

Health and Wellbeing projects and activities FUNDING APPLICATION

1. Applicant:

Name	Suzanne Bailey
Organisation	East Wilts MENCAP
Address	25 Rogers Meadow
Phone number	01672 514513
Email address	Suebailey070@gmail.com

2. Amount of funding required from the Area Board:

£0 - £1000	√
£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	√

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

5. Project title?

6. Project summary: (100 words maximum)

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

The annual trip to the pantomime has become a regular event in our programme - it is something our members ask about each year.
We use the Bristol Hippodrome as the venue is very accessible for our members, some of whom have trouble with mobility. They have always been very welcoming to our club and we go back each time.
As with everybody else, funding cuts have meant less support staff to enable people with learning difficulties to get out and about.
The pantomime trip is a very special day out for members to enjoy with their friends.

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

We expect up to 42 people to attend the pantomime (the seating of the wheelchair accessible coach). At least 25 of these will be MENCAP club members with the remainder being volunteers and care workers.
Members ages range from 25 to 75 years old.
The carers of our members tend not to come on this trip. It acts as respite for them whilst their family member is at the panto.

How will you encourage volunteering and community involvement?

We don't feel it is necessary to ask for more volunteers. We have enough volunteers from within the club's membership and from care staff.

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.)?

We ask for a small donation (£10 per person) towards the costs of the trip but only if people are able to afford it.
We use our own cars to collect people from their homes if they are unable to get to the coach collection point.
We use a wheelchair accessible coach. This is more expensive than a regular one.
Bristol Hippodrome is an accessible venue and members can get around the theatre. Staff are friendly and helpful to our needs. We have used this venue several times before.

How will you work with other community partners?

East Wilts MENCAP is entirely self-funding and receives no other support.

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?

All MENCAP volunteers are DBS checked.
We follow national MENCAP policies and guidance. We are covered by the nation group's insurance.
The person responsible for safeguarding is Ray Bundy, Vice Chair of East Wilts MENCAP.

12. Monitoring your project.

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

We will know by watching our members in the theatre and the obvious enjoyment the panto gives. We will note the positive feedback given on the way home.
Members often ask us about the next panto trip as soon as one is over!

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

This is a one-off day trip for East Wilts MENCAP members and their carers.

14. If this application forms part of a larger project (eg. building of new village hall), please state what this project is and approximately how much the overall project will cost

N/A

15. Finance:

15a. Your Organisation's Finance:

Your latest accounts:

Month Year: 2017

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:

We like to keep money in reserve to pay for other activities organised during the year, like bingo, skittles and disco's, if we do not receive other funding.

We are a small community group and do not have annual accounts or it is our first year:

15b. Project Finance:

Total Project cost £

Total required from Area Board £

Expenditure	£	Income	£	Tick if income confirmed
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NB. If your organisation reclaims VAT you should exclude VAT from the expenditure (Planned Income [help](#))
 (Planned project costs [help](#))

Accessible coach hir	500.00	Expected ticket sales	350.00	<input type="checkbox"/>
Pantomime tickets	482.87			<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
Total	<input type="text" value="982.87"/>	Total	<input type="text" value="350"/>	

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

- 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:

- 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.