



MY NEIGHBOURHOOD

BISHOPSTON, COTHAM AND REDLAND NEIGHBOURHOOD PARTNERSHIP GRANT APPLICATION FORM GUIDANCE NOTES

Please complete the form as fully as possible: use additional pages or just extend the electronic form. As we may not be able to fund every applicant, we need sufficient information to make fair comparisons and well-informed decisions. However please do not send any additional materials eg annual reports, copies of letters to funders; these will be discarded. You must ensure that you have provided all the relevant information on the application form.

Section

- 1 You may indicate more than one priority.
- 2 If you are an alliance, please complete the details for both partners. If there are more than two, please add the remaining details to the form or attach a separate sheet.
- 3 We need this information so we can be sure that you are a community group or voluntary organisation (please see the Guidelines for Grants).
- 5 We will only fund activities, which will primarily affect the Bishopston, Cotham and Redland wards (please refer to *Guidelines for Grants* Section 5)
- 6 We would like to know the impact of the funding. So you need to think ahead about the impact of the grant during and after its life. You will need to know how to measure its effectiveness by keeping records during the life of the project eg numbers of sessions, number of local people involved, the benefit of acquiring new equipment, asking local people's opinion of what you have achieved. Do not hesitate to ask for advice if you want help with this.
The Partnership wants the allocation of grants to promote the inclusiveness of local communities wherever possible.
For grants over £500, we generally expect you to have already applied, or in the process of applying, for money from other sources. Use the comment box if there is anything we should know about this when assessing the applications.
- 7 We are interested in the "added value" of our grants ie where a Partnership grant can enhance and extend the unpaid time and resources donated by local people. Where your project straddles more than one Neighbourhood Partnership please state whether you have/will apply to others (please refer to *Guidelines for Grants 2013/2014*, Section 5).
- 8 The Partnership cannot become a long-term funder of individual organisations. You must demonstrate that you already have plans for how you will sustain your organisation in the future.
- 10 This section is to help us understand whether you have appropriate financial arrangements for managing the grant money – please refer to Section 4 in *Guidelines for Grants 2012/2013*

**BISHOPSTON, COTHAM AND REDLAND
NEIGHBOURHOOD PARTNERSHIP**

Application for a grant 2012/2013

Closing dates: 1st May and 6th September 2013

1. Grant Priorities

Your grant must relate to one or more of the following priorities:

- Young people
- Improving the local built environment and street scene
- Trees parks and green spaces
- local traffic and transport
- improving the lives of people living in the neighbourhood,
the priorities for 2012/13 being:
 - neighbourliness
 - local arts where they are likely to appeal to a wide section of the community
 - activities which engage with people facing social disadvantage
 - activities which support carers and the "cared for"
 - schemes to promote food sustainability

Please tick which one(s) would benefit from your activity.

Proposed activity for grant funding (no more than one sentence – details in 5) below)

Purchase of equipment to set up a new afterschool club for children attending the Brunel Field site for Ashley Down Primary School

2. Your organisation(s) details:

a) *Name of your group or organisation:*

Contact name for this application: Emma Hallett, Chair of Management Committee

Contact Address: 18 Quarrington Road
Horfield
BRISTOL

Post code: BS7 9PL

Telephone number: 07814 122 943

E-mail address: ashleydownasc@yahoo.co.uk

b) *Name of your group or organisation (if applicable):*

Contact name for this application: Ashley Down After School Club

Contact Address: Horfield United Reformed Church,
139, Muller Road

Horfield
BRISTOL

Post code: BS7 9RB

Telephone number: 0117 904 0043

E-mail address: ashleydownasc@yahoo.co.uk

3. Your organisation's legal status

Please ring which one best describes your organisation:

- Registered charity Registration number.....
- Organisation not with a registered charity but has written constitution/set of rules¹
- Group without a written constitution/set of rules but affiliated to a registered charity
(please specify nameand
registration number.....)
- Group without a written constitution/set of rules²
- Another legal status (please specify).....
- Other (please specify)

¹ **If your organisation has a written constitution (set of rules) please submit a copy with the application.**

² **If your organisation does not have a written constitution, please complete the questions below:**

a) Do you have a membership? Yes No

If Yes

- who are they?

Parents of Children who attend the club

- how many

We currently have 177 families attending the after school club and holiday
playschemes run by the club.

b) How does your group make decisions? (eg meetings (how often?), are minutes/notes recorded?)

