

# Community Chest Application Summary 2019/2020

Forest Heath & St Edmundsbury councils

**West Suffolk**  
working together

Local Authority	SEBC
Organisation	Home Start Mid & West Suffolk
Amount Requested	<b>£9,889.85</b> (2019-2020)
Total Project Cost	£9,889.85
Match Funding	N/A
Partnerships	Children's Centres, Acorn House, local churches and schools

## Overview

Home Start gives support to families who may be struggling to cope with a variety of challenges including low self-esteem, post-natal illness, disability, isolation, the demands of parenting young children, bereavement, multiple births and preparing children and their parents with the journey to start their education. This funding is to deliver the Birth and Beyond project in the Bury St Edmunds area. This project will consist of 3 strands:

*Treasure basket* - supports parents to interact with their babies, where the baby takes the lead, the adult role is to encourage language development offering encouragement and praise.

*Story sacks* - encourages children and parents to enjoy exploring books together, this is an interactive sessions with props and fun activities for the child and parent to explore together and to give ideas on how they can expand the story into different areas of the child's learning.

*Mini Music Makers* - This is a new pilot in Bury St Edmunds. Will cater for 2 different age groups 6 months to a 1 year olds and 1 year olds to 3 years old. Encourage interaction between parent and child using music , songs props and puppets to show parents learning can be fun and enjoy celebrating what their child can achieve

## Outputs

- Treasure Basket workshops - 3x3 week course, 6 parents 6 children - 36 people
- Story Stack workshops - 3x2 week course, 10 parents 15 children - 75 people
- Mini Music Movers workshops - 6x3 week course, including both age ranges 20 parents 20 children - 120 people

## Outcomes

- Managing child behaviours and parents listening to their children
- Understanding child development
- Reducing mental health issues
- Reducing isolation
- Building self-esteem and confidence
- Coping with child mental health
- Provide the opportunity to access other home start services.

**Finances**

Income for last financial year – £338,146

Expenditure for last financial year – £304,429

**Reserves**

£89,163

**Request breakdown**

Staff and Volunteers (co-ordinator, manager) - £7,399.62

Overheads (administration, finance, levy) £1,546.23

Equipment and Resources (printing, musical instruments) - £454

Other (marketing, refreshments) - £490

**Previous Community Chest funding**

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 (SEBC) - £10,000

Community Chest, Acorn House (SEBC) - £7,454

Community Chest, Coupal Court(SEBC) - £7,454

2018-19

Community Chest St Edmundsbury - £9,600

Community Chest Forest Heath - £10,000

**Officer comments**

Supported by 1 families and communities officer



*St Edmundsbury*

CVVCV *BOROUGH COUNCIL*

Forest Heath & St Edmundsbury councils

**West Suffolk**

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## 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 Forest Heath District Council Community Chest grants scheme. If you wish to apply to St Edmundsbury Borough Council the St Edmundsbury 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.

### Privacy Notice

West Suffolk councils is a Data Controller and can be contacted at: West Suffolk House, Western Way, Bury St Edmunds, Suffolk, IP33 3YU. Tel: 01284 763233. The Data Protection Officer is Leah Mickleborough and can be contacted at the same address.

We are collecting your personal information in relation to an application for a grant supplied by West Suffolk councils. The councils administer these grants as a legitimate interest in strengthening, empowering and building resilient communities.

Your data will not be shared with third parties unless to contact other parties (specifically specialist advisors/experts and community referees) who will help the processing of this application or used for Council publicity purposes (i.e. media outlets) in relation to a successful grant, or where we are required or permitted to share data under other legislation (for example the detection and prevention of fraud).

Your data will be kept for six (6) years in line with our retention policy.

You have the right to access your data and to rectify mistakes, erase, restrict, object or move your data in certain circumstances. Automated decision making and processing is not used during this application. Please contact the Data Protection Officer for further

information or go to our website where your rights are explained in more detail. If you would like to receive an explanation of your rights in paper format please contact the Data Protection Officer.

Any complaints regarding your data should be addresses to the Data Protection Officer in the first instance. If the matter is not resolved you can contact the Information Commissioner’s Office at: Wycliff House, Water Lane, Wilmslow, Cheshire, SK9 5AF Tel: 0303 123 1113.

