

Community Chest Application Summary 2019/2020

Forest Heath & St Edmundsbury councils

West Suffolk
working together

Local Authority	SEBC
Organisation	REACH Community Projects
Amount Requested	£9,360 (2019-2020) £9,360 (2020-2021)
Total Project Cost	£50,364 (£25,128 pa)
Match Funding	In kind support to the value of £15,822 pa. Funding to support moving towards a self sufficient organistaion: LMK Foundation £7,034 Power To change £15,000 pending Suffolk Community Foundation £4000 pending
Partnerships	Suffolk County Council and The Trussell Trust

Overview

REACH Community Projects exists to tackle poverty in Haverhill and in rural St Edmundsbury. REACH stands for 'Restore, Encourage, Action in the Community and Hope'. REACH aims to uncover and resolve the root issues of the people it sees and lift them out of poverty, restoring dignity and reviving hope.

This is achieved 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 counselling, 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 (www.acts435.org.uk)

Funding would enable REACH to launch its first social enterprise. The project would be to set up an online retail offering in the first instance and we are ambitions to grow towards a physical retail offering locally. This will be a step towards REACH becoming more sustainable.

Outputs

- Social Enterprise Manager on an 18 hour a week part time contract
- 10 employment opportunities
- 10 regular volunteers initially supported by the Social Enterprise Manager
- REACH will support more individuals and families in need.

Outcomes

- 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. Enables people to increase their sense of self-agency and through improving their confidence and self-esteem.
- 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
- Support the creation of stronger communities as employed staff and volunteers will work together to support each other and not require additional costly intervention from publicly funded services.

Finances

Income for last financial year - £75,074

Expenditure for last financial year - £71,779

Reserves

£7,396

Request breakdown

Staff and Volunteers (Social enterprise manager, management and supervision time, employees) - £18,832

Overheads (rent, phone, internet, IT support, insurance) - £4,700

Equipment and Resources (tablet, laptop) - £600

Other (training, printing and marketing resources) - £1,050

Previous Community Chest funding

SEBC community chest 2018/19 & 2019/20 £10,000 per annum for the Foodbank

SEBC community chest 2015/16 2016/17 £5,000 per annum to the foodbank

Officer comments

Supported by 2 families and communities officers

Community Chest 2019/2020

Initial Clarification Questions

Local Authority	SEBC
Organisation	REACH
Date contacted	04/10/18
Spoke with	Henry Wilson

Queries:

- Confirm start date of project.
- Clarify total cost – is £25,182 pa? minus the in kind = £9360
- Where does match funding fit in? £26,034

Responses:

Confirm start date	Project to start April 2019 not Jan 2019 as state in application
Clarify Total cost	Total cost stated was per annum. Actual total cost of project is £50,364.
Match Funding	Match funding for this project is £15,822 per annum via in kind donations. Other matched funding in the application is for phase 1 of this project and not related to this phase 2 application.



St Edmundsbury
BOROUGH COUNCIL

Forest Heath & St Edmundsbury councils
West Suffolk
working together

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:
families.communities@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

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	Netta Record
Position in organisation	Projects Director	Position in organisation	Office Manager
Daytime tel.no	01440 712 950	Daytime tel.no	01440 712 950
Mobile	07710 618951	Mobile	07471 730731
email	henry@reach-cp.org	email	netta@reach-cp.org
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 Council and Suffolk County Council

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"/>	

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

Trustees	4	Management Board	4
Management team	5	Service users	2,000
Full Time paid staff / workers	2	Volunteers and helpers (non-management)	85
Part Time paid staff / workers	5		

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 (www.acts435.org.uk)

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)
- 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? (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)

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 this funding to enable us to launch our first social enterprise. The project would be to set up an online retail offering in the first instance and we are ambitions to grow towards a physical retail offering locally.

The objectives for the project are:

1. Enable us to create a sustainable income (reducing our 64% grant dependency)
2. Enable us to create employment and employment based volunteering roles to support our clients to increase their employability, confidence and self esteem.
3. Capitalise on our wide support base locally by providing opportunities for local supporters to donate goods for us to sell.

We would like to apply to the Community Chest to support us in taking on a Social Enterprise Manager on an 18 hour a week part time contract, the funding would allow us to appoint someone specifically to develop our social enterprise offering.

Our long-term aim is that the entire surplus raised through our trading activities will support our other work with individuals and families who need support to move them out of poverty permanently. We think that through our trading activities we could create up to 10 employment opportunities for individuals who might be described as furthest from the mainstream employment market.

