

Community Chest Application Summary 2019/2020

Forest Heath & St Edmundsbury councils

West Suffolk
working together

Local Authority	SEBC
Organisation	Multicultural Women's Group Bury St Edmunds Ltd
Amount Requested	£6,990 (2019-2020)
Total Project Cost	£8,990 includes in kind contributions
Match Funding	In kind – Volunteers equating to £2,000
Partnerships	Bury St Edmunds Islamic Cultural Organisation, Bury Women's Refuge

Overview

The multicultural Women's Group provides a friendship and support group for those living in Bury St Edmunds and surroundings from other cultures or who have lived abroad and wish to share their experiences. Not political or religious – celebrate and understand cultural differences and aim to help members and those who attend to live active lives within the wider Bury St Edmunds community.

Funding is sort for the Taste of Culture Project activities, publishing a cookery book including members' (and others) recollections of their homeland, arrival in Suffolk and relating this to the everyday food made. Project will be wider than the member group and offer coached English writing and speaking opportunities to participants.

Outputs

- Three open access, free writing workshops
- Two open access public speaking workshops
- A Taste of Culture book using material produced in the writing workshops

Outcomes

- Acknowledging individuals' past, culture and differences will build the sense of acceptance and safety fostered in the group and community
- Engage with community groups who do not regularly consider the life changing events that some members/visitors have experienced, strengthening relationships between different groups in the Bury St Edmunds area
- Increase women's capacity to advocate for themselves and their families and engage in their communities
- Fostering an understanding of the many life experiences lived through emigration, improving communication, understanding, tolerance and cooperation.

Finances

Income for last financial year - £671

Expenditure for last financial year - £1,743

Reserves

£2,786.85

Request breakdown

Overheads (venue, launch event, Bury Food Festival, workshops) - £3,090
Equipment & Resources (printing costs, design, photography, writing materials, food materials, promotional material) - £3,900

Previous Community Chest funding

N/A

Locality budget funding 2017 – for different projects.

Officer comments

None



St Edmundsbury
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.

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	Multicultural Women’s Group Bury St Edmunds Ltd
Organisation address	Registered Office 19 Bulrush Crescent Bury St Edmunds Suffolk
Postcode	IP33 3ZE

Organisation main email	mwgbse@btinternet.com
Organisation main tel.	07969 421375
Organisation website	https://multicultural-womens-group-bse.weebly.com
Organisation Twitter	N/A
Organisation Facebook	Multicultural Women’s Group Bury St Edmunds (Closed Group)

Contact Person 1 (main contact)		Contact person 2	
Name	Judith Sargent	Name	Marilyn Lee
Position in organisation	Treasurer	Position in organisation	Committee Member
Daytime tel.no	07969 421375	Daytime tel.no	07730 037380
Mobile	As above	Mobile	As above
email	mwgbse@btinternet.com	email	mwgbse@btinternet.com
Address if different to organisation’s		Address if different to organisation’s	
As registered office		32 Albert Street Bury St Edmunds	

Postcode	IP33 3ZE	Postcode	IP33 3EA
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2. About your organisation

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

West Suffolk – Bury St Edmunds and surrounding areas

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 checked="" type="checkbox"/>	Company number:
Community Interest Company	<input type="checkbox"/>	08105851
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 (NB DIRECTORS)	3	Management Board	7
Management team	7	Service users	
Full Time paid staff / workers	0	Volunteers and helpers (non-management)	21 members
Part Time paid staff / workers	0		

When did your organisation start? Year Incorporated 2012 started 2008

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 Purpose

We provide a friendship and support group for those living in Bury St Edmunds and surroundings, from other cultures or who have lived abroad and wish to share their experiences. We are not political or religious– we celebrate and understand cultural differences and aim to help our members and those who attend our group to live active lives within the wider Bury St Edmunds community.

Our meetings are open, tolerant and support members in sharing ideas and practicing skills (such as speaking English) in order to build self confidence and enable further community participation.

Our Aims and objectives

Social exchanges

- to provide a meeting place (through monthly Friday coffee mornings, our 2018 programme of evening meetings and our book group).
- to participate in community activities raising the profile of our group (e.g our annual Taste of Culture event).
- to organise events for members and the wider community (e.g. Diversity Garden at the St John's Centre, One Billion Rising for Bury Women's Refuge).
- to encourage members to become an active part of the community through supporting other causes, e.g. those recovering from cancer, bereavement, or abuse.

