

# Community Chest Application Summary 2019/2020

Forest Heath & St Edmundsbury councils

**West Suffolk**  
working together

Local Authority	SEBC
Organisation	Bury Drop In
Amount Requested	<b>£12,288</b> (2019-2020) <b>£12,228</b> (2020-2021)
Total Project Cost	£52,576 (£26,288 p.a.)
Match Funding	Secured for 2019/2020: Comic Relief (Via Suffolk Community Foundation) £5000 James Hopkinson, Hopkinson Homes £2000 Contribution from organisation's own funds £6000 In kind donations – 156 volunteer hours
Partnerships	Work closely with: SEBC Rough Sleeper Prevention Team NHS Health Outreach Anglia Care Trust Turning Point Department of Work and pensions Probation Service Citizen Advice Bureaux Terrance Higgins Trust GYROS Leonard Cheshire Disability CAP (Christians Against Poverty) Outside the Wire Mencap Emmaus Realised Futures Theatre Royal Bury St Edmunds (Writing Project with guests)

**Overview** Bury Drop In (BDI) was set up to provide food and support to homeless and vulnerable people in Bury St Edmunds. BDI opens each Tuesday and Thursday at Trinity Methodist Church, Brentgovel St, Bury St Edmunds and provides a free meal, support and links to agencies who can provide advice and assistance to guests. At present, the weekly number of vulnerable people attending and benefiting from the Drop In sessions are:

Tuesday – 65 -70

Friday – 65 - 75

The primary beneficiaries are homeless and vulnerably housed people in Bury St Edmunds and surrounding areas, with secondary beneficiaries being vulnerable people including those with mental health conditions.

Bury Drop In is requesting funding for a part time paid Project Coordinator to support the volunteer Trustees and management board and our team of trustees.

The demand for the Drop In's services has increased to the point that a paid role is required to provide general management and co-ordination including leading on:

- Volunteer recruitment, retention, support and training

- Volunteer rota's and role descriptions
- Management of food and other donations, including storage and distribution
- Financial management
- Fundraising including a fundraising strategy
- Forward planning including expansion to own premises
- Health and Safety and Safeguarding designated officer
- Ensuring policies and procedures are comprehensive, up to date and adhered to
- Evidence gathering, quality assurance and reporting

Part of the role of the Project Co-ordinator will be to develop and deliver against (with the support of Trustees and managers) a fundraising strategy to make the role partially self-sustaining in Year 2 and fully self-sustaining after the two year funding period.

### **Outputs**

The Drop In will benefit a minimum of 120 homeless and vulnerable people per week.

Outputs over the year:

- 15 volunteers recruited and trained
- 8,500 meals provided

### **Outcomes**

- 90% of guests referred to a supporting agency
- 95% of homeless/vulnerably housed guests improving their housing situation
- 70% of guests stating an improvement in physical health
- 35% of guests accessing a training or employment opportunity

To build and nurture positive relationships between guests, volunteers and agencies.

To identify a bespoke package of support and advice built on the guest needs and aspirations to move their lives forward.

To develop guests self-esteem and self-worth.

### **Finances**

Income for last financial year - £27,057

Expenditure for last financial year - £16,675

### **Reserves**

£14,190

### **Request breakdown**

Project Co-ordinator salary @ £24,000 FTE - for 30hrs per week - £19,200

Employer NI contributions @ 11% - £2,024

Pension @ 5% - £920

Training and expenses - £1800

Office costs - £994

Contribution to insurance and payroll costs - £550

IT equipment and office sundries - £800

**Previous Community Chest funding**

N/A

£3,420 from other SEBC funding covering years 2016-2018.

**Officer comments**

Supported by 2 families and communities officers

## Community Chest 2019/2020

### Initial Clarification Questions

<b>Local Authority</b>	SEBC
<b>Organisation</b>	Bury Drop In
<b>Date contacted</b>	04.10.18
<b>Spoke with</b>	David Bonnett

#### Queries:

- Clarify total cost of project. There is a £1000 shortfall in year 1.  
Total cost £26,288  
Requested from community chest £12,288  
Other funders £13,000
- Shortfall: £1000

#### Responses:

Clarify total costs of project	The £1000 shortfall will be covered by current funds held by Bury Drop in.
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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 St Edmundsbury Borough Council Community Chest grants scheme. If you wish to apply to Forest Heath District Council the Forest Heath 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	Bury Drop In
Organisation address	Office B Hoste House Whiting Street Bury St Edmunds Suffolk
Postcode	IP33 1NR

Organisation main email	<a href="mailto:burydropin@btconnect.com">burydropin@btconnect.com</a>
Organisation main tel.	07703 466918
Organisation website	<a href="http://www.burydropin.org/">http://www.burydropin.org/</a>
Organisation Twitter	n/a
Organisation Facebook	Bury Drop In

