

<b>Report to</b>	Trowbridge Area Board
<b>Date of Meeting</b>	15.03.18
<b>Title of Report</b>	Health and Wellbeing Group, Grant Application Recommendations
<b>Current Balance</b>	£7000
<b>Balance if all grants awarded</b>	£0

**Purpose of the report:**

**1. Background**

Area Boards have authority to approve Area Grants under powers delegated to them. Under the Scheme of Delegation Area Boards must adhere to the Area Board Grants Guidance and HWB Guidance attached.

**2. Main Considerations**

2.1. Councillors will need to be satisfied that funding awarded in the 2017/2018 year is made to projects that can realistically proceed within a year of it being awarded.

2.2. Councillors must ensure that the distribution of funding is in accordance with the Scheme of Delegation to Area Boards.

2.3. Councillors will need to be satisfied that the applications meet the HWB Grants criteria.

**3. Environmental & Community Implications**

Grant Funding will contribute to the continuance and/or improvement of cultural, social and community activity and wellbeing in the community are. Health and Wellbeing grants will be targeted at work supporting older and vulnerable people in the community, preventing social isolation and loneliness and supporting re-ablement.

**4. Financial Implications**

Financial provision had been made to cover this expenditure.

**5. Legal Implications**

There are no specific legal implications related to this report.

**6. Human Resources Implications**

There are no specific human resources implications related to this report.

## 7. Equality and Inclusion Implications

Community Area Boards must fully consider the equality impacts of their decisions to meet the Council's Public-Sector Equality Duty.

Community Area Grants will give local community and voluntary groups, Town and Parish Council's equal opportunity to receive funding towards community based projects and schemes, where they meet the funding criteria.

## 8. Safeguarding Implications

The Area Board has ensured that the necessary policies and procedures are in place to safeguard children, young people and vulnerable adults.

## 9. Applications for consideration

Trowbridge Health and Wellbeing Group met on 22<sup>nd</sup> February 2018 and made the following recommendations on grant applications received. See agenda pack for copies of applications

Applicant	Score /100	Positives	Negatives	Recommendation to A/b	Balance £7000
<b>Celebrating Age,</b> requested £1500 for yr. 2 delivery of a programme of arts activities taken around the community area to tackle isolation and loneliness	73	*Value for money *Well planned *Inclusive *Varied *Targets JSA priorities *Evaluation shows well received to date	None	<b>Award in Full £1500</b>	£5,500
<b>Arts Together,</b> requested £2000 for extension of arts activities with frail, vulnerable older people	52	*Quality project, supporting vulnerable older people *Targets JSA objectives *Good 1-2-1 work *Safeguarding issues dealt with *Works with partners	*Limited reach *Narrow field – art	<b>Part Fund £1000</b> with recommendation to take out to other venues	£4,500

<p><b>Carers Support Wiltshire Connecting Communities,</b> Requested £3230 for campaign to reach isolated lonely older people and link into services, with support for carers</p>	63	<ul style="list-style-type: none"> <li>*Wide reach</li> <li>*Ambitious</li> <li>*Partnership working</li> <li>*Addresses JSA priority</li> <li>*Builds on Carers Survey results</li> <li>* Will sustain other projects into future</li> <li>*Transport will be provided to activities</li> <li>*Carers supported so better able to care</li> </ul>	<ul style="list-style-type: none"> <li>*reliance on mailshot</li> <li>* ? info overload</li> </ul>	<p><b>Award in Full, £3230</b></p>	£1270
<p><b>Trowbridge Town Council</b> Requested £4140 to bring older people to Trowbridge Sports Courts for programme of walking sports</p>	48	<ul style="list-style-type: none"> <li>*Increasing physical activity for older people</li> <li>*Supporting town centre devt</li> </ul>	<ul style="list-style-type: none"> <li>*Lacks evidence of need</li> <li>*Risk of duplication of existing services</li> <li>*Target group may not be able to participate as envisaged</li> <li>*Cost</li> <li>*Focus on sports courts</li> </ul>	<p>Defer</p> <p>Reason-Good idea in principle, needs further development, suggest work with older people care homes etc to establish what types of physical activities would work, level of need/demand and resubmit.</p>	
<p><b>Cllr Deborah Halik, member project</b> Request £500 of funds remaining in budget to train pool of community</p>	n/a	<ul style="list-style-type: none"> <li>*Pool of drivers available locally</li> <li>*deliver of community projects</li> <li>*support to tackle social isolation</li> </ul>	<ul style="list-style-type: none"> <li>*finding volunteers</li> </ul>	<p><b>Recommend approve £500</b></p>	770

minibus drivers via Wiltshire council		* developing community capacity *improving skills base			
<b>Community Engagement Manager</b> request funds remaining in budget £770 towards 2x outings for older people in summer 2018	n/a	*Meets an identified need * Helps tackle social isolation and loneliness		<b>Recommend approve £770</b>	0

It is proposed that the area board adopts the recommendations of the Health and Wellbeing Group.

No unpublished documents have been relied upon in the preparation of this report.

**Report Author:**

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## Health and Wellbeing projects and activities FUNDING APPLICATION

### 1. Applicant:

Name	
Organisation	Wiltshire Music Centre-Celebrating Age
Address	
Phone number	
Email address	

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

£0 - £1000	
£1001 - £5000	£1,500
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)

Celebrating Age Wiltshire Partnership, led by Wiltshire Music Centre, is in its second year providing a programme of arts/cultural events in 6 Wiltshire communities in libraries and community settings. The Project Development Worker (PDW) has developed a programme of work in each community in consultation with the CEMs, Older People's Champions and existing groups of older people and representatives of charities working with these groups.

