

Application for Broadclyst Parish Council Community Fund 2022 / 2023



Broadclyst Parish Council
GROWING OUR COMMUNITY

Large Grants Application Form

NB: this form is for grants between £501 and £2,000; for awards under this amount please use the Small Grants Form.

To avoid delays in processing your application, please take time to read the guidance notes before submitting your form and make sure to attach all additional information that we have requested.

Please ensure your application is submitted in plenty of time: we cannot pay for project costs that you have already incurred.

SECTION A: ABOUT YOUR ORGANISATION

Your contact details

Name of organisation: Clyst Caring Friends

Main contact name and address:

Henry Gent
Chair of Trustees
Clyst Caring Friends
Hellings Gardens
Town Hill
Broadclyst
EXETER
EX5 3EJ

Main contact e-mail address:

Contact number (in case of any queries): details held in office

NB: personal data will be redacted before this form is published in any way.

Payment details

Grants are paid by BACS. Please give your club/group BACS details below (we cannot make payment into a personal or business account)

Sort code:

Account Number: details held in office

Please note: Council can only pay grants into group/club accounts and cannot make grant payments into individuals private accounts.

SECTION B: ABOUT YOUR PROJECT

What is your project? What are you applying for the funding for?

Clyst Caring is embarking on a major project of regulatory compliance, involving training, policy writing, risk assessments, and a series of measures which are to follow from the risk assessments. This project will secure Clyst Caring as a provider of Care in the coming years.

There are three strands to the project.

- Firstly, we have brought in two external professional consultants.
- Secondly, our own staff have re-written many of our policies and procedures and written many new policies and procedures.
- Thirdly we are about to invest in equipment which will improve safety at our Day Care centre and also at our charity shop. We have no estimates or invoices for the costs of our own staff time, but our General Manager has been working on this about 30 hours per week since at least the beginning of December, and I expect that work will continue until about the end of March.

In addition the costs set out below in Section C for external suppliers have been incurred, or will be incurred.

This work is largely “one-off” exceptional expenditure which has arisen in the context of new management and – to some extent - new trustees, leading to a major review of compliance. Whilst we can of course expect some future expenses relating to compliance, we certainly do not expect to incur these costs on a regular basis.

Why do you want to carry out this project, why is it wanted, how do you know it is needed, who will it benefit and what difference will it make?

Without this project, we would have been unable to continue as a Day Centre: we have an excellent team giving a very good service which gets very good feedback from clients and their families BUT a review of our own policies and procedures in the autumn of 2022 revealed that we had to invest in better compliance in order to continue to offer this excellent service.

We could not expect staff to take responsibility in a situation where best practice was not fully documented, which is why one of the trustees stepped in and took responsibility by assuming the unpaid role of Acting Chief Executive. This situation is not sustainable and we are working at pace to put into place the policies, training, and, (in the case of fire risk) equipment.

We are confident that these measures will be sufficient to ensure that the excellent service that our Day Centre provides would be backed up by equally good regulatory compliance. It has been vital for the charity to provide these improvements quickly and some of the expenditure had to be initiated as soon as possible and without time to arrange advance funding.

I am happy to say that the Day Centre continues to very well-liked by clients and their families. It is fully booked. We would like to consider expanding our service to four days per week (we currently provide day care on 3 days per week). Yet none of that would be possible unless we could be confident that we comply with all current legislation.

Proposed timing of the project/ spending the money

Start: started December 2022

End: summer 2023

SECTION C: FINANCE. Details of Costs and Funding Sources

What is the total cost of your project and how have you arrived at that cost? (Please include quotes where applicable)

External Consultants

FMSCS (H and S audit) £660 (paid in Feb 2023)

FMSCS (Fire Risk Assessment) £450 (paid in Feb 2023)

Duffy and Shaw £788 (paid in Jan 2023)

Training suppliers

costs since November £300 (paid)

Costs expected spring 2023 £200 (still to come)

Fire risk assessment compliance

Day Centre quote from Argos £1,332.64 (work not yet done)

Charity shop is expected to be similar c.£1,300 (work not yet done)

The community grant application is to go towards these costs.

Total costs

c£5,030

How much money are you applying for from the Large Grants Community Fund?

£ 2,000

What other funding has been identified? (Please list all additional funding)

No specific funding for this project has been identified prior to this application.

Is there a shortfall?

