the many aspects of their activity.

Understanding Relationships; The Club works with a team ethos from top down, encouraging co-operation through relationships. Equally this allows the individual to develop and be nurtured, both practically and emotionally. Individuals are encouraged to step outside of their comfort zones, knowing they have the support and confidence of the Club. Post event appraisal is a big part of this.

Developing Agency; The roll of FDO entails considerable leadership skills. This allows a sense of direction and ambition to be worked through as part of the program. With mentored support, the individual is encouraged to express and develop their personal styles and build on their natural abilities.

Developing Vision: FDO put together their own personal development plan and are encouraged to set out their own goals. This is then revisited regularly to evaluate progress and to tweak or reassess if needed.

Maximum 300 words

3.3. How many people will benefit from your project (on a weekly, monthly or annual basis) and how? Please include outcomes (how your project will benefit the people who are involved in it) and how you will collect evidence of this.

An FDO would typically come into contact with 200 people directly in the course of a typical week. This would be via school lessons, lunch clubs, after school activities, evening activities. (Please see 3.1 for an extended list).

Outcomes for the service user are measured through feedback both verbally and in writing from the service users. This is then measured against the FDO's personal targets with action plans created to address any areas that need attention.

Outcomes for the FDO can be assessed as they show more resilience; they are happier and more confident and have a strong sense of belonging. Equally, ongoing assessments against their personal goals, demonstrates progress and a sense of achievement as goals are achieved.

A recent example of a successful FDO was a young lady who came into the Club in her early teens as a shy and reclusive little girl. The only child of a single mum, who had her own issues, she has grown in all aspects of her personality. She is now the first female FDO and is confident, thoughtful, self-assured and has a real sense of direction and purpose about her life. She is a team player and an encourager within her team. Her skills and personality with the young people she works with has been commended by several parents of those young people she works with. She is now further developing her leadership and organizational skills, and is even considering University as her next step.

Maximum 300 words

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

Various schools in Bury St Edmunds; P E lessons, Lunch clubs, after school clubs.

Western Area Youth Soccer League (WAYS); training and running football coaching and games.

Several Parish councils; to run holiday clubs.

Church Youth groups; to run holiday clubs

In all of the above instances, the FDO would meet with the Service User and agree what is needed. A proposal of activities would then be draw up and discussed with the SU. Once agreement has been reached an action plan for the event is drawn up by the FDO including a breakdown of equipment and costings.

The FDO would then be responsible for all of the on-site activities. These would include; registration, coordinating with the SU and children's parents.

Delivering the activity or activities. Clearing away and ensuring children are returned to their parents or teachers. Recording what activities took place and any issues that need to be noted, or reported.

3.5. What evidence do you have that there is a need for this project? Please include sources of evidence, including any public/user/community consultation and research you have carried out.

A successful pilot was run for the FDO project four years ago. As a result, the following year two FDO's were taken on and again proved very successful. Take up by the service users was high and demand was good. Year 3 three

saw the scheme grow to three members, with one of the FDO's continuing for a second year to increase his experience and help develop the role further.

The role has grown organically, with service users (SU) able to see the benefits and feel confident with what the FDO's offer.

Close consultation with the SU, especially schools, where they are keen to engage quality local community based, young people with in the schools has been a key to the growth. Individual needs and packages can be met and a bespoke package set up.

A good example of this, was a recent case where the SU wanting a yoga and orienteering and table tennis content. The FDO did research and has been able to offer this using a local village sports hall.

Maximum 200 words

- 3.6. How has the project been developed out of the community's desire to improve the lives of local people? What role have users and/or the community had in developing this project?

The key to why Sporting is unique to other football clubs is our professional ethos that cares for the community it serves beyond the game of football.

We are passionate about football, in all its forms. From the highest competitive level of the adult game, to footy tigers that learn to kick the ball for the first time on a Saturday morning.

The need to care for the centre half with the broken leg, to the coach with two young children, who has recently lost his wife and the children's mother.

The lady's team that competed in the National finals, to the player that is struggling with severe emotional issues, following a breakdown.

From the men who have found life again through Walking football, to teenage coaches who have travelled to America to train youngsters for 10 weeks during the summer .

The Young Leaders who help steward the local fete, to the FDO's who spend time visiting an adult coach in Addenbrookes hospital with severe cancer.