The programme involves regular monthly activity in small, local community settings, village halls, library hubs, delivered through a range of arts such as:

- live performance, music, dance, poetry, theatre, presentations
- Participatory work – art, pottery, making,
- Longer project work using facilitated words and creativity

- Local history, museum memorabilia and handling collections

The programme is being delivered in partnership with the arts/cultural organisations involved in the bid.

We are seeking a small contribution from each Area Board where activity will be taking place for the second year of the project.

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

Trowbridge

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

BA14 8JQ

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

<input type="checkbox"/> Intergenerational projects <input checked="" type="checkbox"/> Older People Support/Activities <input checked="" type="checkbox"/> Carers Support/Activities <input checked="" type="checkbox"/> Promoting physical and mental wellbeing <input checked="" type="checkbox"/> Combating social isolation <input checked="" type="checkbox"/> Promoting cohesive/resilient communities <input checked="" type="checkbox"/> Arts, crafts and culture <input type="checkbox"/> Safer communities	<input checked="" type="checkbox"/> Heritage, history and architecture <input checked="" 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

Celebrating Age creates high quality arts, culture and heritage activity for older people which is delivered in their own community settings during daylight hours. The partnership includes Wiltshire Council Library Services as well as Age UK and cultural organisations.

In Year 1 of the project, the PDW has consulted with The CEMs, Older people's champion, local community groups and workers sign posted to her, to identify the type of arts activity and events older people would like to participate in and attend. The project will also offer free tickets for the people who undertake local activity to attend events, performance and exhibitions in the partner venues.

In this way, it focusses on the priorities already identified by the Trowbridge JSA in the report 'Our Community Matters'. The PDW is organising the events with the guidance of a small steering group: CEM, Town Council and

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

The project aims to reach between 30 - 50 people per event. At the launch event at Town Hall Arts there were 40 people in the audience. The 7 piece band themselves were also older performers in their 60s/70s. Some events are targeted at smaller groups, eg the Art Masterclass will have 10 participants, to offer a quality, intimate workshop for participants to feel special and learn new techniques to support their regular practice.

At the larger events, word of mouth is helping to accumulate more audience members/participants.

### How will you encourage volunteering and community involvement?

The Project Development Worker will work with existing voluntary and community groups, including the Community Engagement Manager and local charities to identify how best to access the community in that area. Community groups will be consulted to decide what sort of activity is to be provided in the monthly session and to identify the older people who may want to benefit from the activities.

### 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.)?

The work will be offered free for the first two years to ensure that it is accessible to everyone, regardless of ability to pay. In the third year, the community groups can decide either to fundraise to support part of the costs, or to make a small charge for attendance. The activity will take place in libraries or other community facilities which are accessible to older and disabled people. The Project Development Worker will work with community workers and groups in each area to identify socially isolated people who may be encouraged to take part. The participants will also be able to access free tickets for events at the partner venues.

### How will you work with other community partners?

The Project Development Worker will work with the Community Engagement Managers to understand the community partners in each location. They will then network with these partners to identify community needs and priorities so that a community group can choose the activities that will be offered.

## 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?

The Chief Executive Officer at Wiltshire Music Centre will be responsible for safeguarding and the PDW will follow the WMC Safeguarding Policy. All staff and creative leaders running sessions for the Celebrating Age project will be DBS checked. They will be briefed on the policy and trained as appropriate.

WMC is a professional arts organisation with a Creative Learning team delivering music education projects for all ages across the county. As such it is fully committed to safeguarding the young, old and vulnerable people it works with on a year round basis. WMC has been delivering this sort of work for almost 20 years and is very experienced in all aspects of safeguarding.

## 12. Monitoring your project.

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

WMC and the PDW have created a simple evaluation model for the first phase of the project, seeking to identify social impacts and outcomes of taking part in the Celebrating Age activities such as reducing loneliness, increasing social confidence, developing new artistic, cultural or heritage skills and experiencing and increasing social interaction with other people outside the home.

The Project Development Worker will carry out evaluation at least twice a year with participants and activity leaders which will identify a baseline position and then movement from this every period. In this way it will be possible to identify if the project has successfully achieved the social outcomes sought. The partner organisations will also meet at least twice a year to monitor the progress of the project and assess the impact.

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

The annual cost of the project is between £60,000 and £70,000 a year for three years. Arts Council England are grant funding (committed) between 47% and 55% of the project depending on the year. A small contribution of £1,500 per year is being sought from each Area Board where activity will take place. If this is not possible, we will seek the funding from other local sources. The project seeks to establish groups in each area involved in choosing the activities. The Project Development Worker will aim to encourage these groups to continue after the funding ends.

## 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

The total Celebrating Age project will cost £201,991 over three years. This represents a leverage value for the Area Board of 45 times if funding is provided over the three year period.

## 15. Finance:

### 15a. Your Organisation's Finance:



**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:**

This is an Arts Council England funded project involving a range of partners: Wiltshire Library Service, 3 major arts organisations in the county (WMC, the Pound and Wiltshire Creative), Community First, Age UK and Wiltshire Museum and Salisbury Museum. All partners are supporting the project with facilities and/or tickets for events and community resource involvement.