A management committee of parents meet termly (6 per year). We have a Chair, a Vice Chair, Secretary and Treasurer. The Secretary takes minutes each meeting. We have an annual general meeting each year, to which all the membership are formally invited

c) What arrangements do you have for receiving money and spending money? (eg separate bank account just for the group, two or more signatories?)

The parents/carers with children at the club pay fees. This is our main source of income. We also pay wages for our playworkers, rent and other running expenses. A main account for the group, with two signature authorisation is used for this income and expenditure.

We have a small reserve account that has two signature authorisation and a petty cash account with one signature that receives £50 per month for minor expenses.

We have an annual independent examination of our accounts carried out by Bristol Community Accountancy Project.

4. Objectives of your organisation

Please tell us briefly what your organisation does.

Ashley Down After School Club is a not-for-profit organisation providing affordable, quality child care for children aged 4 to 11. We run every evening after school from 3:15pm to 5:45pm, collecting children from the Ashley Down Infant and Primary Schools at Downend Road and Brunel Field. We are based at Horfield United Reformed Church at the corner of Downend Road and Muller Road. We also run holiday playschemes during school holidays, open to any child between 4-11.

When did your organisation start? The organisation was formed in 1992 and formally registered with OFSTED in 1996

5. Details of what you would use the funding for:

Name of the project (*if appropriate*):

Infrastructure Equipment costs for New After School Club at Brunel Field

Details:

We are planning to open an after school club based at the Brunel Field site for Ashley Down Primary School. This is a new site for the school which opened in 2010

We have been providing places for children from the site at our existing club based at Horfield United Reformed Church for the last three years. As Brunel Field site is being expanded, this has given the opportunity to run a club on the school site for up to 24 children a night. We are currently transporting up to 12 children a night to our existing club site.

To run the club effectively we require basic equipment (shelving, storage boxes, steps, mini fridge) to store and organise the materials we will be using.

We would like to be able to buy sets of equipment that will be used to enhance the children's time at the club (beanbags, rugs, aprons), so they are able to take part in a full range of activities.

We also need to equip the club with safety equipment, and be able to securely store club records, so need to buy a filing cabinet, first aid kits, walkie talkies and a camera to record children's activities.

Our intention is to buy a laptop that can be stored at the club to allow the staff on site to access our database which is held on line.

The costs incurred will be one off costs that are arising as a need to set up the club on similar lines to the successful club we are already running. Once this equipment is purchased it is intended that the club will be initially supported by a development grant to partially fund the first year, self-funding through fees paid for by parents in subsequent years.

Which ward area will benefit the most from your proposal? (*Please refer to the map attached*)

Bishopston. This is where the school is located and where most of the children attending live.

Please outline the timescale of when you would use the grant (eg start and finish dates):

Purchase of equipment will begin once the building work on the school site has finished in September 2013 and the club will be set up and open by January 2014, at which point all of the grant will have been spent.

6. Impact of the funding

How will the funding impact on the priority(ies) you indicated in Question 1?

Ashley Down After School Club has been providing after school childcare for a number of children who attend Brunel Field since the school opened in September 2010. We have experienced a rising demand for places which we have not always been able to satisfy each year we have provided the service.

We are anticipating that as the school continues to add two new classes a year the demand for afterschool places will continue to increase.

The club that we are currently running at Horfield United Reformed Church has expanded rapidly in the last few years, both as a result of the children attending from Brunel Field but also a significant increase in demand from parents at the Downend Road site of Ashley Down Primary School.

We believe that we will not be able to respond to the increased demand for after school childcare places at either site without opening a new club at Brunel Field, as our existing site is now approaching capacity, and in any case the costs of transporting greater numbers of children from Brunel Field to HURC are unsustainable.

How will you demonstrate the impact?

The impact will be demonstrated by the provision of initially 16, then up to 24 places per night for children attending Brunel Field. The equipment provided will enable us to store materials to be accessed easily and efficiently, enabling the children to enjoy the resources of the club. It will allow the staff running the club to provide play experiences for younger children enabling them to explore a wide variety of activities in a less structured environment and allow older children to choose for themselves how they occupy their time at the club.

Our experience over the last few years at the existing club have emphasised the need for an effective 'back room' running of the club, allowing staff to concentrate on the children when the club is in operation and providing parents with the support they need to be confident that their children are happy at the club. The equipment provided will allow that staff at the club to have accurate information about children and plan appropriate activities.