Contact Person 1 (main contact)		Contact person 2	
Name	David Bonnett	Name	Di Ruddock
Position in organisation	Chief Executive	Position in organisation	Secretary
Daytime tel.no	01284 754457	Daytime tel.no	01359 270731
Mobile	07703 466918	Mobile	07919 193921
email	<a href="mailto:davidfbonnett@aol.com">davidfbonnett@aol.com</a>	email	dimrudd@aol.com
Address if different to organisation’s		Address if different to organisation’s	

Bethany Bridewell Lane Bury St Edmunds		2 Mouse Lane Rougham Bury St Edmunds Suffolk	
Postcode	IP33 1RE	Postcode	IP30 9JB

## 2. About your organisation

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

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

Registered charity <input checked="" type="checkbox"/>	Charity number: 1165258
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	8	Management Board	12
Management team	4	Service users	220 +
Full Time paid staff / workers	0	Volunteers and helpers (non-management)	71
Part Time paid staff / workers	0		

When did your organisation start?

Year

2015

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.

Bury Drop In (BDI) was set up to provide food and support to homeless and vulnerable people in Bury St Edmunds.

BDI opens each Tuesday and Thursday at Trinity Methodist Church, Brentgovel St, Bury St Edmunds and provides a free meal, support and links to agencies who can provide advice and assistance to guests. At present, the weekly number of vulnerable people attending and benefiting from the Drop In sessions are:

Tuesday – 65 -70

Friday – 65 - 75

The primary beneficiaries are homeless and vulnerably housed people in Bury St Edmunds and surrounding areas, with secondary beneficiaries being vulnerable people including those with mental health conditions.

The aims and objectives of BDI are: -

To provide a safe, secure and friendly atmosphere for those in need, to find healthy, nutritious meals. To ensure that all the guests who attend have the opportunity to discuss their circumstances with a relevant agency to ensure that they are directed to the best place to receive the help they need.

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

£27,057

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

£16,675

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)

£14,190

### 3. About Your Project

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).



Bury Drop In is requesting funding for a part time paid Project Coordinator to support the volunteer Trustees and management board and our team of trustees. The demand for the Drop In's services has increased to the point that a paid role is required to provide general management and co-ordination including leading on:

- Volunteer recruitment, retention, support and training
- Volunteer rota's and role descriptions
- Management of food and other donations, including storage and distribution
- Financial management
- Fundraising including a fundraising strategy
- Forward planning including expansion to own premises
- Health and Safety and Safeguarding designated officer
- Ensuring policies and procedures are comprehensive, up to date and adhered to
- Evidence gathering, quality assurance and reporting

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 project contributes towards the Families and Communities Strategy by providing support, sustenance and assistance to some of the most vulnerable members of St Edmundsbury's society. This assistance, and the guidance offered by partner agencies often prevents emergencies and helps individuals to help themselves, reducing the demand on crisis services.

The project contributes towards the Families and Communities Approach by:

**A Safe Place:** BDI provides a safe place for vulnerable people to come, receive sustenance and support and explore their next steps. Sessions are supervised and unacceptable behavior is dealt with via a ban from the sessions for a fixed term so guests know they are at reduced risk once they are here. Access to support services, including for mental health and wellbeing issues is provided and all support and companionship is non-judgemental.

**Recognising Individuals:** BDI works with individuals, recognising their unique attributes and seeking to build on these at their own pace. The volunteers seek to develop guests' self esteem and self worth by listening to them and valuing their views and contributions. This is the main reason attendees are called 'guests' rather than 'service users' or similar.

**Understanding Relationships:** BDI seeks to build and nurture positive relationships between the guests and volunteers and also agencies. By reaching out to the guests in 'their' space where they feel comfortable, a positive equal start is made which opens the door for trusting, beneficial relationships.

**Encouraging Agency:** a key focus of the Drop In is 'Progression'. Each guest, when they are ready, receives a bespoke package of advice and support built on their needs and aspirations to move forward with their lives. This includes identifying and engaging with the agencies that can help them as well as looking at employment and training possibilities.

**Developing Vision:** the overarching aim of BDI is to help guests move on from their current circumstances to a safer and more fulfilling life. By treating guests with respect and as experts in their own lives, by linking them with agencies and exploring future possibilities, guests can build their aspirations and start to work towards where they want to be.

Maximum 300 words

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 the Drop In to benefit a minimum of 120 homeless and vulnerable people per week.

We anticipate the following outcomes per year:

- 15 volunteers recruited and trained
- 8,500 meals provided
- 90% of guests referred to a supporting agency
- 95% of homeless/vulnerably housed guests improving their housing situation
- 70% of guests stating an improvement in physical health
- NK% of guests stating an improvement in mental health/wellbeing
- 35% of guests accessing a training or employment opportunity

We will collect this evidence via guest feedback questionnaires and progression records, evidence from volunteers and case studies.

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 work closely with St Edmundsbury Borough Council's Rough Sleeper Prevention and Support Workers to provide support and guidance to our guests. We are also supported by the Families and Communities locality officer.