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**

NB. If your organisation reclaims VAT you should exclude VAT from the expenditure

(Planned Income [help](#))

(Planned project costs [help](#))

Project Dev Worker	50260	Event tickets donatio	48000	<input checked="" type="checkbox"/>
Travel/Exp	6870	Office provision	3060	<input checked="" type="checkbox"/>
Office costs	7172	Space provision	18000	<input checked="" type="checkbox"/>
Marketing	2948	Other Area Board	25500	<input type="checkbox"/>
Activity Delivery	60000	Arts Council Grant	99931	<input checked="" type="checkbox"/>
Event tickets	48000	Participation fees	6000	<input type="checkbox"/>
Space hire	18000			<input type="checkbox"/>
Management	8742			<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Total

201992

Total

200491

**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.**

Project is different in each of the 6 areas: Trowbr', Calne, Salisb

## 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.

## Health and Wellbeing projects and activities FUNDING APPLICATION

### 1. Applicant:

Name	
Organisation	Arts Together
Address	
Phone number	
Email address	

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

£0 - £1000	
£1001 - £5000	£2,000
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)

### 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 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 checked="" 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?

We work with very frail and disabled older people living in and around Trowbridge who, because of their physical or mental frailty, are dependent on others for most of their daily needs. They are aged from 65 to 98 and live in the community with conditions such as dementia, severe sight or hearing loss, poor mobility, learning disabilities and poor mental health. Most are unable to go out unassisted and, because they cannot go out and 'join in', have become socially isolated and 'invisible' within their communities. They have lost their health and most have also lost friends, companions, their role and dignity and unless something changes they risk losing their remaining independence because they are lonely and depressed and have lost their confidence to deal with issues in everyday life.

Our Trowbridge group is one of six groups we run in Wiltshire. They meet in the lounge of Manor Court sheltered housing. We run a variety of professional arts projects adapted to the individual needs of each member. These

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

At least 14 older people per group and their family carers

### How will you encourage volunteering and community involvement?

The Trowbridge group has 3 group volunteers and is supported by individuals, businesses and professional agencies in the community who provide time, venues, carers, specialist advice, food and other resources free of charge or heavily subsidised.

Volunteers are trained by us to work with the professional artists who deliver the projects. They are the keystone of our groups. They get to know each member and work to ensure that activities are doable by everyone whatever their disabilities. They report back to managers about the sessions, the projects and any concerns they have regarding members' wellbeing. They tell us they feel well supported and those who plan to return to paid work value the training in transferable skills such as Food Hygiene that we offer. We have an excellent record for retaining group volunteers who tell us that they find the work very rewarding: 'The group is a very exhilarating place to be. Feels good working with a group that involves its members to

### 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.)?

Our Wellbeing Support Service ensures that everything we do is fully accessible for our members. We do not offer time limited interventions. As members' needs change we adapt our support so that they can continue attending for as long as they want or are able. No one stops attending because of unmet health or care needs.

Our members are dependent on others for most of their daily needs and they have all become socially isolated. Generally they are very hard to reach and do not respond to leaflets or posters so we use professional networking opportunities and a variety of media to reach the neighbours, relatives and agencies who know them and can refer them to us.

After long periods of loneliness new members may be nervous about venturing away from home. We offer encouragement and ensure that they have a companion to accompany them on their first visit. Often in the

### How will you work with other community partners?

Our community partners are Selwood Housing, who provide the venue, Wiltshire Farm foods who provide puddings, CareWatch who provide the carer, all free of charge. Adult Care, the Mental Health Teams and Care Coordinators refer new members to us as do charities such as Age UK and Parkinsons UK. We also rely on them for advice on how to deal with specific conditions. Transport is provided by Melksham Community Transport and our artists source many of their materials from the Scrapstore.

## 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 our members are vulnerable because of their age and disabilities. We have strong safeguarding, safety and data protection policies and procedures which are regularly reviewed by Trustees to ensure they are fit for purpose. They are rigorously implemented. Frontline staff receive appropriate training and are issued with written guidance.

Trustees, staff, frontline artists and volunteers are all subject to DBS checks every 3 years and all receive routine training and guidance on maintaining the safety of members, the venues and themselves.

In addition a key aspect of our Wellbeing Service is to enable members to access appropriate health and care services should the need arise. Nowadays very few of our members have social workers so our help is crucial to our members' ongoing health and wellbeing. In the last 9 months our Hub Manager has made 117 such interventions on behalf of Trowbridge group members. Many of these interventions

**12. Monitoring your project.**

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

We routinely monitor everything we do to enable us to see what works well or where change is needed. We use our service evaluations to inform future planning and formulate or adapt strategies. We record quantitative data including numbers attending, results of fundraising events and numbers of wellbeing interventions.

We record qualitative data week by week including feedback from members, volunteers, artists, families and partners. Once a year we carry out a more formal evaluation involving focus groups, interviews and forms. We also record the nature and outcomes of wellbeing interventions to ensure members are receiving appropriate and timely support.

We will know that the project is successful when:

1. Members continue to report improvements to their health and wellbeing, such as improved confidence

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

The Wellbeing Support service is a key element of our budget and will therefore form part of our routine annual fundraising which includes grants, donations and local fundraising events such as street collections and exhibitions

**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**

The Trowbridge group is one of six groups we run in Wiltshire. This application applies to this group alone. The accounts below refer to those of March 2017 which the drop down box does not allow for

**15. Finance:**

**15a. Your Organisation's Finance:**

**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:**

We held a minimal £5,000 in free reserves which we have had to use this year to cover our running costs.  
 The surplus from the last year was from grants awarded for this year, 2017/ 18  
 The budget below is for the Wellbeing Support Service at Trowbridge group alone.

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**

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

artist and volunteer re	833	Florence Cohen	500	<input checked="" type="checkbox"/>
group lunch costs	500	Charles Haywood	500	<input checked="" type="checkbox"/>
transport	1,500	Walter Guinness	500	<input checked="" type="checkbox"/>
training	334	Truemark	500	<input checked="" type="checkbox"/>
volunteer expenses	334	St James	750	<input checked="" type="checkbox"/>
admin	83			<input type="checkbox"/>
member recruitment a	1,166			<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
<b>Total</b>	<b>4,750</b>	<b>Total</b>	<b>2,750</b>	

**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)

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### 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.

## Health and Wellbeing projects and activities FUNDING APPLICATION

### 1. Applicant:

Name	
Organisation	Carers Support Wiltshire
Address	
Phone number	
Email address	

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

£0 - £1000	
£1001 - £5000	£ 3,230
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?

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### 5. Project title?

Community Connections
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### 6. Project summary: (100 words maximum)

<p>Loneliness and isolation are a huge problem amongst the elderly. In Trowbridge, more than 2,000 people over 65 feel lonely or isolated.</p> <p>Elderly carers are twice as likely to feel lonely as their peers. Of the estimated 3,500 unpaid carers in the Trowbridge area, around 2,800 feel lonely sometimes and more than 800 feel lonely all the time.</p> <p>We'd like to reach Trowbridge residents who may be lonely and connect them with local organisations and groups which can support them or offer social inclusion. We will work with other organisations such as Age UK and Alzheimer's Society to ensure respondents are referred to the most appropriate organisation or group.</p>
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**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
x <input checked="" type="checkbox"/> Older People Support/Activities	<input type="checkbox"/> Inclusion, diversity and community spirit
x <input checked="" type="checkbox"/> Carers Support/Activities	<input type="checkbox"/> Environment, recycling and green initiatives
<input type="checkbox"/> Promoting physical and mental wellbeing	<input type="checkbox"/> Sport, play and recreation
x <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 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?

According to the latest Age Concern and Help the Aged survey results, 7 per cent of people 65+ in England say they always or often feel lonely. Including those who say they are sometimes lonely, the figure rises to 33 per cent. (Age UK "Loneliness and Isolation Review")

In Trowbridge, the over 65 population was around 6,154 in 2011. Based on the Age Concern survey, there are 430 elderly Trowbridge residents who feel lonely all the time, and more than 2,000 who feel lonely sometimes.

Amongst carers over 65, the statistics on loneliness are alarming. 25% of carers say they always feel lonely, and if we include carers who sometimes feel lonely, it rises to a staggering 62% .

Isolation among older carers can be caused by a number of factors:

- The need for the carer to stay with the cared-for person, leaving them both house-bound in many cases
- The increased financial pressure which forces many to give up social and leisure activities
- A lack of suitable transport – this is more difficult for older carers who are less able to help the cared-for person in and out of a car, or where public transport is limited
- This isolation is compounded by the fact that older people are less likely to use the internet, which is how most local events are promoted. As a result many elderly carers are not aware of events happening locally. Lack of IT skills also makes it more difficult to stay in touch with friends and family.

We'd like to address this as follow:

- Create a poster and postcard addressing the issue of loneliness and isolation.
- Place posters in local GP surgeries, supermarkets, libraries etc.
- Deliver postcards to 22,000 homes in the Trowbridge area
- The print approach is key as it ensures we reach elderly people who do not use social media or the internet. The campaign will also be supported on social media to increase reach and frequency.
- Provide a phone answering service to signpost all elderly Trowbridge residents (not just carers) who respond to the postcard, to local activities and groups. Carers will be supported by CSW.
- Run a monthly group for isolated carers, and provide assistance with respite care, and transport to ensure the group is accessible to those who need it
- Signpost to other organisations already running groups in Trowbridge.

We are confident this approach will enable us to engage with difficult to reach elderly people who are lonely or isolated. We will support carers, and refer non-carers to the appropriate group or organisation in their community.

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

271 elderly Trowbridge area residents who are not currently in contact with local charities and community groups.

With a comprehensive mailing to 22,000 Trowbridge homes, we hope to reach the majority of lonely elderly people – including carers.

With an average response rate of 5.6% we would expect to engage with around 157\* lonely carers and 114\* elderly people who feel lonely.

Carer Support Wiltshire will handle all enquiries generated by the campaign, offering support to carers and signposting non-carers to relevant local organisations, groups and activities.

\*(5.6% of the 2,800 carers in Trowbridge who feel lonely or isolated)

\*\* (5.6% of the 2,030 elderly people in Trowbridge who feel lonely)

How will you encourage volunteering and community involvement?

The campaign messaging will include a call to action for volunteering. Respondents interested in volunteering will be directed to the most relevant local organisations and groups based on their interests and experience.

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.)?

Part of Carer support Wiltshire's commitment to this project is to provide respite care and assistance with transport for those carers who would otherwise be unable to attend local group activities.

Carer Support Wiltshire group events are free of charge, as are many other local groups. The blanket mail approach ensures all Trowbridge residents are reached – including elderly non-internet users.

How will you work with other community partners?

We have contacted Age UK and Alzheimer's Society and both are keen to work with us to handle enquiries and refer people.

We will contact all local groups and organisations which have events of social activities in Trowbridge to discuss referral procedures and offer opportunities to get involved in the project. Community partners will need to provide information on their events and contact details in order to participate in the campaign. They will not need to commit any resources (staff or funding) to the campaign.

## 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?

CSW is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults engaged in the breadth of its activities. We have a safeguarding policy which outlines the duty and responsibility of staff, volunteers and trustees working on behalf of CSW in relation to the protection of vulnerable adults from abuse.

All CSW staff undergo mandatory Safeguarding Vulnerable Adults from Abuse Training which is refreshed every three years. Managers undertake the Wiltshire Council Safeguarding Vulnerable Adults from Abuse Training for managers.

The designated Vulnerable Adult Protection Officer for CSW is the Chief Executive. The role of the designated officer is to oversee all instances involving adult protection that arise within CSW. They will respond to all vulnerable adult protection concerns and enquiries. Specialist training is provided for this member of staff.

## 12. Monitoring your project.

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

A unique phone number, postal address and email address will be set up for the campaign, so we will be able to track the exact number of enquiries.  
CSW will track carer respondents to measure levels of engagement with CSW services. Non-carer respondents will be tracked (anonymously) from initial contact to referral. We will encourage all referral partners to document referrals received from this campaign, and to submit the results to CSW so a comprehensive report can be produced.

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

This is initially a one off mail out to connect with lonely and isolated elderly people who are difficult to reach. If the approach proves successful, we would plan to repeat the campaign in 24 months. With data from the first campaign to demonstrate results, we are confident we can secure corporate funding for future campaigns.

**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:** March 2017

**Total Income:** £ 1,276,003.00

**Total Expenditure:** £ 1,275,989.00

**Surplus/Deficit for the year:** £ 14.00

**Free reserves currently held:** £ 2,256.00

**(money not committed to other projects/operating costs)**

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

We do not have sufficient funds in our reserves to pay for this project. We provide a county-wide service and are unable to deplete our reserves to fund a project with such a limited local focus.

**15b. Project Finance:**

Total Project cost £ 9,046  
 Total required from Area Board £ 3,230

**Expenditure** £9,046 **Income** £5,816 **Tick if income confirmed**

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

Postage	1730	Programme co-ordinator	768	✓
Printing	940	Admin	842	✓
Postcard and poster design	350	Transport (carers)	560	✓
Phone line staffing	1120	Respite (carers)	1680	✓
Programme co-ordinator	768	Meeting costs (6 meetings)	1056	✓
Admin	842	Postcard and poster design	350	✓
Transport (carers)	560	Phone Line Staffing	560	✓
Respite (carers)	1680			
Meeting costs (6 meetings)	1056			
<b>Total</b>	<b>9046</b>	<b>Total</b>	<b>5,816</b>	

**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.**

Melksham  
 Corsham  
 Trowbridge

**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.



## Health and Wellbeing projects and activities FUNDING APPLICATION

### 1. Applicant:

Name	
Organisation	Trowbridge Town Council
Address	
Phone number	
Email address	

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

£0 - £1000	
£1001 - £5000	X
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)

The walking sports project is aimed to engage all members of the community to participate in sport. It is accessible to all regardless of their level of previous regular physical activity. Participation in walking sports supports mental well being, helps those at risk of social isolation to meet new people and participate within their community.

### 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 type="checkbox"/> Carers Support/Activities	<input type="checkbox"/> Environment, recycling and green initiatives
<input checked="" type="checkbox"/> Promoting physical and mental wellbeing	<input checked="" type="checkbox"/> Sport, play and recreation
<input checked="" type="checkbox"/> Combating social isolation	<input type="checkbox"/> Transport
<input checked="" type="checkbox"/> Promoting cohesive/resilient communities	<input type="checkbox"/> Technology & Digital literacy
<input 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 development of walking sports will help to engage people of all ages. There is proven benefits of the partic  
Walking sports are designed to engage people of all ages. The application of these sports have provided prov  
There are also social benefits as stated by England Netball, Walking sports help participants "meet new people

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

Each session will have the opportunity for 20 participants with 4 sessions due to be scheduled across the work

How will you encourage volunteering and community involvement?

As the sports development team at Trowbridge Town Council the set up for us is very different as all our sessio

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 will ensure the project is accessible to all via its central location within the main Trowbridge town park. The  
The courts central location next to the free multi storey car park ensures participants are not hampered from pa  
The cost for taking part will be affordable £3 and will operate on a play and pay basis, with no required longer t

How will you work with other community partners?

It will compliment existing walking sports programmes that take place at weekend, run by Wiltshire Council.  
We will engage with residential homes and those in independent living facilities to encourage participation.  
We will engage with local community groups such as the multi-faith forum and Trowbridge community guild to p  
We would promote the service to local charities to whom it may be of interest such as Alzheimer's Support, as b  
We will build on our relation with Tesco to develop the social side of the walking sports programme, seeking sup  
In addition to this we would look to source a venue either the civic centre or the park club to hold regular social

## 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 Trowbridge Town Council coaching staff hold enhanced adult and child DBS'. They also adhere to the Town C  
Town Council employees also sign the declaration by association and are fully aware of their responsibilities in re  
All staff are aware of the town council's safeguarding lead (Hayley Bell) and undertaking refresher training for safe  
Most staff have are also dementia friend trained and those that are not who may be participating in the walking sp

**12. Monitoring your project.**

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

We would monitor the project through a series of feedback forms, recording KPI's, referrals, testimonials and

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

Trowbridge Town Council will provide this as core funding.

**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

**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:**

Active Trowbridge provides non-statutory services to the community which would not normally be funded from these prec

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**

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

(Planned Income [help](#))

Netball Course	240	£3.00 per week	180	<input type="checkbox"/>
Marketing	260			<input type="checkbox"/>
Coaching delivery	3640			<input type="checkbox"/>
Facility	3120			<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
<b>Total</b>	<b>7260</b>	<b>Total</b>	<b>180</b>	

**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.



Reference no
Log no
<b>For office use</b>

## Area Board Projects and Councillor Led Initiatives Application Form 20176/20187

**To be completed by the Wiltshire Councillor leading on the project**  
Please ensure that you have read the Funding Criteria before completing this form  
**PLEASE COMPLETE ALL SECTIONS TO ENSURE THAT YOUR APPLICATION CAN BE CONSIDERED**

<b>1. Contact Details</b>	
Area Board Name	<u>Trowbridge</u>
Your Name	<u>Clr Deborah Halik</u>
Contact number	e-mail <u>Deborah.halik@wiltshire.gov.uk</u>
<b>2. The project</b>	
Project Title/Name	<u>MIDAS minibus driver training for community volunteers</u>
Please tell us about the project /activity you want to organise/deliver and why?  <i>Important: This section is limited to 900 characters only (inclusive of spaces).</i>	<u>Trowbridge Health and Wellbeing Group wish to allocate £500 of its remaining 2017/18 funding to MIDAS minibus driver training for community volunteers in Trowbridge community area. A need for this has been identified from discussions with various groups and Trowbridge Guild of Community Transport has confirmed a need for more minibus drivers in our area. The project would support delivery of key community projects and JSA priorities around prevention of social isolation for older people in particular. It will also enable more people to participate in social, sporting and other activities. Fleet Services at Wiltshire Council can deliver the training from the depot in Devizes. The area board and community will benefit as the drivers will, in return for training, be asked to make themselves available to support a set number of community projects per year.</u>
Where is this project taking place?	<u>Trowbridge Community Area</u>
When will the project take place?	<u>Spring/ Summer 2018</u>
What evidence is there that this project/activity needs to take place/be funded by the area board?	<u>Several activities have been organised and people have asked for transport to them e.g. Celebrating Age events. Whilst minibuses may be available there is often a lack of trained drivers in our area.</u>

<p><b>How will the local community benefit?</b></p>	<p><u>The local community will benefit from a pool of drivers to support delivery of community projects. Drivers will volunteer from local groups and organisations and will in return offer up availability for community use, an agreed number of times per year. This funding will enable up to 5 volunteer drivers to be trained.</u></p>		
<p><b>Does this project link to a current Community Issue?</b> (if so, please give reference number as well as a brief description)</p>			
<p><b>Does this project link to the Community Plan or local priorities?</b> (if so, please provide details)</p>	<p><u>The project links to JSA priorities around preventing social isolation, promotion of healthier lifestyles and enabling people to join in and get to sports activities.</u></p>		
<p><b>Is this project supported by the Local Youth Network or Community Area Transport Group?</b> (if it relates to young people or highways and transport)</p>	<p><u>The project is supported by the Health and Wellbeing Group. Transport is also an issue for young people wanting to get involved in positive activities.</u></p>		
<p><b>What is the desired outcome/s of this project?</b>  <u>A pool of volunteer drivers that can be called upon to support delivery of community projects.</u></p>			
<p><b>Who will be responsible for managing this project?</b> <u>Community Engagement Manager</u></p>			
<p><b>3. Funding</b></p>			
<p><b>What will be the total cost of the project?</b></p>	<p><u>£500</u></p>		
<p><b>How much funding are you applying for?</b>  Please note that only capital funding is available</p>	<p><u>£500</u></p>		
<p><b>If you are expecting to receive any other funding for your project, please give details</b></p>	<p><b>Source of Funding</b></p>	<p><b>Amount Applied For</b></p>	<p><b>Amount Received</b></p>
<p><b>Please give the name of the organisation and bank account name (but not the number) your grant will be paid in to.</b>  (N.B. We cannot pay money into an individual's bank account)</p>			
<p><b>4. Declaration – I confirm that...</b></p>			
<p><input type="checkbox"/> The information on this form is correct and that any grant received will be spent on the activities specified</p>			
<p><input type="checkbox"/> Any form of licence, insurance or other approval for this project will be in place before the start of the project outlined in this application</p>			
<p><b>Name:</b> <u>Cllr Deborah Halik</u></p>		<p><b>Date:</b> <u>26/02/18</u></p>	
<p><b>Position in organisation:</b></p>			
<p><b>Please return your completed application to the appropriate Area Board Locality Team (see section 3)</b></p>			

Formatted: Centered





## Health and Wellbeing projects and activities FUNDING APPLICATION

### 1. Applicant:

Name	Community Engagement Manager Trowbridge
Organisation	Wiltshire Council
Address	
Phone number	01225 718608
Email address	Mary.cullen@wiltshire.gov.uk

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

£0 - £1000	£770
£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)

### 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 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 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?

