BROAD TOWN  PARISH COUNCIL

Solar Farm Community Fund

Application Form

**Name of Organisations:**

|  |
| --- |
| BROAD TOWN COMMUNITY COFFEE MORNINGS |

**Contact Details:**

|  |  |
| --- | --- |
| **Title: Mr** | **Contact Name: Ray Manley** |
| **Organisation Address:**  **Broad Town Village Hall**  **Broad Town**  **Swindon**  **Postcode: SN4 7RL** | **Correspondence Address (if different)**  **Cranley**  **Broad Town**  **Swindon**  **Postcode: SN4 7RL** |
| **Position in Organisation:** | **Treasurer** |
| **Daytime Telephone Number:** | **01793 731564** |
| **Mobile Telephone Number:** | **07960 753703** |
| **E-mail address (please note all correspondence will be carried out via email)** | **raymanley1@btinternet.com** |
| **Website:** | **N/A** |
| **How did you hear about the fund?** | **Parish Council**  **(Application made in 2017)** |

**About your Organisation:**

|  |
| --- |
| **Please describe the main activities of your organisation:**   * **To provide a regular (fortnightly, Wednesday mornings) event in the community, to come together for general conversation, friendship and support for each other.** * **Provide refreshments – Tea/Coffee/cake etc** * **Provide transport if required.** * **Provide a daytime social activity for those who are unable to attend evening activities or who have no transport.** |
| **When did your organisation start? February 2016** |

|  |
| --- |
| **Name of your Project: BROAD TOWN COMMUNITY COFFEE MORNINGS** |
| **Please provide details and the aim of your project:**   * **The organisation has been set up to provide a meeting place for everyone in the community (there is no shop or public house) that can take place during the daytime.** * **During school holidays, activities are arranged for children who may attend with parent/s or carer/s.** * **Occasionally normal coffee mornings are combined with and linked to fundraising for local charities**   **i.e. Macmillan Cancer Fund, Brighter Futures, Prospect Hospice and Broad Town School fundraising.**   * **We aim to provide a regular and ongoing facility for all villagers to meet and mix, for general conversation and give support for those people who need and want it.** * **Another aim is to provide information on other community activities and talk to leaders and members of other organisations. i.e. Church, W. I., Social Club and Parish Council.** * **New residents who have moved to the village are made aware of the coffee mornings and encouraged to come along**   **If time limited please indicate a start and end date for your project. Ongoing**  **Start Date: End Date:** |

|  |
| --- |
| **Are you a registered charity? No**  **If so, please provide your registered charity number:** |

|  |
| --- |
| **Do you have a constitution or governance document? Yes**  **If yes, please provide a copy of it with this application** |

|  |
| --- |
| **Do you have a current Health & Safety Policy? Yes**  **If yes, please provide a copy of it with this application** |

|  |
| --- |
| **If you work with children, are your staff/volunteers DBS checked? Yes – Children are always accompanied**  **by parents or carers**  **Do you have a safeguarding policy? Yes**  **If yes, please provide a copy of it with this application** |

|  |
| --- |
| **Who will deliver the project? (Consider how the project will be managed, how will local people and/or businesses be involved in making it happen)**   1. **Four volunteer helpers meet regularly to:-**  * **Agree rotas for attendance** * **Prepare rotas for cake making** * **Arrange for purchase of tea, coffee etc.**  1. **Volunteer for managing finances and book keeping.** 2. **Volunteers to set up and pack up tables and chairs.** 3. **Publicity in Broad Town local news (delivered monthly to all residents, posters on village notice boards and flyers for specific fundraising events.** 4. **A committee of four volunteers ensures the above tasks take place.** |

|  |
| --- |
| **Who will benefit (consider the geographical area and sections of the community who will benefit)**  **Everyone in the Broad Town, Thornhill and Cotmarsh communities. Visitors from other locations will be made welcome (walkers in the area, friends visiting residents and anyone else)** |

|  |
| --- |
| **What needs will the project address? Consider why the project is needed, how the project will help and what evidence you have to support this.**   * **Loneliness – Company for those living on their own** * **A local meeting point – No shop or public house- during daytime when no other community activities are available** * **People who are housebound – Transport offered.** * **Opportunities for newcomers to the community to meet their neighbours.** * **Any surplus funds will be donated to local charities. i.e. Church Roof Project** |

|  |
| --- |
| **Will your project benefit the environment in any way? Explain why.**  **Yes – People can walk to the village hall, attend a daytime community activity and benefit from a village ‘café’ with affordable prices, with their friends, rather than travel by car to Royal Wootton Bassett which is the next nearest location to offer something similar.** |

|  |
| --- |
| **How will you monitor the success of your project?**  **By the number of people attending on a regular basis. A report can be provided for the annual parish meeting of average fortnightly attendance if required.** |

|  |
| --- |
| **What is the total cost of your project including VAT?**  **£530 apprx.** |

**How much grant funding are you applying for? £432**

**Please provide a summary of the main cost elements.**

**Hire of Village Hall – Twice per month – 24 sessions per annum –**

**From 9am to 1 pm – 96 hours @ £4.50 ph - £432**

**(The hire rates will be increasing shortly but if we can pay in advance we only have to pay the current rate)**

**Is your project registered for VAT? No**

**How much funding have you raised yourself toward the project costs? If so please detail how much, when and how you raised it.**

**Prices are set to meet the cost of tea, coffee etc and volunteers are asked to make cakes which keeps costs down**

**but this does not allow for funding of the hall charges. Volunteers in other areas also help to keep prices at an affordable level.**

**Is this the first time you have applied to the Community Fund and do you anticipate applying for the same or other projects in future years?**

**A successful application was made in 2017 and we may make a further application in future to enable the project to continue.**

**If your application is successful, payment will be made by cheque or via BACS. Please provide:**

**Bank/Building Society name: H S B C**

**Account Name/Cheque payee: Broad Town Village Hall**

**Sort Code: 40 47 16**

**Account Number: 41388967**

**We are authorised to submit this application on behalf of the organisation and certify that the information enclosed is correct. We understand that we will need to obey by the terms and conditions set out by Good Energy and provide additional information if required. We understand that we will be required to monitor expenditure and to provide Good Energy and Broad Town Parish Council with reports on the progress of the project as required. We give permission for the fund to record this information in this form electronically. We also give permission for the fund’s involvement in our project to be publicised.**

**Committee Member Committee Member/Treasurer**

**Name: Mrs Carolyn Crocker Name: Ray Manley**

**Signature: Signature:**

**Date: 4 September 2018 Date: 4 September 2018**