All this is enabled by a professional attitude that is community driven across the club, with staff development and coaching encouraged beyond the mandatory level, whether they are able to play or not.

Maximum 200 words

## 4. Timescales and sustainability

- 4.1. When will your project start and end? (the period for which you are asking the council for funding)

Start date

End date

- 4.2. If this is an ongoing project, how will it be funded and supported after the end of the grant period?

As documented, the FDO project has already grown with no financial help. This was enabled purely by the careful management of subscriptions from the users.

The clubs five-year plan is to grow year on year, which would naturally increase revenue.

Alongside this, a club fund-raising strategy is in place that would see the club benefit from other income streams. Sponsorship is actively being sought from local businesses and partners, and it is planned that this will become a greater percentage of the total income within the next five years.

The application for grants from different providers and trusts is also underway.

The clubs approach is to be in a position where income is from different sources giving a healthy balanced income stream.

Maximum 150 words

## 5. Funding request and budget

- 5.1. Which years are you applying for funding for? Please delete as applicable

<input type="checkbox"/> 2018/2019	<input type="checkbox"/> 2019/2020
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- 5.2. What is the total cost of the project? (project costs only, not for your whole organisation and not just the funding you are requesting)

- 5.3. Please provide a full breakdown of the total cost of this project, including VAT if applicable. Please only include direct expenditure for this project.



Item	Amount
<b>Staff and volunteers</b> (including roles, hourly rates and NI/tax contributions where applicable)	
<b>£500 per month bursary for Football Development Officer</b>	£6,000
<b>Overheads</b> (including items such as venue/office costs, utilities, back office services, insurance) <ul style="list-style-type: none"> <li>Line management = 200hours @£15.00 per hour</li> <li>Expenses</li> <li>Office costs</li> </ul>	£3,000 pa £300 pa £200 pa
<b>Equipment and resources</b> <ul style="list-style-type: none"> <li>Kit and uniforms</li> </ul>	£300
<b>Other</b>	
<b>Total</b>	<b>£9,800</b>

5.4. Please provide a full breakdown of all other funding and in-kind support\* you have secured for this project.

Item	Amount
<b>Funding already secured</b> (please detail funders, amounts and funding periods individually)	£nil
<b>Volunteer contributions</b> (including estimated hours given and roles)	
Line management Sporting 87 = 200 hrs p a @£15.00 ph	£3,000
In kind support from Sporting 87 = £500	£500
<b>Equipment and resources</b> (please itemize)	
Kits and uniforms Sporting 87 = £300	£300
<b>Other</b>	
<b>Total</b>	<b>£3,800</b>

\*In-kind support is assistance and items you would normally expect to pay for, but which you are getting for free, such as volunteer hours or a free venue. You

might find it useful to give volunteer hours a value, such as the minimum wage, or higher if you have volunteers with particular expertise it would be expensive to pay for.

5.5. What other funders have you applied to for this project but have not yet had a decision from?

Funder	Amount requested	Decision timescale
<b>None</b>	£ £ £	

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

**2018/19** £6,000

**2019/20** £6,000

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

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

# Community Chest Application Summary 2018/2019

Local Authority	SEBC
Organisation	Haverhill Community Trust
Amount Requested	<b>£6,030.00</b> (2018-2019)
Total Project Cost	<b>£10,965.00</b>
Match Funding	£2,445 – staffing costs (SCC & ONE Haverhill/Haverhill Town Council) £1,890 – Volunteer contributions £600 – use of Leiston Hall (Haverhill TC)
Partnerships	Suffolk County Council, Haverhill Town Council, ONE Haverhill, Suffolk Mind, Haverhill Flower Club, Haverhill Running Club, One Life Suffolk, Royal Horticultural Society, Abbeycroft Leisure, Foxy Art, Mindfulness by Teresa, Yoga
West Suffolk Bid?	No

## Overview

Haverhill Community Trust is set up to promote such charitable purposes for the inhabitants of Haverhill. The Community Trust and its partners have identified the need to build community cohesion and pursue more specific projects to satisfy gaps in service and that will benefit residents of the town.

Funding is sought for provision of a safe environment for young, vulnerable people, who may have additional needs and other wellbeing issues; giving them an opportunity to try out, new activities and, hopefully, develop them into lifelong hobbies, interests and skills. Sessions will consist of a variety of activities such as; art as a therapy, yoga, meditation, golf, team building, problem solving, dance, flower arranging, running. Some sessions will be un-planned, to ensure group members can have a voice and make decisions and choices for themselves in regard to what activities the group will benefit from. Guest speakers will be invited to motivate, support and guide attendees. An intensive youth support worker and a trained counsellor will be on hand for support and to steer the group in a positive manner.