Discussions at HWB Group and with luncheon clubs have identified a need for vulnerable, isolated older people. This has been identified as a need by older people themselves and by supporting organisations. The project addresses key Trowbridge Community Area priorities around supporting vulnerable older people in community, preventing social isolation and loneliness and promoting mental health and wellbeing.

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

Up to 30

How will you encourage volunteering and community involvement?

Volunteers will accompany older people on the outings to ensure their safety and enjoyment of the activity.

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 will work with partners including members of the HWB Group, Alzheimers Support, Carers, Support, town & councils, Age Uk,, NHS care cordinators, luncheon clubs to identify participants at risk of social isolation and w benefit most from the activity. Partner organisations will be asked to allocate volunteer helpers.

How will you work with other community partners?

as above.

## 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?

DBS checked staff will accompany older people on trips out. Risk assessments will be carried out.  
All participants will provide emergency contact details and medical profiles.  
A first aider will be present.

**12. Monitoring your project.**

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

We will record number of participants. We will ask participants to say what the day out means to them, We will take photographs on the outings and report back to the area board.

**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 activity. Future events may be organised and funds will be raised separately for these..

**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**

**15. Finance:**

**15a. Your Organisation's Finance:**

**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:**

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**

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

Bus Hire x 2	760	30 x £3er head contrb	90	<input type="checkbox"/>
vols expenses	90	vol in kind	200	<input type="checkbox"/>
refreshments	210			<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
<b>Total</b>	<b>1060</b>	<b>Total</b>	<b>290</b>	

**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** N/A

### 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.

## Health and Wellbeing Groups Spending Guidelines

Health and Wellbeing Groups (HWG) have been allocated a sum of revenue funding from the adult community care budget to fund grants, projects and initiatives for adults within a particular community area. HWGs are able to and indeed are encouraged to secure additional funding through applying for additional grants (for example NESTA Community grants<sup>1</sup>). These guidelines are only applicable to monies devolved to HWGs for the community care budget.

The money must be used to invest in projects that will support adults living within a community area. While not exclusively restricted to older people, HWG investment should be made in such a way as to make the maximum impact on health and wellbeing within a given community area. Older adults (those aged 65) are most likely to require high cost health and care services and as such investment in projects that will benefit this demographic are very likely to have the most significant impact.

### General Guidelines

- Any investment must evidence how it will support the priorities identified in the relevant local Joint Strategic Needs Assessment (JSNA).
- Investment must be used to support with the delivery of the Councils corporate objectives.
- Investment should be sustainable and ideally projects should not be reliant on the investment from the HWG. The preferred model is to pump prime projects that will become self reliant over time through income generation or local fund raising.
- Investment should align with Local Area Board priorities.
- Any projects, organisations and individuals who receive funding must be required to report back on the impact of the investment. (This reporting will be proportionate and vary based on the money invested and scope of the project)

### Strategic Priorities for Adult Care

The Preventing Reducing and Delaying Eligible Needs Policy identify three key priorities in terms of prevention. These priorities should be considered by local HWGs in addition to locally identified priorities when allocating grants or making recommendations to the Local Area Boards.

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<sup>1</sup> <http://www.nesta.org.uk/get-funding>



It should be noted that these general duties apply to people who need care, those who may need care in the future and carers. The Care Act gives carers the same legal rights to an assessment, information and advice and prevention as people who need care and support services.

HWGs should consider how supporting projects that will enable carers to continue in their essential role will help to deliver the objectives described in these guidelines. The Evaluation criteria and evaluation can be applied equally to projects focused on carers of adults and adults themselves. Particular weighting should be given to projects, activities or initiatives that will provide benefits for both adults living within a community area and carers who may be supporting these individuals.

The policy states the Council will work with its partners across the system to;

- Reduce avoidable admissions to acute settings,
- Reduce permanent admissions to residential and nursing care homes,
- Support people to maintain independence at home for as long as possible.

In addition to statutory care and support service's, community based interventions some of which may be supported by individual HWGs are crucial if we are to develop a sustainable care and health system in the context of rising demand and reduced resources. HWGs are asked to prioritize projects that support the community prevention themes listed below.

The Better Care Plan, Health and Wellbeing Strategy and the Care Act all identify prevention as a key priority for adult care. Based on local engagement adult care commissioners have identified three themes where it is likely local intervention, projects and investment will deliver the maximum impact in terms of preventing reducing and delaying the need for statutory social care services.

Loneliness and Social Isolation- Older adults are at a higher risk than any other demographic of becoming lonely or isolated. Factors that lead to loneliness include physical disability, ill health, continence issues, communications difficulties, bereavement, a low income, no access to transport and a range of other environmental factors. The campaign to end loneliness have suggested loneliness can have the same adverse impact on an individual's health as smoking 15 cigarettes a day<sup>2</sup> HWGs are well placed to provide opportunities for people to engage with community assets and reduce loneliness, examples of this include 'Men in Sheds' clubs, community lunches and intergenerational projects.

The facilitation of information and advice about the local care and support system is a statutory duty for Local Authorities. Commissioners from the community commissioning team have been working in partnership with Healthwatch Wiltshire to implement and develop the Your Care Your Support information website. This website includes an array of information about health and social care and a searchable service directory listing local resources ranging from care homes to local

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<sup>2</sup> <http://www.campaigntoendloneliness.org/loneliness-research/>

voluntary organisations. HWGs are well placed to support local projects that bring together or raise awareness of local resources for instance local asset mapping, gap and needs analysis or facilitated peer support.

