

Community Chest Application Summary 2019/2020

Forest Heath & St Edmundsbury councils

West Suffolk
working together

Local Authority	SEBC
Organisation	Honington and Sapiston Village Hall
Amount Requested	£3,240 (2019-2020)
Total Project Cost	£13,688
Match Funding	£7,800 raised from hall hire and £2,648 applied for at Suffolk Community Foundation. In kind support is provided by volunteers.
Partnerships	N/A

Overview

Honington and Sapiston Village Hall is a community hub providing social, healthy and educational activities for a rural community. Many families are low income and public transport is limited; there are many elderly non-car owners. The four main purposes of the village hall are:

- Reduce rural isolation by the creation and establishment of community based accessible activities to suit all the community's needs.
- Improve access to leisure, health, cultural, sport and social activities.
- Improve opportunities for community volunteering by facilitating groups that need support.
- Bring together young and old residents to enhance understanding and empathy, thus providing mutual support and decreasing anti-social behaviour.

Funding is sort for the provision of subsidised community meals for residents of Honington, Sapiston and surrounding villages and hamlets. The meals will enable local community members to interact, a need that is particularly great for those that live alone or are carers. The community meals will be an environment where all will be welcome. Funding will subsidise the meal to £5-6 a head for a two course hot meal allowing for all those in need, including those on lower fixed incomes to attend.

Outputs

The village hall will:

- Deliver two community meals each month, in total 80-100 people per month – one lunchtime and one evening time – at affordable costs.

Outcomes

- Reducing isolation. Meals enable community members to interact with each other and with those from surrounding villages and hamlets. Elderly residents who have mobility issues are able to attend.
- Builds links between residents. A diverse group of all genders, ages, sexual orientations and disabilities attend the meals.
- Encouraging agency. Meals provide opportunity for volunteering including, serving, conducting a raffle and helping with mobility.

Finances

Income for last financial year - £26,388

Expenditure for last financial year - £23,055

Reserves

£3,500

Request breakdown

Staff and volunteers - £1,296

Overheads (venue, utilities, back office and insurance) - £1,152

Equipment - £200

Meal costs - £11,040

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:

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	Honington and Sapiston Village Hall
Organisation address	Bardwell Road Sapiston Nr Bury St Edmunds Suffolk
Postcode	IP311RU

Organisation main email	lindahe1502@gmail.com
Organisation main tel.	01359269142
Organisation website	www.hsvh.org.uk
Organisation Twitter	
Organisation Facebook	

Contact Person 1 (main contact)		Contact person 2	
Name	Linda Howe	Name	Trevor Jay
Position in organisation	Trustee/secretary	Position in organisation	Chairman
Daytime tel.no	01359269142	Daytime tel.no	01359269414
Mobile	07702951706	Mobile	
email	Lindahe1502@gmail.com	email	trevor@thejays.biz
Address if different to organisation’s		Address if different to organisation’s	
Harlequin Cottage Church Rd Honington Bury St Edmunds Suffolk		Bloomfield Farm House Mill Road Honington Bury St Edmunds Suffolk	
Postcode	IP311RG	Postcode	IP311SB

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	<input checked="" type="checkbox"/>	Charity number:210953
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	11
Management team	0	Service users	200
Full Time paid staff / workers	0	Volunteers and helpers (non-management)	50
Part Time paid staff / workers	0		

When did your organisation start?

Year

1965

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.

A vital Community Hub providing social, healthy and educational activities for a rural community. Many families are low income and public transport is very limited; there are many elderly non-car owners

4 main purposes are to ;

1. reduce rural isolation by the creation and establishment of community based. accessible activities to suit all the community's needs especially the elderly;
2. improve access to leisure, health, cultural, sport and social activities by providing a community amenity that enhances the lives of local residents;
3. improve opportunities for community volunteering by facilitating groups needing support resulting in greater participation by local residents especially the young;
4. bring together young and older residents to enhance understanding and empathy thus providing mutual support and reducing anti social behaviour

Maximum 300 words

- 2.5. What was your organisation's total income for last financial year? (your branch if part of a larger organisation) £26,388
- 2.6. What was your organisation's total expenditure for last financial year? (your branch if part of a larger organisation) £23,055
- 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) £3,500

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).