## Outputs

One course will run for 10 sessions over 10 weeks targeting 12 young people to attend.

3 courses in total over 12 months. Aim to engage 36 young people. parents and carers will be invited to some sessions. Aim for 18 parents/carers to engage at some point with the programme. Total 54 people engaging.

## Outcomes

- Increased sense of worth and belonging
- Increased confidence and motivation
- Improved communication and better equipped young people who are more open about their feelings and more conscious of their emotions

- Peer support and positive relationships
- Improved recognition of mood and coping strategies

Outcomes will be evidenced through student profiles and feedback from young people and parents/carers.

### **Finances**

Income last financial year – £143,573

Expenditure last financial year - £74,298

### **Reserves**

£59,784

### **Request breakdown**

Youth Skills Manager One Haverhill/Town Council @£15.50p.h.

Intensive Youth Support Worker Suffolk County Council @£17.50p.h.

Session costs to include delivery and guest speakers @£120 per session

Volunteer Junior @£4.50p.h.

Volunteer Adult @£7.50p.h.

Counsellor £30 p.h.

Venue @£10 p.h.

Community transport @£20 per session

### **Previous Community Chest funding**

None.

### **Officer comments**

Supported by 1 Families and Communities Officer.

## 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 01284 757077. 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:  
[polly.kane@westsuffolk.gov.uk](mailto:polly.kane@westsuffolk.gov.uk).

**Please note:** This form is for applications to the St Edmundsbury Borough Council Community Chest grants scheme. If you wish to apply to Forest Heath District Council the form can be found on the Community Grants page above. If you wish to apply to both councils, you will need to complete a separate form for each, clearly stating how your activity will benefit the area.

### 1. Contact details

Organisation/lead partner name	Haverhill Community Trust
Organisation Address	c/o Haverhill Art Centre Haverhill High Street Haverhill Suffolk
Postcode	CB9 8AR

Organisation main email	<b>Contact details</b> Email: <a href="mailto:townclerk@haverhill-tc.gov.uk">townclerk@haverhill-tc.gov.uk</a>
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Organisation main tel.	Tel: 01440 712858
Organisation website	<a href="http://beta.charitycommission.gov.uk/charity-details/?subid=0&amp;regid=288092">http://beta.charitycommission.gov.uk/charity-details/?subid=0&amp;regid=288092</a>
Organisation Twitter	@signpost_WBH SIGNPOST Haverhill
Organisation Facebook	

Contact person 1 (main contact)		Contact person 2	
Name	Karen Chapple	Name	Alisha Jenkins
Position in organisation	Youth Skills Manager	Position in organisation	Office Administrator
Daytime tel.no	01440 712858	Daytime tel.no	01440 712858
Mobile	07877142000	Mobile	
email	youthskillsmanager@onehaverhill.co.uk	email	Office@haverhill-tc.gov.uk
Address if different to organisation's		Address if different to organisation's	
Postcode		Postcode	

## 2. About your organisation

2.1. Which local authority area(s) does your organisation currently work in?

St Edmundsbury

2.2. What type of organisation are you? (please check the relevant box)

Registered charity	<input checked="" type="checkbox"/>	Charity number:	288092
Applying for charitable status	<input type="checkbox"/>		
Company limited by guarantee	<input type="checkbox"/>	Company number:	
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"/>	What type?:	
Other (Please specify)	<input type="checkbox"/>		

2.3. How many people are currently involved in your organisation?

Trustees		Management board	
Management team	16	Service users	

Full time paid staff/workers		Volunteers and helpers (non-management)	10
Part time paid staff/workers			

2.4. When did your organisation start?  Year

2.5. What is the purpose of your organisation? Please briefly describe why your organisation was set up, its aims and objectives, what activities it carries out and who primarily benefits.

Haverhill Community Trust is set up to promote such charitable purposes for the inhabitants of Haverhill. The Community Trust and its partners have identified the need to build community cohesion and pursue more specific projects to satisfy gaps in service and that will benefit residents of our town.