For further information on our Data Protection Policies please go to our website: [How we use your information’](#) or email: [data.protection@westsuffolk.gov.uk](mailto:data.protection@westsuffolk.gov.uk)

## 1. Contact Details

Organisation/lead partner name	Home-Start Mid & West Suffolk
Organisation Address	The Principal’s House, Kerrison, Stoke Road, Thorndon, Eye, Suffolk
Postcode	IP23 7JG

Organisation main email	office@homestartmidsuffolk.org.uk
Organisation main tel.	01379 678552
Organisation website	www.homestartmidandwestsuffolk.org.uk
Organisation Twitter	
Organisation Facebook	

<b>Contact Person 1 (main contact)</b>		<b>Contact person 2</b>	
Name	Amanda Jacques	Name	Angela Dennis
Position in organisation	Scheme Manager	Position in organisation	Business Manager
Daytime tel.no	01379 6785522	Daytime tel.no	01379 678552
Mobile	07540 282074	Mobile	
email	amanda@homestartmidsuffolk.org.uk	email	angela@homestatmidsuffolk.org.uk
Address if different to organisation’s		Address if different to organisation’s	
As above		As above	

Postcode		Postcode	
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## 2. About your organisation

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

Bury St Edmunds, Forest Heath and Mid Suffolk

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	7
Management team	2	Service users	
Full Time paid staff / workers	3	Volunteers and helpers (non-management)	83
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.

Families and children are at the centre of the work that Home-Start Mid & West carries out. We give support to families who may be struggling to cope with a variety of challenges including low self-esteem, post-natal illness, disability, isolation, the demands of parenting young children, bereavement, multiple births and preparing children and their parents with the journey to start their education. 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". Children's educational needs becomes a low priority for these parents resulting in their children not prepared for starting school. This has a huge impact on the children's mental health, wellbeing and potential.

Our ethos is to help families to set their own goals, beginning by identifying their current strengths, deciding what they would like to achieve in the future and working together to achieve 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, and in turn reduces the impact of these difficulties on the children We work to strengthen families by helping parents to help themselves: to become happier, more confident parents, fully engaged with their children.

We have increased our capacity to support families over the last three years by 52% to meet the needs and demand in our areas.

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? Yes  
(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).

This funding is to deliver our Birth and Beyond project in Bury St Edmunds area. From discussions with families and other professionals, who we already support or work with in Bury St Edmunds, they have requested we deliver this project in this area as they feel there are a lack of services and groups for the under 5's. We have carried out some research, the feedback is we have a high number of families who children are struggling with their language skills and parents do not seem to understand the importance of playing and communicating with their child from

babies upwards. We feel the sessions will support the children's learning and encourage developing of skills in preparing them to start school. We are looking to expand our work in Bury and feel this project will be a great way to engage parents, to build trusting relationships with Home-Start staff and volunteers so that they are more confident in asking for support and to have a smooth transition into accessing our home visiting services if needed. This project will consist of 3 strands:

**Treasure basket** - supports parents to interact with their babies, where the baby takes the lead, the adult role is to encourage language development offering encouragement and praise.

**Story sacks** - encourages children and parents to enjoy exploring books together, this is an interactive sessions with props and fun activities for the child and parent to explore together and to give ideas on how they can expand the story into different areas of the child's learning.

**Mini Music Makers** - This is a new group, which we would like to pilot in Bury St Edmunds. This group will cater for 2 different age groups 6 months to a 1 year olds and 1 year olds to 3 years old. The aims of this groups is to encourage interact between parent and child using music , songs props and puppets to show parents learning can be fun and enjoy celebrating what their child can achieve

These sessions will be delivered during all the school term times. We plan to deliver them in Children Centre's, Schools and community venues.

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 Birth and Beyond project supports three of the Councils Families and Communities Strategy Approaches:

Outcome 1 Safe place – our groups gives the parents and children a safe non-judgmental group where they can feel at ease in and are able to relax and enjoy their child’s learning. They are able to learn about their child’s development and the important role that they play within this.

Our groups bring the community together and gives parents and children opportunities to form friendship and give them the sense of belonging, that they are not alone and can access other support if needed.

Outcome 2 –our work recognizing that everyone is different and we work very hard to deliver a service that meets everyone needs. We see people as individuals and we will adapt our sessions to meet the needs of the families attending. Our aim of our sessions are to build parent and children confidence , self-esteem , self-worth and celebrate their strengths, cultures and support them to address any needs they feel they have .

Outcome 3 –Within our groups, we offer a nurturing environment, where children and parents emotional needs are meet with practical support.

Families can self-refer in to our home visiting service themselves or the group leader with the consent of the parents can make a referral. Our service offers a holistic approach where we build trusting relationships with the families to enable us to understand their individual needs

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.

These sessions will be run over the course of the 2 years within Bury St Edmunds.

**Treasures Baskets** will be offered three times a year and each course will be for 3 weeks. Each course will aim to reach 6-8 parents and their babies under the age of 1 years old –benefits 6 parents 6 children x 3 course =36

**Story Sacks** will be offered three times a year and each course will be for 2 weeks. Each course will aim to reach 10 parents and their children under the age of 4years  
Benefits – 10 parents 15 children x 3 courses = 75 (some parents could bring 2 children )

**Mini Music Movers** – will be offered 6 times a year to 8-10 parents and each course will be for 3 weeks. The course will be divided in to two age group

Babies up to 1 year and their parents x 3 course

1year to 3rs with their parents x 3 courses.