Getting around and accessing community assets- Older adults often find it challenging to access community assets due to a lack of access to transport. HWGs should consider how they can fund projects that connect communities' for instance training volunteer drivers or supporting lift share schemes or time banking programs. Other projects might bring assets to individuals or small groups, good examples include 'good gym' projects, casserole clubs and the make everyone welcome scheme.

### **Evaluation Criteria and Evidence**

Health and Wellbeing Groups are advised to use the criteria provided to assess applications for funding. Discretion can be applied when considering smaller grants. A reasonable and proportionate assessment is essential for each grant recommendation.

## Minutes of the Trowbridge Health and Wellbeing Group meeting held on 22<sup>nd</sup> February 2018, at 2pm, at Dorothy House in Trowbridge

### Present

Mary Cullen (WC), Deborah Halik (WC), Rebecca Seymour (Celebrating Age), Karoline Fudge Malik (Arts Together), John Stanwick (SeAp), Lizzie Rapley (Carers Support Wiltshire), Chris Moore (Alzheimer's Support), Tracey Wilmott (SeAp), Hayley Bell (Active Trowbridge), Barbara Smith (Adult Social Care), Stephen Dale (Dorothy House), (NHs Care Co-Ordinator) Katie Smith, Health Trainer (WC)

### Apologies

Farzana Saker (WWMMF), Barrie Dearlove (Breakthrough), Jane Milton (NHS)

### Minutes of last meeting- agreed

### Election of Chair

Cllr Deborah Halik was elected Chair, proposed MC, Seconded DM, all agreed.

In the absence of nominations or volunteers for Vice Chair, M Cullen will stand in for the short term.

### Grant application presentations

Grant applicant were asked to leave the room and invited to return one at a time to present grant applications and answer members questions.

Following this, members discussed grant applications and developed the following recommendations to the area board.

See table below

Applicant	Score	Positives	Negatives	Recommendation to A/b	Balance £7000
Celebrating Age, requested £1500	73	*Value for money *Well planned *Inclusive *Varied *Targets JSA priorities *Evaluation shows well received	None	Award in Full £1500	£5,500
Arts Together, requested £2000	52	*Quality project *Targets JSA objectives	*Limited reach *Narrow field – art	Part Fund £1000 with recomb to take out to other venues	£4,500

		<ul style="list-style-type: none"> <li>*Good 1-2-1 work</li> <li>*Have supported vulnerable people through safeguarding</li> <li>*Works with partners</li> </ul>			
Carers Support Wiltshire, Connecting Communities, requested £3230	63	<ul style="list-style-type: none"> <li>*Wide reach</li> <li>*Ambitious</li> <li>*partnership working</li> <li>*JSA priority</li> <li>*Builds on Carers Survey results</li> <li>* will sustain other projects into future</li> <li>*Transport will be provided</li> <li>*Carers supported so better able to care</li> </ul>	<ul style="list-style-type: none"> <li>*reliance on mailshot</li> <li>* ?info overload</li> </ul>	Award in Full, £3230	£1270
Trowbridge Town Council	48	<ul style="list-style-type: none"> <li>*Increasing physical activity for older people</li> <li>*Supporting town centre devt</li> </ul>	<ul style="list-style-type: none"> <li>*Little evidence of need</li> <li>*Risk of duplication of services</li> <li>*Target group may not be able to participate as envisaged</li> <li>*Cost</li> <li>*Focus on sports courts</li> </ul>	Defer  Good idea in principle, needs further development, suggest work with older people care homes etc to establish what type/level of physical activity support would work, level of need/demand and resubmit.	

The group discussed the remaining £1270 in the budget.

MC noted a project in another area that had trained mini bus drivers setting aside funding from HWB budget. This would result in a pool of minibus drivers available in our area and tackle an identified need. In return for training, drivers would make themselves available to support area board/community initiatives, a set number of times per year. All agreed this would be good use of £500 to train 5 drivers.

MC to develop further. DH will bring forward as member project.

MC highlighted an idea from Saturday Social to take some older people to the seaside in Summer. Members including Alzheimer's Support agreed that this was a real need and that several people had been asking for this. All agreed the remaining funding be allocated to this. MC will bring forward to A/B.

The HWB budget was fully allocated.

### **Partner Updates**

Dorothy House is developing a new strategy and approach and are looking for opportunities to reach out to partners and work with them. Services cover an area from Malmesbury to Frome.

Alzheimer's Support- The level of referrals is steady which is good news. Working out of Trowbridge health centre so more visible and engaged with GP's and support staff. Joint visits with Care Co-ordinators are taking place which people value. Further Movement for the Mind and gardening groups are taking place. Palmer Gardens Memory Café is now extending the offer to take Lovemead patients.

A question was raised about links between Alzheimer's Support and the Sensory Garden. It was confirmed that there are plans to use the sensory garden more, particularly given its location across the street from Alzheimer's Support offices.

SeAp- Referrals are increasing. Working with Selwood Housing. Links developed with WC following last meeting. Can carry out home visits to older people with primary health care issues/complaints.

Health Trainers- Growing number of referrals from Trowbridge. Need to be able to link up better with health centre.

Adult Social Care- BS may be moving to another role in line with adult social care transformation of services. There will be a generic secure mailbox now for enquiries [advice&contact@wiltshire.gov.uk](mailto:advice&contact@wiltshire.gov.uk)

**A.O.B** none

**Date next meeting** Tuesday 17<sup>th</sup> April 2018, at 2pm, at Dorothy House.