

Health and Wellbeing projects and activities FUNDING APPLICATION

1. Applicant:

Name	Meg Aubrey
Organisation	TCAF Trowbridge Community Area Future
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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)

7. Which Area Board are you applying to?

Trowbridge

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 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 checked="" 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 Community Hub @ BA14 first opened in an empty retail premises in The Shires Shopping Centre, as a community venue for the people of Trowbridge, with the support of local charities and voluntary organisations that run open advice and support sessions for local people to access. Through this funding the Hub will support further activities to support older people with health and wellbeing needs and those with mental health issues.

TCAF will offer:

- a weekly 2hr computer club supporting older people to get online and use their smart mobile phones. This will provide an invaluable opportunity to connect older people with friends and family and access essential primary care services online. This is also an essential opportunity to socialise and access support for other health and social wellbeing needs.
- 20 creative arts workshops that will offer a practical activity that will encourage use of the local sensory garden.

The portfolio of activities will help local people to come together to help support each other's health and wellbeing needs. The activities will be targeted at supporting existing vulnerable local residents that come into the Hub, as well as other older residents and those with significant mental health needs, to encourage them to develop relations with other local people to build social connections. Activities will also encourage participants to access Your Care Your Support Information Service, and connect with other existing and new Hub partners. By offering a range of activities, alongside our existing kindness café we hope to encourage local residents to support each other and create a social network using The Hub as a place to meet. By developing local peoples independence skills we aim to enable older people and vulnerable residents to stay independently in their homes for longer. These activities have been developed in line with the Wiltshire Health and Wellbeing Joint Strategic Needs Assessment for Older People to provide opportunities 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). Zoe Meaden the Hub Manager has been committed to developing positive partners to meet the strategic objectives of the Local Area

Board by building effective collaboration with public, voluntary and private sector partners and increasing local engagement. TCAF will work with local Creative Minds Artist Grace Dalglish who is experienced at delivering similar workshops with local organisations such as TUGS: Trowbridge Service Users Group' and Back on Track Stroke Rehab Group.

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

The clubs will target at least 100 older people and older carers over one year to access the support clubs. 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 support clubs will be based in the Hub that already encourages community engagement through the recruitment of volunteers to support local initiatives and charities. The support activities will be able to build on the success of the current 7 dedicated volunteers that support the Hub's activities to encourage more local people to get involved in their local community. The Hub activities will be based on a model of helping others and by doing so will encourage community involvement and volunteering. The Hub has an open-door policy which benefits from the high-footfall through The Shires.

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 Community Hub at BA14 is an accessible building, with an accessible toilet. It is an open access space which 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 support activities to residents of these areas. TCAF have strong professional networks across Trowbridge and the environs and will use these to further promote the work. In particular they will work with Public Health, Social Services and the local Area Coordinator.

How will you work with other community partners?

TCAF will work with the other community partners to offer professional advice and guidance and signposting to people who attend the support activities at The Community Hub at BA14, based on the participant's identified needs. The Hub already successfully works with Town Hall Arts, Trowbridge Lions, Wiltshire Centre for Independent Living, The Royal British Legion, Victim Support, Wiltshire and Swindon Users Network, Carer Support Wiltshire and TUGs. 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 their support activities. TCAF have successfully refer people to other support services in Trowbridge and across Wiltshire.

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.

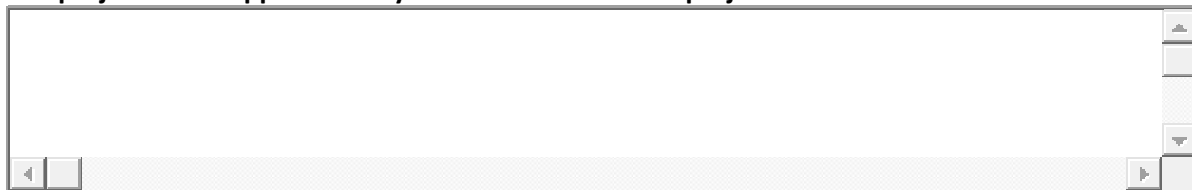
How will you know if your project has been successful? *required field

All the planned activities will be recorded on a Hub Event Form which provides details of the people that attended and topics covered. The Hub also uses a detail enquiry form for anyone who needs further support to ensure a member of TCAF staff or volunteer can ensure. 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 we capture the impact of the sessions that are run, so 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. 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 looking to use this funding to demonstrate the impact and benefit of the Community Hub @ BA14 Support Clubs and use this as a springboard to seek further long-term funding. TCAF's Community Hub @ BA14 is seeking to develop a sustainable business model where all organisations participating in using and supporting the 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's current Kindness Café has helped build 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 £5200

Total required from Area Board £3400

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

(Planned Income [help](#))

Staff Costs	4200.00	Selwood Housing	1000	confirmed
Equipment	1000	Barnabas Trust	800	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
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Total	5200.00	Total	1800	

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