Benefits – babies group 10 parents 10 babies x 3 course =60

Preschool group 10 parents 10 children x 3 weeks =60.

Our outcomes will be for this project

- Managing children behaviors and listening to their children



- Understanding child development
- Reducing mental health issues
- Reducing isolation
- Building self-esteem and confidence
- Coping with child mental health

We will be measuring these outcomes using our scaling system. Parents score themselves from 0-5 with Zero being meaning they are not coping and five that they do not need any support, these score will be revisited within the family reviews.

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.

Three Bury St Edmunds Children Centre's, Acorn House, local Churches and Schools - we will advertise these courses within these Centre's so their clientele can access our services as well as promoting on our website page, Facebook and Instagram. The Children Centre's in Mid Suffolk and Forest Heath have offered us free venues and advertising for our groups in their programme so we are hoping the same will happen in Bury.

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 we have for this project is feedback from the Children Centre's within the Bury area, as they have asked if we can run these sessions in their area as they have heard of the success of these groups in the Forest Heath area. We are already fully booked for the courses running in September 2018 in Forest Heath.

Feedback from our home visiting service, parents is that they feel isolated and would benefit from meeting other parents in the 'same boat' as them and parents who attend our parent and child groups have asked for these sessions.

The projects we have run within Forest Heath and Mid Suffolk have been very successful and the feedback from parents attending has been they have learnt a lot about communicating with their child, playing is such fun and I really enjoy spending time with my child.

At the beginning of each course, we ask the parents to fill in a simple questionnaire on what they hope to get out of the course and at the end an evaluation form of what they have learnt. The feedback has been very positive, the word has got around in West Suffolk about these courses, and the Bury Children Centre's have asked if we can deliver them from the Bury Centres.

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?

This project was first developed out of Raising the Bar money 2016 and since then the project expanded into to Newmarket, Brandon Mildenhall and Lakenheath, as well as 4 areas in Mid Suffolk.

From offering the service within these areas it has become very popular due to word of mouth from parent to parent and from other professionals who we have promoted this project with. We have extended the project to deliver our new Mini Music movers. This group has evolved from evidence received from our parent and child groups that parents are not using singing and action songs in their child's development, and sadly, the young generation do not know nursery rhymes so we felt this course would show parents how singing and musical movement helps develop language but also gross and fine motor skills. This project also is a gateway for parents to build their confidence to attend other local groups, make new friends and get peer support and to build trusting relationships with Home-Start to feel confident to ask for further support.

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 and West Suffolk are very proactive and creative in seeking funding to continue any project or group work we have provided. Over the last 3 years we have secured funding to keep all our groups open and have developed supporting volunteers to run certain groups with a family coordinator's overseeing the role so that we continue to offer a high quality service to our service users.

Maximum 150 words

## 5. Funding request and budget

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

2019/2020	Yes
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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.

<u>Item</u>	<u>Amount</u>
<b>Staff and volunteers</b> (including roles, hourly rates, NI/tax contributions and expenses where applicable)	
Family Support Coordinator to prepare and facilitate sessions 423 hours @ £13.49 per hour	5,706.27
Family Support Coordinator Mileage 1800 miles @ 45p per mile	810.00
Scheme Manager to manage project, oversee staff and meet with partners 45 hours @ £16.63 per hour	748.35
Scheme Manager Mileage 300 miles @ 45p per mile	135.00

<b>Overheads</b> (including items such as venue/office costs, utilities, back office services, insurance)	
Administration- registration, data collection and monitoring 52 hours @ £10.86 per hour	564.72
Co-ordinator for monitoring- MESH impact assessment 28 hours @ £13.49	377.72
Finance Manager- financial and management accounting 24 hours @ £17.06 per hour	409.44
Home-Start Levy charged at 2% of grant income	194.35
<b>Equipment and resources</b>	
Paper and printing	54
Musical Instruments for Mini Music Makers 0-1 and 1-3 age groups	400
<b>Other</b>	
Marketing- fliers and sign posting information	400
Refreshments	90
<b>Total</b>	<b>£9,889.95</b>

5.4. Please provide a full breakdown of all other funding you have secured for this project.

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

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
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	£	
	£	
	£	

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

<b><u>Item</u></b>	<b><u>Amount</u></b>
<b>Volunteer contributions</b> (including estimated hours given and roles)	
<b>Equipment and resources</b> (please itemise)	
<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.

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

**2019/20**       **2020/21**

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>
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2016-17		
Community Chest, St Edmundsbury	13,250	Community support services in home visiting and group work including delivery of specific projects to target the needs in the community.
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	
2018-19		
Community Chest St Edmundsbury	9,600	Home-visiting and group in Haverhill Birth & Beyond Project in Forest Heath
Community Chest Forest Heath	10,000	
<b>Total:</b>	101,376	