The Signpost Project aims to give young people the opportunity to socialise in a safe place whilst taking part in activities both physical and mental to build confidence, improve mood and build skills that they may not be able to otherwise to experience.

Its objective is to have a positive influence on wellbeing and to educate young people to talk openly about low mood and build in strategies to help them cope when they are aware of early indicators that their mood is moving in a negative direction.

It is felt that early intervention is a must to ensure YP are educated to reach out and be aware of services/ interests/hobbies that are an important part of a coping mechanism when feeling isolated or vulnerable.

This trust in close partnership with the Haverhill Town Council enables us to promote initiatives that will benefit the health and wellbeing of the individual and in turn this affects their families and the community as a whole.

The primary benefactors will be the young people, who have been referred on to our course by partner organisations and services, and their families.

Maximum 300 words

2.6. What was your organisation's total income for last financial year?   
(your branch if part of a larger organisation)

2.7. What was your organisation's total expenditure for last financial year?   
(your branch if part of a larger organisation)

2.8. Does your organisation have more than six months running costs?  
Yes/No  
(your branch if part of a larger organisation)

2.9 What are your organisation's current unrestricted reserves or savings?   
(your branch if part of a larger organisation)  
This includes £30,000 of advanced income. .

### 3. About Your project

- 3.1. 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. Please include outputs (what you will deliver).

Our project aims to provide a safe environment for young, vulnerable people, who may have additional needs and other wellbeing issues; giving them an opportunity to try out, new activities and, hopefully, develop them into lifelong hobbies, interests and skills. These young people will be identified by outside organisations as young people who may benefit from working with different services and staff with different skills set to help tackle at an early stage young people who could be at risk of low mood. We will have an intensive youth support worker as well as a trained counsellor on hand for support and to steer group in a positive manner.

We will provide 10 sessions where a particular emphasis will be given to the importance of physical and mental health, with a variety of activities, which will encourage and foster positive physical and mental wellbeing, promote healthier living and behaviors and seek to support and guide the young people in taking steps in achieving a better future.

Our sessions will include an individual check in to ensure our young people can off load any issues before our session start. Our sessions will consist of a variety of activities such as; art as a therapy, yoga, meditation, golf, team building, problem solving, dance, flower arranging, running. We will leave some sessions un-planned, to ensure our group members can have a voice and make decisions and choices for themselves in regard to what activities the group will benefit from. We will invite in guest speakers to motivate, support and guide our young attendees,

We would expect as the course progresses an increase in confidence, self-esteem and thus in turn an increase in positive mood. We would hope that relationships will form amongst our clients and this will encourage them to support each other looking forward.

We will educate our young people to recognize support systems that will encourage improved mental health thus providing potential solutions. We will share the importance of seeking help and support when feeling vulnerable and educate them to look at strategies that can help when they get early indicators that they are starting to feel anxious or their mood is changing. We want mental health to be discussed recognized and not something to be embarrassed about. We want empowered young people who are better equipped at dealing with their emotions and who are able to socialize with form relationships with their peers and be valued members of our community.

Maximum 300 words

- 3.2. How does your project contribute towards the council's Families and Communities Strategy and Families and Communities Approach? Please refer to guidance and reference both in your answer.

Our project will contribute by producing a more resilient set of young people who at their first port of call will be supported close to home. There has been an identified gap in service that families in our community feel strongly needs addressing. Different local organisations/groups will bring different skills to the project that our young will benefit from. Some of the activities such as yoga,



meditation and mindfulness can be practiced at home as a self- help therapy with others in the family. We will invite parents along to some of our sessions so they can support their young and encourage practicing at home what they have learnt. We will encourage parents and their young to look at continuing any interest that they develop and possibly help them to set up their own group going forward or find a local group that they could join. Early intervention with self-help and community based solutions will contribute to stronger communities. The decision on what sessions will be held will be agreed with our young people so they help to shape the course. Working with and including the wider family is important for understanding needs and supporting each other to take next steps.

Maximum 300 words

- 3.3. How many people will benefit from your project (on a weekly, monthly or annual basis) and how? Please include outcomes (how your project will benefit the people who are involved in it) and how you will collect evidence of this.

One course will run for 10 sessions over 10 weeks targeting 12 young people to attend.

We would like to run 3 courses in total over 12 months. So we would aim to engage 36 young people.

Some of our sessions we will invite parents and carers along too, we would aim for 18 parents/carers to engage at some point with our programme.