Yes

Please give details of other sources of funding (including details of internal fund-raising and external grants). Also include details of any in-kind support (such as people giving their professional skills or time for free).

The centre piece of our general fundraising is our charity shop which provides a re-use and re-cycling service to the community, and also makes a significant profit. We also benefit from coffee mornings, donations, a monthly raffle (“the 100 club”), and income from the payment from day care clients. We also employ about 50 volunteers as well as about 8 paid members of staff. Our trustees are of course, unpaid, including the current Acting Chief Executive, Sarah Gaisford.

We have managed to find external funding from time to time and just before Christmas we had a sizeable donation from National Grid, which was instigated by a National Grid employee who is also a local resident.

Unfortunately all such measures were insufficient to balance income and expenditure in 2021-22. For the current year, to March 23, there is a risk that there will be a further cash shortfall.

If there is a shortfall in funding the project, please tell us how this will be met:

We hope to meet most of our costs from our income as set out above. However in this current year to 31st March 2023 there is a risk that we will run a deficit on the current account. We do have Reserves and as this project consists entirely of essential expenditure, we will, if necessary, fund from reserves.

Using our reserves is not sustainable. The trustees have decided to increase our efforts to bring in external grant funding from donors, whether private, lottery, or government. Clyst Caring provides excellent “value for money” in that our strong community support and the charity shop provides a base level of funding so that relatively little external funding will keep us working and providing a much needed and much loved service.

SECTION D: MONITORING, EVALUATION, AND EFFECTIVENESS

Please supply details of how you will monitor progress of your project / activity and how you will evaluate its effectiveness

We get regular written reports to Management Committee meetings. The Management Committee consists of the trustees, the General Manager, and the Treasurer, and meets every other month. These reports include updates on regulatory compliance and new or updated policies for approval of the trustees.

SECTION E: SUPPORTING INFORMATION

For Large Grants of over £501, applicants are required to submit:

- a. A written statement of how the grant is to be used (Section B of this application form);
- b. A written set of rules, constitution, or other governing document are to be provided with the application. They shall be current and properly authorised;
- c. Details of a bank account held in the name of the applicant organisation requiring at least two signatures for cheque transactions or cash withdrawals;
- d. The accounts of the organisation for a period of one financial year prior to the date of application, and indicate expenditure, income, assets and liabilities, together with funding obtained from other partner bodies if appropriate (Section C included on the application form);
- e. A copy of their latest annual accounts/latest bank statement/balance sheet OR (for new groups) an income and expenditure plan for their first year of operation;
- f. An Equality and/or Equal Opportunities policy (this policy may be contained within their constitution or other governing document);
- g. A copy of the organisation's Public Liability Insurance to the value of at least £1 million;
- h. A policy to ensure the safeguarding of children or vulnerable adults (where appropriate);
- i. Details of how the organisation will assess the effectiveness of the activity or project (section included on the application form).

SECTION F: DECLARATION

By submitting this funding application, I confirm:

- that I am authorised by the group to apply for grant funding;
- that this application complies with Council's grant funding criteria;
- that the group agrees to provide a report after 6 months of any award being made as a condition of funding;
- that the group will include Broadclyst Parish Council in its publicity;
- the application is accompanied by all supporting documentation listed in Section D;
- that there is a plan in place for evaluating the project's effectiveness;
- that any unspent monies shall be returned to Council;
- should this organisation be discontinued, funds up to the value of this grant will be returned to the Parish Council.

Send this completed form with any accompanying documents (e.g. quotes) to:

**Broadclyst Parish Council
Angie Hurren**

office@broadclyst.org
clerk@broadclyst.org

01392 360269

You will receive an acknowledgement and be given an approximate date when you should hear if your application has been successful.

If you have any queries or require any help completing this form, please contact us in the first instance

Signed: *electronic signature held*

Print: Henry Gent

Date: 27.02.2023

ALL DOCUMENTS ARE AVAILABLE IN LARGE PRINT BY REQUEST.

Please use this space for anything else you would like to tell us in relation to your project or this application (continue on a separate sheet if necessary).

For Broadclyst Parish Council Use Only

Application assessed by Officers on (date):

Recommendation to Council:

Application Approved / Refused by Broadclyst Parish Council.

Amount of grant awarded:

Reason if different to amount applied for:

Date of Decision:

Signed on behalf of Broadclyst Parish Council:

Chairman:

Clerk:

BACS ref:

Follow-up report received and date of:

Additional notes: