

# Community Chest Application Summary 2019/2020

Forest Heath & St Edmundsbury councils

**West Suffolk**  
working together

Local Authority	SEBC
Organisation	Lions Club Bury St Edmunds
Amount Requested	<b>£3,000</b> (2019-2020)
Total Project Cost	£7,500
Match Funding	Sponsors - £2,000 Lions Club - £1,000
Partnerships	St Nicholas Hospice, The Samaritans, My WiSH, Anglo Chinese Cultural Exchange.

## **Overview**

The Lions Club are part of the world's largest volunteering organization with over 1.4 million members in over 200 countries. They support and fundraise for local charities and community projects.

Organizing a Chinese New Year celebration event. This will include a Dragon Dance Procession followed by an event held in The Apex. There will be charity stalls and Chinese-related stalls in the foyer, there will be a buffet-style meal and then an evening of entertainment (Chinese Dragon Dancing, Jugglers, Plate and Cube-Spinners, Acro-balance and Acrobats, Tai Chi and Martial-Art demonstrations, Warriors, Childrens Dance, Choirs and Singing, Story-telling and Magic Acts). Charitable funds will be raised by a raffle and an auction. Funding will be used in the setting up of the event, paying overheads etc for the venue and payment towards the entertainers.

## **Outputs**

- Chinese New Year celebration event

## **Outcomes**

- Strengthen relationships between Anglo and Chinese Communities
- Charitable funds raised will be distributed locally assisting these organizations to continue with their much-needed community work

## **Finances**

Income for last financial year – £4,200

Expenditure for last financial year – £5,300

## **Reserves**

£2,200

## **Request breakdown**

Overheads (venue, utilities, back office, insurance) - £3,000

Equipment and Resources - £500

Other (entertainers) - £4,000

## **Previous Community Chest funding**

N/A

**Officer comments**  
None



*St Edmundsbury*  
BOROUGH COUNCIL

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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:  
[families.communities@westsuffolk.gov.uk](mailto: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](mailto:data.protection@westsuffolk.gov.uk)

## 1. Contact Details

Organisation/lead partner name	The Lions Club of Bury St Edmunds
Organisation address	c/o Ken Barnard Willow House 1 Saxon Meadows Hunston, Suffolk
Postcode	IP31 3EJ

Organisation main email	lionsclubburystedmunds@gmail.com
Organisation main tel.	0845 833 1425
Organisation website	www.lionsclubs.org
Organisation Twitter	
Organisation Facebook	

Contact Person 1 (main contact)		Contact person 2	
Name	Ken Barnard	Name	Sheila Barnard
Position in organisation	Treasurer	Position in organisation	President
Daytime tel.no	01359 258050	Daytime tel.no	01359 258050
Mobile	07741 653199	Mobile	07770 757311
email	kenTHFCbarnard@gmail.com	email	sheilabarnard1971@gmail.com
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	Yes	Charity number: 1060631 (in conjunction with Stowmarket Lions Club)
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"/>	Part of Lions Club International
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	0	Management Board	0
Management team	4	Service users	0
Full Time paid staff / workers	0	Volunteers and helpers (non-management)	10
Part Time paid staff / workers	0		

When did your organisation start?

Year

1917

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 are part of the world's largest volunteering organization with over 1.4 million members in over 200 countries. We support and fundraise for local charities and community 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)

£4,200

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)

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 organizing a Chinese New Year celebration event. This will include a Dragon Dance Procession followed by an event held in The Apex. There will be charity stalls and Chinese-related stalls in the foyer, there will be a buffet-style meal and then an evening of entertainment (Chinese Dragon Dancing, Jugglers, Plate and Cube-Spinners, Acro-balance and Acrobats, Tai Chi and Martial-Art demonstrations, Warriors, Childrens Dance, Choirs and Singing, Story-telling and Magic Acts). Charitable funds will be raised by a raffle and an auction. Funding will be used in the setting up of the event, paying overheads etc for the venue and payment towards the entertainers.

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 purpose of the event is to strengthen relationships between Anglo and Chinese Communities as well as providing an evening of cultural entertainment and food to be enjoyed by everyone. Funds raised will be shared between the organizations that are bringing the event to the public helping them with their community work.

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.

The charitable funds raised will be distributed locally assisting these organizations to continue with their much-needed community work.

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.

St Nicholas Hospice  
The Samaritans  
My WiSH (West Suffolk Hospital)

These charities are partners in organizing the event

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.

Events have been held in 2015 and 2017 already providing great value public entertainment and providing many thousands of pounds to the various charities involved.

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 has been developed working with the Anglo Chinese Cultural Exchange, themselves a registered charity (number 1138512). Previous events have been very well received within all communities hence our desire to continue this relationship, enhance it still further, and to be in a position to make the event annual.

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?

Every event will be budgeted for on an individual event basis, seeking grants and donations towards the running costs and at conclusion sharing the proceeds between the organizing charities.

Maximum 150 words

#### 5. Funding request and budget

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

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.

<b>Item</b>	<b>Amount</b>
<b>Staff and volunteers</b> (including roles, hourly rates, NI/tax contributions and expenses where applicable)	Nil
<b>Overheads</b> (including items such as venue/office costs, utilities, back office services, insurance)	3,000
<b>Equipment and resources</b>	500



<b>Other: Entertainers</b>	4,000
<b>Total</b>	<b>£7,500</b>

5.4. Please provide a full breakdown of all other funding 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)	
Sponsors	2,000
Lions Club funding	1,000
<b>Total</b>	<b>£3,000</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
Sponsors (various)	£2,000 £ £	January to March 2019

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) All club members will be supporting with hours of organizing (voluntary)	
<b>Equipment and resources</b> (please itemise) Printing of tickets, raffle tickets, programmes at the event etc will be covered by donations and sponsorship	

<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**                         

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>		

Thank you for completing Part A of the form. Please continue to part B.