Health and Wellbeing projects and activities
FUNDING APPLICATION

1. **Applicant:**

Name	Susan Mortimer
Organisation	Melksham Community Meals
Address	6 Webbs Close Melksham SN12 7PA
Phone number	01225 899152
Email address	s.mortimer52@btinternet.com

2. **Amount of funding required from the Area Board:**

£0 - £1000	
£1001 - £5000	£3000
Over £5000 (please note – our grants will not normally exceed £5000)	

3. **Are you applying on behalf of a Parish Council?**

Yes	
No	✓

4. **If yes, please state why this project cannot be funded from the Parish Precept?**

N/A

5. **Project title?**

Melksham Community Meals

6. **Project summary: (100 words maximum)**

To provide a regular meeting place to enjoy a good quality meal and good company at a reasonable price

7. **Which Area Board are you applying to?**

Melksham

8. **What is the Post Code of the place where your project is taking place?**

SN12 6ES

9. **Please tell us which themes best describe your project:**

☐ Intergenerational projects	☐ Heritage, history and architecture
☑ Older People Support/Activities	☑ Inclusion, diversity and community spirit
☐ Carers Support/Activities	☐ Environment, recycling and green initiatives
☑ Promoting physical and mental wellbeing	☐ Sport, play and recreation
☑ Combating social isolation	☐ Transport
☐ Promoting cohesive/resilient communities	☐ Technology & Digital literacy
☐ Arts, crafts and culture	☐ Other
☐ Safer communities	

If Other (please specify)

10. **About your project**

Please tell us about your project (a strong application will address all of the following):

How does your project support local needs and priorities?

Our aims and objectives is to provide a regular meeting place to enjoy a good quality Meal and good company at a reasonable price. In doing so we will:
- Help make Melksham an older people friendly town.
- Help to reduce isolation, loneliness of older people.
- Improve mental health and well being of People within the community.

How many older people/carers to do you expect to benefit from your project?

150 directly
100 inderectly

How will you encourage volunteering and community involvement?

Build on relationship with local press. Using existing community links. Encouraging volunteering through DofE and employment support projects Using existing community links. Using local people in community o gate keepers to encourage involvement and participation

How will you ensure your project is accessible to everyone (for example: people living with a disability or on low incomes, or vulnerable, or socially isolated etc.)?

Assessable venue
Wide advertising through variety of mediums
Keep costs low
Use community gate keepers to promote the service.

How will you work with other community partners?

Range of existing statutory, voluntary and community partners through promotion, direct contact and gate keepers.

11. Safeguarding

Please tell us about how you will protect and safeguard vulnerable people in your project (You must address all of the following):

- Please provide evidence of your commitment to safeguarding and promoting the welfare of older/vulnerable people and their carers.
- How do you make sure staff and volunteers understand their safeguarding responsibilities?
- Who in your organisation is ultimately responsible for safeguarding?

Our trustees take safeguarding very seriously and are in the process of developing a safeguarding policy and process. All staff and volunteers will be DBS checked and the chair of trustees will act as safeguarding lead.

12. **Monitoring your project.**

   How will you know if your project has been successful? *required field

The project has been running for well over twenty years and been well attended. Melksham is an order friendly town so has the infrastructure to support this project, there is also a growing population that will benefit from this project.

13. **If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?**

We will seek a range of grants from trusts and foundations and seek local sponsorship. Do fundraising events

14. **If this application forms part of a larger project (eg a community navigation project), please state what this project is and approximately how much the overall project will cost?**

N/A

15. **Finance:**

   15a. Your Organisation's Finance:

   N/A New organisation

   Your latest accounts:

   Month [   ] Year [   ]

   Total Income:

   £ [   ]

   Total Expenditure:

   £ [   ]

Surplus/Deficit for the year:

£

Free reserves currently held:
(money not committed to other projects/operating costs)

£

Why can't you fund this project from your reserves:

New organisation

15b. Project Finance:

Total Project cost   £ 32000 plus set up costs.

Total required from Area Board £ 3000

Expenditure   £28 000 **Income**   £ 32000 **Tick if income confirmed**

NB. If your organisation plus rent
reclaims VAT you should
exclude VAT from the   (Planned Income help)
expenditure   See
(Planned project costs help)   attached.
                                                                    sheet for
                                                                    budget

				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐

Total [   ]   Total [   ]

16. Have you or do you intend to apply for a grant for this project from another area board within this financial year? *required field

financial year? *required field   No

☐ Yes

Melksham Community Meals

Propose set up charitable organization to continue to provide the service
Foundation model with 4 Trustees - Jane Butler advised
Meals to be served on most busiest days Wednesday Friday Sunday

Employ Elvy and Sue for preparing of meals
Volunteers for Setting up tables and Waitressesing about 16 would be enough for
fortnightly volunteering

Income and Expenditure for year ended 31st January 2020

Income					* no of meals	per meal	
Meals (note 1)			£	31,200	5100	£6.12	100%
Dance donations (note 2)			£	1,000			
Grants (note 6)							
			£	32,200			
Expenditure							
Staff costs (note 3)	£	18,500			5100	£3.63	59%
Rent (note 4)	£	-					
Catering (note 5)	£	7,800			5100	£1.53	25%
Public liability	£	300					
Accountancy	£	1,000					
Stationery	£	100					
			£	27,700			
Surplus of income before rent			£	4,500		£0.96	16%

Meals provided 48 out of 52 weeks per year

*Number of meals prorata on Melksham News figures 5754 £35,000 is aprrox 5,100

⊙ No ✓

17. Please list which area boards you are intending to apply, including this one (You can apply to a maximum of 3 Area Boards for the same project in a financial year) *required field, if Yes to Q11.

N/A.

18. DECLARATION

Supporting information - Please confirm that the following documents will be available to inspect upon request (You DO NOT need to send these documents to us):

Quotes:

☑ I will make available on request 1 quote for individual project costs over £500 & 2 quotes for project costs over £1000 (Individual project costs are listed in the expenditure section above)

Project/Business Plan:

☑ For projects over £50,000: I will make available on request a **project or business plan** (including estimates) for projects where the **total project cost** (as declared in the financial section above) exceeds £50,000 (tick only when total project cost exceeds £50,000).

Accounts:

☑ I will make available on request the organisation's **latest accounts**

Constitution:

☑ I will make available on request the organisation's Constitution/Terms of Reference etc.

Policies and procedures:

☑ I will make available on request the necessary and relevant policies and procedures such as Child Protection, Safeguarding Adults, Public Liability Insurance, Access audit, Health & Safety and Environmental assessments.

Other supporting information (Tick where appropriate, for some project these will not be applicable):

☑ I will make available on request evidence of ownership of buildings/land

☑ I will make available on request the relevant planning permission for the project.

☑ I will make available on request any other form of licence or approval for this project has been received prior to submission of this grant application.

And finally...

☑ I confirm that the information on this form is correct, any award received will be spent on the activities specified.

S. Mortimer
Melksham Community Meals
9th January 2019.