We will ensure that the club is effective in a number of way- daily staff evaluations, feedback from parents, an annual survey of parents and by an annual monitoring visits to the club by BAND (Bristol Association of Neighbourhood Daycare). The club will be registered with OFSTED and subject to its regulation and inspection regime.

Will the grant benefit any particular section of the community?

Yes No

If Yes please specify
Young people, aged between 4-11, and working parents.

7. How much money are you asking us for?

£.....1100.....

How much money do you have/expecting to receive from other sources of funding for what you are hoping to do?

£.....300.....

Are you applying to another Neighbourhood Partnership? Yes No

If YES, how much? £

8. Your Resources

a) Please set out a breakdown of the total costs of your project, showing us which items you are asking us to fund and which are being funded from another source

Item	Cost	Please tick if you are asking for us to fund this item
Shelving and storage boxes	£250	
Filing Cabinet /storage	£150	
Laptop	£450	
Mini Fridge	£80	
Walkie talkies	£70	
Steps	£30	
Camera	£70	
Beanbags	£100	
Rugs	£100	
Craft equipment (laminator/gluegun/aprons/cabinet)	£100	
Total Cost:	£1400	

b) Please tell us about any non-cash resources you have managed to attract eg volunteers, donations "in kind"

We will approach IKEA to ask for a reduction in the cost of shelving and storage, and will be approaching the CITI computers to buy a suitable 're-boxed' laptop.

Additionally the club has a volunteer management committee which oversees the management of the club. We also have volunteers who work at the club with the children.

These are generally people who are looking to gain experience to develop a career working with children and young people. We would envisage volunteers helping us at the new club when it starts.

Parents of children at the club also get involved as volunteers in a number of other activities e.g. fundraising, IT support etc..

9. Long term sustainability

Are you expecting to apply for a similar amount of money for the same reason in 2014/15?

Yes

No

Comment:

This grant would be to cover set up costs and we would expect the club to be self-financing once established. This is the case with the club at our current site.

If **Yes**, what are your plans for replacing any grant money you might receive from the Partnership in 2013/2014?

10. Financial details of your organisation

a) Does your group have a bank/building society account? Yes No

b) If **Yes**, do cheques need to be countersigned by two or more signatories?

Yes No

If you can answer **Yes** to *both* of the questions above, please complete the details below.

Name of account:

Bank/Building Society: Unity Trust

Branch: Nine Brindleyplace, Birmingham

Account No.: 20272368

Branch sort Code:08 60 01

Please go to the "Signatures" Section below

If **No, to a) and /or b)** please complete the following:

As your organisation does not have a bank account or one with no countersigning arrangement by two or more signatories, please give the details of who will receive the grant on your behalf:

Name of the organisation:

If a charity, its registration number:

Address:

Name of Account:

Bank/Building Society:

Branch:

Account No.:

Branch Sort Code:

Please ask the Chair of the Group or the Group's Treasurer or Chief Executive to sign below to confirm that they are willing to receive the grant on your behalf:

I confirm that my group has agreed to receive a Neighbourhood Partnership Grant on behalf of this group.

Name:

Position:

Group/Organisation:

Signed:

Date:

11. How did you hear about the Neighbourhood Partnership Wellbeing Fund?

In *Bishopston Matters*?

In the *Redland and Westbury Park Directory*?

From another applicant to the fund?

Other – please specify:

By meeting Lynn Parfitt In the playground at Ashley Down Primary School

SIGNATURES

We declare that the information above is true and accurate.

If we were to be successful, we agree

- **to take all reasonable steps to ensure that local people know that this project received financial support from the Partnership**
- **that in the unlikely event that we are unable to carry out the project as described above, we will return the money to Bristol City Council before March 31st 2014.**

Name of person submitting the form:

Signature:

Name:

Date:

Position in the group or organisation:

For organisations with a Management Committee: Signature of the Chair of the Management Committee (or another member of the Management Committee if the Chair is completing this form).

If you are not a formally constituted group this application must be signed by another member of your group:

Signature:

Name:

Date:

Checklist, please make sure you have:

- Read the Guidelines
- Answered every question
- Completed details of your bank account
- Signed the form and have it countersigned
- If necessary, obtained the details and signature of an organisation to receive your grant on your behalf if you are successful
- A copy of your written constitution if you are NOT a registered charity

Please return **by 1st May or 6th September 2013**

either by email to:- suzanne.hands@bristol.gov.uk

or by post to:-

Neighbourhood Partnership Admin Team (FAO Suzanne Hands)
3rd Floor
Brunel House
St Georges Lane
Bristol
BS1 5UY

March 2013