Sharing and Learning

- to develop knowledge and understanding of members' languages and practice using a second language in social settings (Our informal coffee mornings are a focus for this).
- to learn about cultures, organisations and activities through presentations from the wider community and our own members.
- to discuss and reflect on current international events and their impact
- to share different cultural traditions and experiences with the community.
- to create opportunities for information sharing about our community and Country for those who come to the U.K. whether for short or long periods of time. (E.g. our visit from Jo Churchill MP to discuss her personal experiences as a woman in politics in the U.K.)

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) **Yes/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).

Introduction

Our members/visitors share experiences of common interests, gardening, cooking, literature and craft. These interests build conversations in our meetings and with the wider community. Food is a popular topic and activity. Our 'Taste of Culture' event (next held on 27th October 2018) has run annually for 10 years.

In 2019/20 we wish to build upon this by publishing a cookery book including members' (and others) recollections of their homeland, arrival in Suffolk and relating this to the everyday food we make. This Project will be wider than our member group and offer coached English writing and speaking opportunities to participants.

Taste of Culture Project activities 2019/20

- Our process starts before the grant year commencement, with our annual Taste of Culture Event on 27th October 2018 followed by a Food and Literature evening on 29th November 2018. These events will introduce the Project to our current members and make it deliverable. They will also start profile raising for our Project.
- We will use Project funding to organise three open access, free writing workshops in Q2 of 2019 to create content – life story and recipe writing - and two open access public speaking workshops in Q4 2019 to enable future outreach.
- The outputs will support an International Women's Day event, Bury Food Festival (recipe cards etc.) and events with Waterstones (international/life story writers).
- We will publish for our Taste of Culture event (October 2019) and use the book to create outreach opportunities.

Outputs

Key outputs are

- October 2019 book publication
- Delivery/user evaluation of written and spoken English workshops
- Equal material creation between MCWG members and outreach group.
- Increased long term Group membership of 50% of current size.
- Regular outreach activities using book content into 2020.
- Sale of 200 books at 10% margin returns £140 to project funding

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 ‘West Suffolk Way’ Criteria and Families and Communities Approach	
Element 1 A Safe Place	Our meetings and events offer a safe place for women to reflect and learn about old and new home environments. The project underpins our regular meetings for 2019/20 and enables us to add outreach workshops, with the aim of increasing our longer term membership group as well as delivering the project.
Element 2 Recognising Individuals	The purpose of our Cookery Book is to validate life experiences of women who have chosen or been forced to change their home locations. Acknowledging individuals' past, culture and differences will build on the sense of acceptance and safety we foster in our group and community. Our workshops are intended to reach women who will benefit from supportive writing and speaking opportunities and a new friendship group. Greater expertise will drive individual self confidence, self esteem and self worth.
Element 3 Understanding Relationships	Through the combination of life story and recipe we will engage with community groups who do not regularly consider the life changing events that some of our members/visitors have experienced. This will strengthen relationships between different groups in the Bury area. It will also create and improve inter-family dialogue about food where children may have new experiences (at school) that parents do not.
Element 4 Encouraging Agency	Our workshops will increase women’s capacity to advocate for themselves and their families and engage in their communities. Support will be continued through our regular group meetings where we often signpost services to members (for example MacMillan Cancer services).

Element 5 Developing Vision	Members of our group are keen to become an integral and enriching part of the community and fostering an understanding of the many life experiences lived through emigration. improving communication, understanding, tolerance and cooperation.
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 project

Monthly Participation

This project will sustain our monthly coffee morning meetings where attendance is between 15 and 25 monthly and enable us to keep sharing information and friendship. Evidence by sign in.

Evening activities

During 2018 we operated additional evening meetings. Interest comes from working women or those affected by family commitments/shift work. Starting quarterly these activities are increasing and can generate higher numbers of 40- 50 attendees. We anticipate that we will attract member and visitor participation for our evening launch events or shared promotion events of this type. This does not include any invited guests. This is an information and friendship experience but also validates the experience of other cultures for attendees. Evidence by sign in list and membership numbers.

Workshop activities

We have approximately 10 member’s stories already written in anticipation of the book, and we aim to achieve a participation of 25 at each workshop. This will offer English language writing for those with both good and less good English and enable confidence building in those whose skills are not so good. We anticipate that Speaking may be more challenging and we aim to create a speaker panel of between 6 and 10 people who can take the stories to interested groups. Evidence by attendance, evaluation and number of contributions to book.

Promotion and Outreach

We will share our book with as many groups in the Bury area as possible. Our own Taste of Culture event accesses a minimum of 100 people visiting each year and our speaker panel will enable us to access groups such as The WI and the U3A as well as sharing with other culture related groups. Evidence by bookings and by sales.

Total contacts

We estimate that we will engage with 250-300 people as a result of this project.

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 will be promoting our project to ensure maximum out reach. Groups we will be promoting to include: -

- Culture based meeting groups we already have contact and exchange visits with such as Bury St Edmunds Islamic Cultural Organisation.
- School Groups where we build contacts at school level to offer the project to families known to use English as a second language. We have informal contacts in this area at present.
- Community organisations such as the Bury Women's Refuge which we support through our One Billion Rising event.
- Work based groups – we have a number of members and visitors who are in the U.K. working for the NHS and this provides capacity for promotion in this work environment.

But we will retain control of project management and finances within our Group to ensure 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.

In the last two years there has been anecdotal evidence of an increase in intolerance toward people of other cultures. Although, we live in a relatively peaceful and tolerant community, this experience has shown how easily lack of information, lack of communication between groups, and socio-economic pressures, can trigger hostility. Carrying on our infrastructural work of supporting new arrivals, and simultaneously supporting dialogue with the more established Communities through a common denominator, such as food preparation, creates a much stronger community.

Our member's interest in Food and Culture and the public response we have to our Taste of Culture annual event supports this. Our annual Taste of Culture event can generate 100 visitors in the three hours that it is open.

General support for our multicultural activities is evidenced through our Facebook Page (Closed group with 78 followers), the number of hits on our website (60-70 per week) and the fact that we are sought out by many new visitors to the town.

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?

Statistics taken from the Suffolk Observatory indicate 56,000 women live in the Bury St. Edmunds area of which 8% are from outside the U.K. (approx. 4,000 women). 2% of the total number do not use English as their main language at home. It is this group of potentially isolated women that we want our Project to target by validating their experiences, supporting the development of written/spoken English and also providing a range of cost effective recipes in a period when we know reliance of food banks is increasing and economic cooking matters.

The MCWG BSE is run by women for women and as a result many organisations approach us asking to address the group to deliver information, to receive support through translations and interpreting, to listen to women's stories etc. This includes St Nicholas Hospice, Suffolk Family Carers, local Neighbourhoods Watch, Women's Refuge, Onelife Suffolk etc.

All of that, together with the wide participation of the community in our ten year old 'Taste of Culture' event have inspired our members to wish to expand our dialogue into the wider community via an activity that is common to all human beings, food preparation.

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

01/04/2019

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?

This activity will have an ongoing impact on our Group which we will manage through our ongoing meeting pattern.

This will be similar to our Diversity Garden Project. Whilst the project is effectively completed we will continue to maintain the Garden through our coffee mornings and group activity. We will be showing the Garden next year jointly with the Fairtrade Café as part of the Bury Hidden Gardens event so the project has longevity.

For this Project we will continue our annual 'Taste of Culture' event and promote the life stories/recipes outputs through speaking activities from within the group.

We will need subsequent grant funding for any future 'Projects' beyond our usual running costs which we are currently covering through member subscriptions and charging or recommending donations for non core events.