Delivering two community meals per month – one lunchtime and one evening time – at affordable costs and to encourage social interaction. The funding would subsidize the costs of providing these so that all local residents, including those on low fixed incomes, are enabled and encouraged to attend.

These meals enable local community members to interact with each other and with those from surrounding villages and hamlets.

The need is particularly great for those who live alone or who are carers and is an environment where all feel welcome and recently bereaved people feel able to attend on their own.

We charge £5-6 a head for a 2 course hot meal and the funding will subsidise this enabling the meal to continue to be provided at an affordable level. An increase in price would discourage those who have the greatest need – i.e. those living on their own on low fixed incomes. The meals are served in a restaurant style setting avoiding the "canteen" feel and enabling good social interactions on circular tables seating 8 – 10 people. The funding would also enable new table cloths and serviettes to be purchased to enhance the attractive, inviting environment.

For some residents these meals represent the only possible excursions out of their homes.

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.

Safe place – the hall is accessible to all with good access, toilet facilities and hearing loops. Local residents feel very confident in attending events in this safe environment – secure for just those attending the meals – and volunteers help with transport for less mobile attendees.

Recognising individuals – all are welcome and a complete cross section of the population attend. A particular feature is the need to integrate local residents with families from the nearby RAF station. A diverse population of all genders and ages is brought together, (including many lone residents and those with different incomes, a variety of sexual orientations and disabilities), feel that they can attend knowing that they will be welcomed and integrated.

Understanding relationships – as with many villages the local population includes those who work away during the day and elderly residents who are mainly confined to the village. Building links between these people and across the age groups is an important element of the community events. The meals appeal across the age groups and attract an age group from 11 years old to 90+

Encouraging agency – the meals provide opportunities for volunteering including serving, conducting a raffle and helping with mobility. This provides opportunities for unemployed and young people to gain experience and develop a CV.

Developing vision – the activities encourage the community to look forward and provide an opportunity for those active in the community to develop a perception of the needs of the community – including the village hall committee identifying activities which meet local needs such as arm chair exercising.

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.

40 – 50 people attend the meals –i.e. 80-100 per month which is increasing
The funding will ensure that meals are kept at an affordable level which will ensure that all feel able to attend
We monitor attendance and proactively encourage people to identify potentially lonely residents who are then positively encouraged to attend.
Informal interviews with local residents gather perceptions and these are used to improve the experience

Maximum 300 words

3.4. Are you working with any other organisations/groups on this project? No

If yes, please state the names of these organisations/groups and the nature of the relationship.

N/A
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.

Surveys through the parish plan group have shown need for regular social occasions and revealed the potential level of rural isolation
Hall users are constantly asked about what they would like and the committee makes every effort to support this need
Trustees live in the local community and have a good collective understanding of the nature of the locality and likely needs

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?

Local people have shaped the project including the lunchtime meal developed to cater for those who do not feel able to come out on an evening
Menus are developed from identified local tastes with alternatives supplied for those who do not like that events offering and catering for dietary needs.

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?

To date we have achieved funding from grant sources, private hire and fund raising to support these meals.

If successful we will use fund raising and private hire profits from 2019/2020 to build a contingency fund to continue to subsidise these in the future

Maximum 150 words

5. Funding request and budget

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

2019/2020	
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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)

£13,688

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) costs if paying volunteers Catering manager volunteer – paid £50 a meal £1200 Volunteers expenses for laundry and travel costs £96	1,296
Overheads (including items such as venue/office costs, utilities, back office services, insurance) venue plus percentage of overheads	1,152
Equipment and resources Table cloths and serviettes	£200
Other Subsidising costs of supplying meals 40 meals twice a month =960 meals @£11.50 a head = £11,040	£11,040
Total	£13,688

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

Item	Amount
Funding already secured (please detail funders, amounts and funding periods individually)	
Anticipated income from private hire and fund raising	£3,000
Income from meal charge £5 x 40 per meal	£4,800
Total	£7,800

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
Suffolk community Foundation	£2,648 £ £	N/Known

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) Serving 6 hours per month x 3 people – 216 hours per year	£1,296
Equipment and resources (please itemise)	0
Other Venue £16 per hour – 6 hours per month -72 hours per month	£1,152
Total	£2,448

*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
Total:	0	