We would have 10 regular volunteers initially supported by the Social Enterprise Manager, the volunteers will be a combination of our clients and current volunteers base and they would be working together to set our REACH online store.

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.

REACH have 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.

We believe that our Social Enterprise trading activity would contribute towards the Families and Communities Strategy enabling people to gain good employment paid the national living wage (£8.45 p/hour) and working for us would enable these individuals not to be claiming benefits in the long term. The project will support the creation of stronger communities as employed staff and volunteers will work together to support each other and not require additional costly intervention from publicly funded services.

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 anticipate that within the social enterprises on a weekly basis 10 volunteers will work on the project and these 10 volunteers along with the Social Enterprise Manager will generate additional income that will enable REACH to work with more individuals and families in need of our other services such as the Foodbank or our REACH into the Community.

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 working in partnership with Suffolk County Council and The Trussell Trust to explore how this area of new work for REACH might work out.

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 talk regularly to our clients that use our other services, many of them are looking for employment opportunities with meaning. Our project will begin to make this a possibility. We have volunteers already working with us who have expressed that they think there is a demand for an employment-based project similar to the proposed in this application.

In the last year we have worked with and supported over 2000 individuals in need of support and this project will meet a need that we have identified for both our client group and the need for REACH to become sustainable in the long term.

Many of our existing supporters and volunteers are constantly offering us items that they wish to give to a good cause and our social enterprise model would turn these offers into an income generating opportunity.

We know there a need for this project within our town after over 10 years of working in the area. Debt related problems and poor money management skills lie at the heart of many of the issues, our social enterprise project will creating meaningful employment opportunities that will work alongside our other services in supporting our clients to escape poverty.

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 clients who use our service have expressed how difficult it is to secure decently paid stable employment and we hope our social enterprise will support this in a small but positive way.

As an organisation we know that REACH needs to become more sustainable and diversify our income streams in order to continue our core work supporting individuals and families out of poverty and we think that our trading activities will provide a great opportunity to provide employment opportunities primarily, but secondary to that enable us to become more self – sustaining.

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

01/01/2019

End date

01/01/2021

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

Our ambition is that this new area of our work will generate surplus income for REACH Community Projects. In the long term it won't require ongoing funding grants, this will support our work creating further employment opportunities for our client group. As the project grows and generates further traded income it will eventually employ more people that otherwise would struggle to find their way back into the mainstream jobs market.

Maximum 150 words

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)

£25,182

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
Staff and volunteers (including roles, hourly rates, NI/tax contributions and expenses where applicable)	
Social Enterprise Manager (18 hours a week, £8.45 p/hour, 52 weeks of the year + 20% on-cost pension, NI, PAYE)	£8,760
Management and Supervision time (2 hours p/week @£12.34 P/hour)	£1,284
10 Volunteers working minimum of 2 hours per week @£8.45 per hour x 52 weeks = £8,788	£8,788
Overheads (including items such as venue/office costs, utilities, back office services, insurance)	
Warehouse rent	£3,750
Phone and internet	£300
IT Support	£350

Insurance	£300
Equipment and resources	
Tablet computer	£200
Laptop computer	£400
Other	
Social Enterprise Trading Training	£600
Printing and Marketing resources	£450
Total	£25,182

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

<u>Item</u>	<u>Amount</u>
Funding already secured (please detail funders, amounts and funding periods individually)	
LMK Foundation (secured)	£7,034
Total	£7,034

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
Power to Change	£15,000	December 2018
Suffolk Community Foundation	£4,000	December 2018

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

<u>Item</u>	<u>Amount</u>
Volunteer contributions (including estimated hours given and roles)	
10 Volunteers working minimum of 2 hours per week @£8.45 per hour x 52 weeks = £8,788	£8,788
Equipment and resources (please itemise)	
Warehouse rent	£3,750
Phone and internet	£300
IT Support	£350
Insurance	£300

Tablet computer	£600
Laptop computer	£450
Other	
Management and Supervision time (2 hours p/week @£12.34 P/hour)	£1,284
Total	£15,822

*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 £9,360 **2020/21** £9,360

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
St Edmundsbury Community Chest (2018-19,2019-20)	£10,000 p/annum	Contribution towards REACH Resource Centre, Foodbank and REACH into the Community.
St Edmundsbury Community Chest (2015-16, 2016-17 - £5,000 p/annum)	£5,000 p/annum	
St Edmundsbury Borough Council (2010- 2015 grant ended)	£3,750 p/annum	Contribution towards Foodbank Project.
		Grant to cover the lease for the Resource Centre.
Total:	£48,750 over 8 years	