We work closely with a number of agencies who attend our sessions to provide information, advice, guidance and assistance to our guests. These include:

- NHS Health Outreach
- Anglia Care Trust
- Turning Point
- Department of Work and pensions
- Probation Service
- Citizen Advice Bureaux
- Terrance Higgins Trust
- GYROS
- Leonard Cheshire Disability
- CAP (Christians Against Poverty)
- Outside the Wire
- Mencap
- Emmaus
- Realised Futures
- Theatre Royal Bury St Edmunds (Writing Project with guests)

We also work with local food providers to prevent food waste, including M&S, Tesco, Greggs & Nandos and with the Salvation Army to make the best use of donated clothes. We are also a member of the St Edmundsbury Food Group Alliance, a group of food re-use organisations coming together to work for community benefit.

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.

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 Bury Drop In was born of the community's desire to do something for homeless and vulnerable people in the town of Bury St Edmunds. Members of the church community came together and started providing small meals one lunchtime each week, with friendship and support.

As the Drop In has grown, what is provided during each session is led by our guests. From the type of food to the agencies we invite and the areas of each individual's life they wish to focus on, we take our lead from them. One of the initial aims of the Drop In was that we would be a Signposting Service enabling us to facilitate the meeting of those in the community who need assistance with this who can supply the help required or info, point the guest in the right direction.

We have been instrumental in getting a great percentage of the guests who come to our sessions, in contact initially with the Rough Sleeper Prevention Team and then on off the streets to perhaps a short or long term hostel place. The aim always being to find secure long term housing for the guests

Developing alongside the twice weekly sessions, the Drop In Choir was formed 12moths ago to give guests and volunteers an opportunity to come together in an informal way and sing. Under the direction of Sheila Mitchell, a retired Opera Singer, the choir meets once a week for practice and has had a number of engagements, promoting the work of the Bury Drop In and highlighting the issue of Homelessness. It is planned to visit an international conference Manchester in November where the Bury Drop In Choir will represent a Rural Street Choir.

#### 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

01/04/2019

End date

31/03/2021

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

Part of the role of the Project Co-ordinator will be to develop and deliver against (with the support of Trustees and managers) a fundraising strategy to make the role partially self-sustaining in Year 2 and fully self-sustaining after the two year funding period. We expect funding to be sources from:

- Grant-giving trusts and foundations including those administered by Suffolk Community Foundation and larger funds including Lottery, Henry Smith and Esmee Fairbairn
- Corporate sponsorship and 'charity of the year' funds including large local employers
- Individual giving including via churches and the general public
- Local and national government funds and potentially tenders, in partnership with other organisations

We are also founding members of the 'alternative giving' scheme in Bury, where individuals are asked to donate to organisations rather than people begging. We expect to start to receive income from this next year.

#### 5. Funding request and budget

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

2019/2020

2020/2021

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)

£26,288 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.

<b>Item</b>	<b>Amount</b>
<b>Staff and volunteers</b> (including roles, hourly rates, NI/tax contributions and expenses where applicable)	
Project Co-ordinator salary @ £24,000 FTE equivalent for 30hrs per week	£19,200
Employer NI contributions @ 11%	£2,024
Pension @ 5%	£920
Training and expenses	£1,800
<b>Overheads</b> (including items such as venue/office costs, utilities, back office services, insurance)	
Office Costs (% of hire of office @ United Reformed Church)	£994
Contribution to insurance and payroll costs	£550
<b>Equipment and resources</b>	
IT equipment and office sundries	£800
<b>Other</b>	
<b>Total</b>	<b>£26,288 per year</b>

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

<b>Item</b>	<b>Amount</b>
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<b>Funding already secured</b> (please detail funders, amounts and funding periods individually)	
Funding secured for 2019/2020:	
Comic Relief (via Suffolk Community Foundation)	£5,000
James Hopkinson, Hopkinson Homes via Suffolk Foundation	£2,000
Contribution from organisation's own funds	£6,000
<b>Total</b>	<b>£13,000</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
	£	
	£	
	£	

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

<b>Item</b>	<b>Amount</b>
<b>Volunteer contributions</b> (including estimated hours given and roles)	
Recruitment, induction, supervision and training of Project Coordinator by Trustee/Management volunteer team @ average 3hrs p.w. = 156hrs @ £7.83 (minimum wage)	£1,221.48
<b>Equipment and resources</b> (please itemise)	
Office equipment and resources (incl. printers/copiers, utilities)	£600 (estimated)
<b>Other</b>	
<b>Total</b>	<b>£1,821.48</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**    £12,288    **2020/21**    £12,288

<b>Funding Source</b>	<b>Amount (£)</b>	<b>Reason for funding</b>
St Edmundsbury BC Locality Budget funding 2017-18	£2,400	Office equipment
2016-17	£1,020	Storage facilities
<b>Total:</b>	<b>£3,420</b>	

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?