Maximum 150 words

5. Funding request and budget

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

2019/2020

£ 6990 incl. VAT

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)

£6,990 incl VAT

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) NB this is volunteer in kind contribution so recorded in 5.6	

Overheads (including items such as venue/office costs, utilities, back office services, insurance)		£ 3,090 (incl. Vat)
Venue hire for workshop and events	£425	
Writing Workshops – coaching x 3 events	£600	
Speaking workshops – coaching x 2 events	£400	
Cost of launch events x 2	£850	
Cost of participating in Bury Food festival	£300	
Total net of VAT	£2575	
Total incl.VAT	£3090	
Equipment and resources		£3,900 (incl Vat)
Costs of printing book – initial tranche 200 copies @ £7	£1400	
Cost of organising layout etc.	£750	
Photography costs – single location one shoot	£500	
Writing materials	£150	
Food materials – (cooking for photography)	£300	
Promotional material - flyers posters	£150	
Total net of VAT	£3250	
Total incl VAT	£3900	
Other		
N/A		
Total		£8990.

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

<u>Item</u>	<u>Amount</u>
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Funding already secured (please detail funders, amounts and funding periods individually)	
Not Applicable	
Total	£

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
Not Applicable	£ £ £	

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

Item	Amount																																																																																																																																												
Volunteer contributions (including estimated hours given and roles) <table border="1" data-bbox="175 1220 1029 1556"> <thead> <tr> <th colspan="14">Volunteer time breakdown</th> </tr> <tr> <th>Months</th> <th>A</th> <th>M</th> <th>J</th> <th>J</th> <th>A</th> <th>S</th> <th>O</th> <th>N</th> <th>D</th> <th>J</th> <th>F</th> <th>M</th> <th>Totals</th> </tr> </thead> <tbody> <tr> <td>Project Manager</td> <td>4</td> <td>4</td> <td>4</td> <td>4</td> <td>2</td> <td></td> <td>2</td> <td>2</td> <td>2</td> <td></td> <td></td> <td></td> <td>24</td> </tr> <tr> <td>Writing Co-ordinator</td> <td>6</td> <td>6</td> <td>6</td> <td></td> <td></td> <td></td> <td></td> <td>4</td> <td>4</td> <td></td> <td></td> <td></td> <td>26</td> </tr> <tr> <td>Speaking Co-ordinator</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>2</td> <td>10</td> <td>10</td> <td></td> <td></td> <td></td> <td>22</td> </tr> <tr> <td>Book preparation</td> <td></td> <td>2</td> <td>4</td> <td>10</td> <td>10</td> <td>10</td> <td>10</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>46</td> </tr> <tr> <td>Speaker contact</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>4</td> <td>4</td> <td>4</td> <td>12</td> </tr> <tr> <td>Event organization</td> <td>5</td> <td>4</td> <td>3</td> <td>2</td> <td></td> <td></td> <td>4</td> <td></td> <td></td> <td>2</td> <td>3</td> <td>3</td> <td>26</td> </tr> <tr> <td>Promotion</td> <td>5</td> <td>4</td> <td>3</td> <td>4</td> <td>8</td> <td></td> <td>2</td> <td>4</td> <td>4</td> <td>4</td> <td>3</td> <td>3</td> <td>44</td> </tr> <tr> <td>Hours</td> <td>20</td> <td>20</td> <td>20</td> <td>20</td> <td>20</td> <td>10</td> <td>20</td> <td>20</td> <td>20</td> <td>10</td> <td>10</td> <td>10</td> <td>200</td> </tr> </tbody> </table>	Volunteer time breakdown														Months	A	M	J	J	A	S	O	N	D	J	F	M	Totals	Project Manager	4	4	4	4	2		2	2	2				24	Writing Co-ordinator	6	6	6					4	4				26	Speaking Co-ordinator							2	10	10				22	Book preparation		2	4	10	10	10	10						46	Speaker contact										4	4	4	12	Event organization	5	4	3	2			4			2	3	3	26	Promotion	5	4	3	4	8		2	4	4	4	3	3	44	Hours	20	20	20	20	20	10	20	20	20	10	10	10	200	£2,000
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Total	£2,000

*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?

Funding Source	Amount (£)	Reason for funding
Bury St Edmunds Town Council (2017) Locality Budget Funding	£2,700	To <ul style="list-style-type: none"> • Create a Diversity Garden at the rear of the ST John's Centre • Operate the 2017 Taste of Culture • Run 2 evening events – poetry and fashion
Total:	£2,700	

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

**St Edmundsbury Borough Council
Community Chest Grant
Application Form**



Part B

1. Your organisation's bank details

