

Health and Wellbeing projects and activities FUNDING APPLICATION

1. Applicant:

Name	
Organisation	TCAF Trowbridge Community Area Future
Address	St Stephen's Place Trowbridge BA14 8AH
Phone number	01225 765072
Email address	tcaf@trowbridge.gov.uk

2. Amount of funding required from the Area Board:

£0 - £1000	
£1001 - £5000	£2934.60
Over £5000 (please note – our grants will not normally exceed £5000)	

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

Yes	
No	No

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

5. Project title?

B14 Kindness Cafe

6. Project summary: (100 words maximum)

The **B14 Kindness Café**, in The Shire Shopping Centre in the centre of Trowbridge, will be a 'support and share' meet-up group focused on developing peer support to meet local health and wellbeing needs, alongside tailored professional support and guidance led by the needs of local people accessing the café. The café will be targeted at supporting older residents through intergenerational support, building social connections and supporting their identified health and wellbeing needs. By increasing social support locally older people will stay independent in their homes for longer and have increased confidence to access support from new friends and online.

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 8AT

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

<input checked="" 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 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 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 checked="" 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?

In July 2017 The B14 Community Hub first opened in a empty retail premises in The Shires Shopping Centre, as a community venue for the people of Trowbridge, with the support of fifteen local charities and voluntary organisations that run open advice and support sessions for local people to access. The **B14 Kindness Café** will **provide a weekly two-hour session at The B14 Hub**, where local people will come together to help support each other's health and wellbeing needs. The café will be targeted at supporting older residents to encourage them to develop relations with other local people to build social connections. Each session will focus on a specific health and wellbeing topic, such as introducing people to the Your Care Your Support Information Service, a guest session from Alzheimers Support or other existing and new Hub partners, or a social session focused on developing relaxation skills. The café concept it to encourage local residents to support each other and create a social network using The Hub as a place to meet. The café aims to increase social support locally to enable older people to stay independently in their homes for longer. The B14 Kindness Café has been developed in line with the Wiltshire Health and Wellbeing Joint Strategic Needs Assessment for Older People to provide opportunities for older people to support the growing population of elderly people in Trowbridge. It responds to specific local needs around social isolation and the need to reduce GPs appointments and admissions to hospital, that aligns with the Council's corporate objectives around stronger communities: community wellbeing (localisation) and personal wellbeing (prevention). The B14 Kindness Café also links to Joseph Rowntree's Neighbourhood strategy to respond to loneliness by creating a stronger information, advice and advocacy system for older people and helping them navigate digitalised primary care. The B14 Kindness Café will be an opportunity to share experiences around issues of health and wellbeing support and TCAF staff will facilitate the opportunity to get professional guest speakers that directly respond to the needs of the participants. This will in turn meets the strategic objectives of the Local Area Board by building effective collaboration with public, voluntary and private sector partners and increasing local engagement.

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

The B14 Kindness Café will target at least 50 older people and older carers over one year to access the weekly sessions. This will build on the existing network of local people who are already accessing the Hub.

How will you encourage volunteering and community involvement?

The B14 Kindness Café will be based in the Hub that already encourages community engagement through the recruitment of volunteers to support local initiatives and charities. The B14 Kindness Café will be able to build on the success of the current 20 dedicated volunteers that support the Hub's activities to encourage more local people to get involved in their local community. The café will be based on a model of helping others and by doing so will encourage community involvement and volunteering.

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 B14 Community Hub is an accessible building, with an accessible toilet. It is an open access space which it has the benefit of being in the centre of Trowbridge with access to many vulnerable and socially isolated people who choose to come into The Shopping Centre as an opportunity to connect with other people. TCAF work across the three most deprived areas of Trowbridge: Studley Green, Seymour and Longfield as outlined in the JNSA, therefore will be able to use their wider social and professional networks to be able to promote the Kindness Café to residents of these areas. TCAF have strong professional networks across Trowbridge and the environs and will use these to further promote the work.

How will you work with other community partners?

