

Health and Wellbeing projects and activities FUNDING APPLICATION

1. Applicant:

Name	John Truss
Organisation	Age UK Wiltshire
Address	31 Market Place, Devizes, Wiltshire
Phone number	01380 735504
Email address	John.truss@ageukwiltshire.org.uk

2. Amount of funding required from the Area Board:

£0 - £1000	500.00
£1001 - £5000	
Over £5000 (please note – our grants will not normally exceed £5000)	

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

Yes	
No	x

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

5. Project title?

6. Project summary: (100 words maximum)

We aim to open a Nail cutting clinic in the centre of town to provide affordable foot care to older people in a venue that is easy for them to access.

7. Which Area Board are you applying to?

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

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

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

AUKW operates a not-for-profit toe nail cutting service from 11 locations across Wiltshire. The service is provided using a workforce of staff and volunteers and has been in operation since 2006. It is an incredibly popular service providing older people the opportunity to access an affordable means of getting their toenails cut on a regular basis, typically every 6-8 weeks. At present we can accommodate around 320 service users across all of our clinics and our sessions are charged at £14 for a simple toe nail cut, which is normally far less than the market rates of a qualified Podiatrist. As well as cutting toe nails, our clinics provide the time to check not only the overall health of the foot, but also gives us the opportunity to maintain a regular insight into the general health and well-being of the service user. Referrals can be made to G.Ps or to a qualified Podiatrist if necessary or to other services provided by AUKW such as Information & Advice, Fitness & Friendship clubs and those offering social inclusion. From these, further referrals can be made to other organisations which can provide support and enhance the quality of their lives. By helping to maintain the health of an older person's feet our clinics can improve mobility and reduce the risk of falls and infection which in turn, can significantly reduce reliance on statutory health services. It is also recognised that simply by attending our clinics, this provides to some, a means of social interaction and a welcome escape from social isolation.

AUKW currently holds a clinic every 4 weeks in Kestrel Court, Bowerhill, Melksham. This clinic runs for the morning only during which up to 7 appointments can be offered. Currently we can offer these appointments for up to 20 registered service users in the area. This present location is provided by Selwood Housing and although at present this is free of charge, for which we are grateful, there is no guarantee that this will continue to be so in the future. Also the site it is not easily accessible without transport particularly to those living in and around the town centre. Despite this, the clinic is often full however limitations on use of the premises means it lacks the capacity to meet demand and therefore potential new clients are advised to either attend clinics in other nearby towns or are put on our waiting lists until spaces become available.

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

A clinic within Melksham town centre, running either consecutively to our existing Bowerhill clinic or as a replacement, could potentially double the total of appointments available in Melksham from 7 to 14 every four weeks, or in other words, an increase from 87 to 175 appointments per year. This in turn would give us the ability to offer the service to a further 20 service users therefore enabling us to offer nail cutting to a total of 40 older people in and around Melksham.

How will you encourage volunteering and community involvement?

Age UK Wiltshire relies significantly on the help and support of volunteers for all of its services. Our nail cutting department utilise volunteers for receptionists and administrative support at each of their clinics and also has one volunteer nail cutter at one of our clinics. Administrative support is also provided by volunteers based at our office in Devizes.

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.)?

Having a clinic in the town centre will improve access for all clients, allowing them to drive, walk or use public transport to get there.

Having a clinic open all day will enable a greater choice of appointment times allowing people to fit in a visit more conveniently into their day.

The cost to the service user for an appointment is aimed at being less than would normally be charged by other providers of a similar service within the area.

Anyone who is unable to use the service for whatever reason, will be given appropriate advice and possibly referred to other services for treatment. The Nail cutting team can also refer to other services within Age UK Wiltshire; for example the Information and Advice team which are there to assist on a number of issues such as benefits checks.

How will you work with other community partners?

The success of the new clinic will rely on promotion of the service for which partnership working will play a key role. The Older Peoples' Champion has already had a significant impact in making this project a reality by facilitating the provision of a venue foc. We are also keen to liaise with the Melksham Leg Club as our clinic can compliment the services it provides.

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?

AUKW provides training (at least every three years) to all staff and volunteers to ensure that they are aware of how to identify safeguarding concerns in the course of their work. All staff will be expected to undertake safeguarding training and be aware of the organisation's safeguarding framework extending into other areas such as whistle blowing, recruitment, gifts policy and disciplinary policies.

Managers may be expected to attend additional training (at least every three years) in order to address the staff needs of their teams and comply with the demands of the referral/alerting process. Awareness training for volunteers should form part of volunteer induction training. All staff volunteers should receive safeguarding training during their induction and a yearly update/reminder on safeguarding processes and procedures.

AUKW's Board of Trustees has overall and final responsibility for all areas of safeguarding within the organisation. The board of trustees delegate day-to-day responsibility for the effective implementation of AUKW's Policy and Procedure for Safeguarding Adults at Risk of Abuse to the CEO.

We are happy to provide a copy of our safeguarding policy upon request in support of this application.

12. Monitoring your project.

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

We will know that the project is a success if at the end of Year 1, we have 40+ clients on the books and appointments at future clinics are fully booked.

We will also monitor our service user feedback to ensure they are happy with the service and that it is meeting their needs.

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

If the project is a success (see above) then it will be financially self-sustaining as the revenue from appointments will cover all the costs of the clinic.

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?

15. Finance:

15a. Your Organisation's Finance:

Your latest accounts: Year ending
Month March Year 2016

Total Income:

£ 685,251

Total Expenditure:

£ 696,305

Surplus/Deficit for the year:

£ -11,054

Free reserves currently held:

(money not committed to other projects/operating costs)

£ 439,178

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

A major proportion of our reserves are held in a restricted fund for potential closure costs, should AUKW no longer be able to operate. In 2017 our income was significantly reduced due to cuts in funding received from Wiltshire Council. Up until this point we had been subsidising many of our services, including nail care, from our reserves though this is now no longer possible. AUKW is re-assessing all its services and re-aligning their delivery to a more cost effective model which includes seeking alternative sources of funding so that valuable community projects, such as nail care, can continue.

15b. Project Finance:

Total Project cost £2460.00

Total required from Area Board £500

Expenditure £2460.00 Income £1960.00 Tick if income confirmed

NB. If your organisation reclaims VAT you should exclude VAT from the expenditure (Planned Income [help](#))
(Planned project costs [help](#))

Cutter	1170	Income from appointments	1960.00	<input type="checkbox"/>
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Travel costs	520	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Equipment	100	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Administration	520	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Advertising & Promotion	150	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
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Total	2460.00	Total	1960.00	

£1960 income calculated as 175 appointments x £14 = £2450 minus 20% to allow for appointments not taken up in the first year.

£500 grant allow us to establish the clinic in its first year without making a loss. By year 2 we would expect to see a full appointment diary and reduced need for advertising and promotion.

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

- Yes
- 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.

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:

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

Constitution:

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

Policies and procedures:

x 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.

x 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...

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