Total 54 people engaging.

#### Outcomes

Some of the young people that attend the earlier projects will be asked to volunteer on later projects. This will enable us to continue to work with them and give them a sense of worth and responsibility. We will have adult volunteers who are service users of our adult signpost. We will encourage and support them to develop skills and support them to attend training to ensure we up skill them.

Those that we feel would benefit from further engagement we would invite back to participate in bespoke add on sessions to meet smaller group needs or their individual needs.

We would anticipate an increased sense of worth, belonging and increased confidence and motivation. Improved communication and better equipped young people who are more open about their feelings and more conscious of their emotions. Who will be better equipped to self-help themselves. We would like to see positive relationships form on the course that going forward can be used as another support system. Our young will be educated to speak up when they are feeling vulnerable and will be made aware of other network or services that may help them during difficult times.

When our course begins we will create student profiles for each of our users - noting their personalities, wellbeing difficulties and create some wellbeing goals that we believe our students can achieve. This will be an important indicator of where our young people start on their journey with us and, by the end of our sessions, we can clearly identify the progress made.

We will ask for feedback from both parents and students whilst our project is in process and at its conclusion. This is to ensure we were attaining the core goals and values of our project, to inform and include the young people's parents in our project, but most importantly to give the students and their parents an opportunity to shape the project they were a part of.

Maximum 300 words

3.4. Are you working with any other organisations/groups on this project? Yes  
/ No

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

Suffolk County Council supply staff to help deliver sessions/Specialist Youth Worker

Haverhill Town Council supply staff to help deliver sessions and facilities to operate out of.

School Counsellor-support sessions and produce handouts

One Haverhill Partnership- staff to help write session plans deliver and write and coordinate project

Suffolk mind -delivery

Haverhill flower club-delivery

Haverhill running club-delivery

One life Suffolk-delivery

Royal horticultural society-delivery

Abbey croft leisure-delivery

Foxy art-delivery

Mindfulness by Teresa-delivery

Yoga -delivery

Maximum 150 words

3.5. What evidence do you have that there is a need for this project? Please include sources of evidence, including any public/user/community consultation and research you have carried out.

We initially rolled this project out for 16-24 year olds, with a grant from SCC. It was agreed there was a gap in service for YP who were not engaging and needed to be supported in a safe environment where they could socialize and develop their confidence skills. After local media coverage we were inundated with calls from parents/grandparents/carers

asking us to provide a similar service for 13-16 year olds. They felt strongly that this was much needed to ensure early intervention. We then spoke to school nurses/counsellors, who made us aware of a waiting list of those who desperately need support, and who would benefit from this type of project.

*It is believed that 1 in 6 young people experience anxiety problems and 1 in 10 experience a mental health problem such as depression.*

Our project is one that has been proven a success track record, with positive feedback from young people and their parents, who have noticed a significant boost in self-esteem and confidence.

With services being situated in Bury St Edmunds/Cambridge - accessible only to those who can travel, it is essential that we are offering something more local. Haverhill is in a deprived area that would greatly benefit from any additional support available.

Maximum 200 words

- 3.6. How has the project been developed out of the community's desire to improve the lives of local people? What role have users and/or the community had in developing this project?

SignPost arose from the recognition, by organisations in Haverhill, of the need to be engaging with young adults (16-24 years), with wellbeing difficulties. Development of the project specifically included service users; they helped us to shape the direction of SignPost, were responsible for designing our logo and created a Twitter account. When local media covered our project, parents, carers and grandparents contacted us, stating, passionately, the importance of engaging and supporting younger people (13-16 years). Some explained how their young people rarely socialized and were isolated - trapped in their own homes. Local groups offered activities for us at a very discounted rate, or even complimentary, as they shared the aspirations of our project and wanted to give something back to the community that they live in.

When SignPost started, we used volunteers to design, or adapt, worksheets on a variety of relevant subjects, such as recognising emotions and feeling positive, so that our users could learn beneficial wellbeing and life skills. We also strongly believed that our young people should dictate what activities they wanted to partake in and so we purposely designed more opened ended sessions; these helped to improve the engagement and direction of our programme.

Maximum 200 words

## 4. Timescales and sustainability

- 4.1. When will your project start and end? (the period for which you are asking the council for funding)

Start date

End date

- 4.2. If this is an ongoing project, how will it be funded and supported after the end of the grant period?

We will look to develop the skills of some of our users, should they have the confidence and natural aptitude - encouraging them to become volunteers/mentors for future sessions; consequently, we would hope that some supervised sessions may be rolled out by our staff/volunteers using their own experience and skills, with the potential of a small contribution, by our users, being made to support the project. Additionally, we will look into further developing, and strengthening, reliable relationships with outside individuals and activity providers, so that they might support our future projects.

Maximum 150 words

## 5. Funding request and budget

- 5.1. Which years are you applying for funding for? Please delete as applicable

<b>2018/2019 X</b>	2019/2020
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- 5.2. What is the total cost of the project? (project costs only, not for your whole organisation and not just the funding you are requesting)

**£10965**

- 5.3. Please provide a full breakdown of the total cost of this project, including VAT if applicable. Please only include direct expenditure for this project.

Item	Amount
<b>Staff and volunteers</b> (including roles, hourly rates and NI/tax contributions where applicable)	Per session
Youth Skills Manager One Haverhill/Town Council wage £15.50ph	£46.50 (46.50x10 sessions £465)
Session 2 hours and 1 hour admin and development of the course	£35.00 (35x10sessions £350)
Intensive Youth Support Worker Suffolk County Council £17.50ph	£18 (18x10sessions £180)
Session 2 hours	£45 (45x10 sessions £450)
Volunteer Junior £4.50ph x 2 Volunteers x 2 hours	

<p>Volunteer Adult £7.50 x 2 Volunteers x 2 hour session 1 hour admin</p> <p>Counsellor £30 ph x 2 hour sessions</p> <p>We would like to run 3 courses throughout the year = 2055 x 3 courses = <b>6165</b></p>	<p>£60 (60x10 sessions £600</p> <p>Total wage per session £205.50 (205.50x10 sessions £2055)</p>
<p><b>Overheads</b> (including items such as venue/office costs, utilities, back office services, insurance)</p> <p>Venue £10 per hour</p> <p>Total 200 x 3 courses = <b>600</b></p>	<p>£20 per session (20x 10 sessions 200)</p>
<p><b>Equipment and resources</b></p> <p>Session costs to include delivery and guest speakers</p> <p>Total 1200 x3 courses = <b>3600</b></p>	<p>£120 per session (120x10 sessions 1200</p>
<p><b>Other</b></p> <p>Community transport £20</p> <p>Total 200 x 3 courses = <b>600</b></p>	<p>£20 per session( 20x10 sessions 200)</p>
<b>Total</b>	<b>£10965</b>

5.4. Please provide a full breakdown of all other funding and in-kind support\* you have secured for this project.

Item	Amount
<p><b>Funding already secured</b> (please detail funders, amounts and funding periods individually)</p> <p>Youth Skills Manager One Haverhill/Town Council wage £15.50ph Session 2 hours and 1 hour admin and development of the course</p>	<p>Funding in kind</p> <p>£46.50 (46.50x10 sessions £465)</p> <p>£35.00</p>

Intensive Youth Support Worker Suffolk County Council £17.50ph Session 2 hours  465 +350= 815 per course £815x3= <b>2445</b>	(35x10sessions £350)
<b>Volunteer contributions</b> (including estimated hours given and roles) Volunteer Junior £4.50ph x 2 Volunteers x 2 hours  Volunteer Adult £7.50 x 2 Volunteers x 2 hour session 1 hour admin  180+450=630 per course £630x3= <b>1890</b>	£18 (18x10sessions £180)  £45 (45x10 sessions £450)
<b>Equipment and resources</b> (please itemize)	
<b>venue</b> Leiston Hall Haverhill Town Council Hall £10 PH  200 x 3 = <b>600</b>  £200x3 courses <b>£600</b>	£20 (20x10 sessions) £200
<b>Total</b>	<b>£4395</b>

\*In-kind support is assistance and items you would normally expect to pay for, but which you are getting for free, such as volunteer hours or a free venue. You might find it useful to give volunteer hours a value, such as the minimum wage, or higher if you have volunteers with particular expertise it would be expensive to pay for.

5.5. What other funders have you applied to for this project but have not yet had a decision from?

Funder	Amount requested	Decision timescale
	£	
	£	
	£	

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

**2018/19** £6030

**2019/20** £

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

Funding source	Amount (£)	Reason for funding
None		
Total:		

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