The B14 Kindness Café will work with the other community partners to offer professional advice and guidance and signposting to people who attend the café, based on the participant's identified needs. The B14 Hub already successfully works with Trowbridge Sensory Garden, Town Hall Arts, Trowbridge Lions, Wiltshire Centre for Independent Living, The Royal British Legion, Victim Support, Wiltshire and Swindon Users Network, Independent Living Centre, Trowbridge, Carer Support Wiltshire and Working Links. TCAF will look at actively engaging new organisations who meet the users needs as a way of further extending the support available to local people, through the advertisement of the Kindness Café concept. TCAF have already made some further partnerships with Alzheimers Support and Dementia Friends personal alarms for the home, as a direct response to local needs. Carers Support Wiltshire are fully supportive of this bid and will offer their professional guidance from the experience of setting up and delivering carers café across the county. They highlighted the value of promoting and supporting peer to peer support which they have seen directly improved local health and wellbeing and reduced isolation. Trowbridge Lions also actively support this project as they value the personal support that the Hub can give to a local people on a wide range of health and wellbeing issues. Wiltshire and Swindon Users Network have agreed to act as a signposting organisation to support participants around the Your Care Your Support website.

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?

Robust safeguarding is an integral part of TCAF’s policies and procedures. TCAF have a comprehensive safeguarding policy which is reviewed annually. All staff, volunteers and trustees undertake annual safeguarding training and DBS checks are undertaken. Hayley Bell is the nominated designated safeguarding officer who is the first point of contact when there is a safeguarding concern, there are two deputy officers who can be contacted when she is not available. Colin Kay TCAF’s chair of trustees is the trustee responsible for safeguarding. He works with Hayley to ensure TCAF are kept abreast of any changes in policy and procedures. Each trustee’s meeting safeguarding is a standard agenda item where we discuss and review any safeguarding issues since the last meeting. TCAF’s board of trustees includes representation of older people and carers who provide us valuable insights in promoting and supporting the welfare of older/vulnerable people and their carers. TCAF have additional policies that support the welfare of vulnerable adults: working with vulnerable adults and equality and diversity policy.

12. Monitoring your project.

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

The café will have a clear evaluation and monitoring plan with older volunteers who currently support the Hub playing an integral part in the delivery of the planned activities to ensure TCAF can successfully measure the success of the project. The project will collect both quantitative and qualitative data. The former will consist of collecting data on key outcomes such as: the numbers of people engaged in the project, the number of returners, the number of new volunteers recruited, the number of new organisations participating in the Hub to meet the needs of the Kindness Café members, the number of people who report a reduction in GP visits, the number of new people accessing the Your Care Your Support Information Service. TCAF will also use The New Economic Foundation University-evidenced and NHS endorsed 5 steps to wellbeing model. The model identified 5 steps to measure people’s increased wellbeing based on the following: to connect, be active, give, keep learning and take notice. These will be used to create a baseline and outcome questionnaire for participants in the café to show their increased wellbeing and reduced loneliness as a result of the project. Case studies will be collected and created by older volunteers to be used to support the marketing and promotion of the group as well as ongoing fundraising.

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

TCAF are working to develop a sustainable business model where all organisations participating in using and supporting the B14 Hub make a donation to the overall running costs and the costs of a Hub Manager. These donations are currently covering the utilities, insurance and day to day overheads. TCAF need some additional support to ensure it is meeting the needs of local people to provide support and advice services. TCAF is confident the Kindness Café will provide an additional impetus and exposure to increase the Hub activities to full capacity that will in turn provide the additional income from partner organisations to make it self sustainable.

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 March Year 2018

Total Income:

£ 43,617

Total Expenditure:

£ 57,063

Surplus/Deficit for the year:

£ -13,446

Free reserves currently held:

(money not committed to other projects/operating costs)

£ 28,180

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

TCAF is a small local charity that operates with small reserves with all its funds supporting direct project delivery to benefit the local community. The free reserves from 2017/18 are set aside to cover staff salaries, consumables and equipment to support our ongoing core activities, which we need to find additional funding to extend our work.

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

15b. Project Finance:

Total Project cost £3934.60

Total required from Area Board £2934.60

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](#))

Staff Costs	1934.60	Hub Partners support	750	confirmed
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Resources	1000	Volunteer support	250	confirmed <input type="checkbox"/>
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<u>Utilities & insurance</u>	1000	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
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Total	3934.60	Total	1000	
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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.

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:

X 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:

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.
- 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