



Breckland Community Funding Application Form

Section 1 - About the organisation applying

Organisation name and address details

Name of the organisation applying

Carbrooke Village Hall

Address of your organisation

Street

Church Street

Town/City

Carbrooke

County

Norfolk

Postcode

IP25 6SW

Website

www.carbrookevillagehall.co.uk

Telephone

01953 883577

Email address

info@carbrookevillagehall.co.uk

Main Contact Person

These are the details that will be used for correspondence purposes.

Title

Mr

Surname

Buscall

Forename(s)

Ed

Position in organisation

Chair

Daytime Phone

01953 883577

Home Phone

Mobile Phone

07717348385

Email

ed.buscall@gmail.com

Use organisation's address for correspondence

Organisation Start Date

Please estimate if exact date is not known - please select earliest date if your organisation predates the options given.

Month

04

Year

1960

What type of organisation are you?

Please select as many as appropriate. For companies, CICs and Social Enterprises, please note your constitution/ articles should show a clear social purpose, and information about how you distribute profit to fulfil these aims.

A registered charity 303923

Company limited by guarantees

Unincorporated club or association

Community interest company

Other

Purpose of organisation

Please briefly describe the overall aims and objectives of your organisation and the activities or services your organisation provides

It is the only community centre in the parish providing a range of activities and services for young and old. Examples of these include a pre-school playgroup, weekly coffee morning, weekly dance club, weekly kickboxing, a weekly bar and a meeting place for the parish council and other local groups such as the history club. It is also used for parties and for receptions for weddings and funerals held at the local church.

Staffing and volunteers

How many of each of the following are involved in the organisation?

Full time staff / workers	Part time staff / workers	2
Volunteers (excluding management committee)	10	

Management committee

5

Members (excluding management committee)

Income of your organisation

Total income in the most recent accounting year

9291

What are your organisation's current unrestricted reserves?

15057

Banking details

Please provide details of the organisation's bank account

Bank account name

Carbrooke Coronation Hall

Bank account number

10238236

Bank sort code

20-28-20

How many signatures are required to authorise payments from the organisation's account?

2

Names of signatories, and their roles in the organisation

Ed Buscall, Chair

Debbie Muller, Deputy Chair

Second contact

Please provide details for a second contact who is willing to be contacted regarding this application if the main contact cannot be reached.

Title

Mrs

Forename/s

Debbie

Surname

Muller

Position in organisation

Deputy Chair

Daytime phone

01953 883768

Email

deb@2upltd.co.uk

Section 2 - About the project

Which Fund are you applying to?

Tell us which Breckland Fund you are applying to (Match Funding Large grant, Match Funding Small grant or Pride Funding) - please make sure you have read the guidance for the Fund you have chosen.

Match Funding Large Grant

Ownership and permissions

Please complete this section if you are applying for funds to carry out building or ground works, including repairs and improvements, or installing permanent fixtures such as play equipment.

Does your organisation own the building/ land in question?

 Yes

If NO, please tell us who owns the site, and how your organisation has responsibility for it - for example if you hold a lease please tell us how long is remaining on the agreement

The site is owned by Carbrooke parish council, who are custodian trustees. The Village Hall committee manage it on behalf of Carbrooke parish. The relationship is set out in the governing document.

Does your project need any permissions to proceed? For example planning or change of use permissions, a faculty or similar - if YES please provide details below and send evidence that this is in place along with your completed application.

No permissions required.

Project Details

Project name

Carbrooke Village Hall Refurbishment Project

Project / funding start date Project / funding end date

02/01/2017

02/04/2018

What area will your project benefit?

Breckland

Which area (estate, town, village, borough) do most of the people who benefit come from?

Carbrooke

Please provide a postcode which best represents the geographical area you will benefit.

Ip25 6SW

What is the grant required for? Please describe your planned project/ activity.

The toilets and the kitchen at the Hall are old and not fit for purpose. There is also no disabled toilet at the Hall. The outer wall of the toilets are permanently damp with plaster breaking away and staining. They are very unpleasant to use and give the impression of poor hygiene. Adjacent to the toilet is the kitchen which again is in a very poor state of repair. There is now no running hot water and the room also suffers from the same damp problem as the toilets. This has created problems for community access. Those with disabilities have no realistic prospect of using them and are, to all intents and purposes excluded from use of the hall. The facilities too make it very difficult for elderly members of the community to use the hall as well as the very young and their mothers. In consultation with a local pro bono architect and a builder we have a new layout for part of the hall to provide a completely new set of male and female toilets, including a much needed disabled toilet. We also plan to move the kitchen to a different area of the building making it more accessible and to improve disability access through the main entrance.

Who will benefit from this project and how?

This renovation project would enable us to move forward with the regeneration and revitalising of this singular and essential community hub to provide a much needed service for user groups of all abilities and interests throughout what is a largely poorly served community and to breathe new life into the centre of the village. We have had requests for a mother and toddler group, a lunch club for the elderly and a W.I to use the Hall. However, there are no baby changing facilities, the W.I need hot water and it is also very difficult for elderly members of the community to use the toilets. As a result, all these projects have had to be put on hold until we manage to renovate. Overall, Carbrooke has had a huge increase in its population over recent years but no community infrastructure to go with it. A renovated hall would provide an important role in bringing the community closer together and giving new groups the chance to prosper.

How do you know this project is needed, and that people want it?

We have consulted with all the user groups and a wide range of people have come to our regular monthly meetings to express their desire to set up new groups but that they feel this is difficult with our current facilities. We have held an extraordinary meeting to raise awareness of the hall's predicament and to see whether people were enthusiastic about a renovation project. There was unanimous approval to do so and people have come to events there to help raise money. We use social media and our website to ensure people are aware of what we are doing and to encourage people to come forward.

If this is a large match funding application (over £5,000) please describe how your project will be financially and environmentally sustainable and maintained in the future

The renovation will allow us to have more clubs and users and so raise extra income for us. It will also make us a more attractive venue for hire. It will also secure the use of the hall by our main use - the village pre-school group because, at present, they are having to use temporary toilets because of the poor state of the hall's facility. Our finances are sound and we are supported by the parish council. We do not believe our management costs will increase because of this renovation but are confident that our revenue will. The state of the toilets are in a very poor condition and we believe the renovation will save on energy costs as the project includes insulation.

What, if any safety issues are related to your project or activity? If your project is working with children, young people under the age of 18 or vulnerable adult, how will they be kept safe?

There will be building work and we are already talking to the pre-school playgroup about the implications. We intend to schedule works during the holidays but timings will depend on how quickly we are successful with our various funding bids. However, it goes without saying that health and safety will be a key concern for us as we move forward with this project.

Alignment with Breckland Council Objectives

Please explain how the project contributes towards the Breckland Council objectives you have identified

Support groups and organisations to provide a range of local facilities within their communities which further improve learning opportunities, community health and community wellbeing.

Carbrooke village hall is the only community centre in a parish that has seen rapid growth in recent years. The estate of Blenheim Grange has seen more than 500 houses developed in a decade and the parish now totals more than 900 homes. This large scale development has caused problems within the parish particularly as there were no additional facilities built to support the community.

The village hall already offers a pre-school playgroup and we are trialling from September a breakfast and after school club for those whose parents work. We also offer kickboxing and there is a regular meeting of the local heritage group for its talks. The hall will also play a central role in the Carbrooke Village Festival at the beginning of July.

From evidence gathered from the village, the Village Hall Committee is confident that there is great demand for other clubs to bring the community together and for shorter courses, such as internet training and craft workshops. There is a real need for community cohesion as Carbrooke is poorly served and the village hall provides the best opportunity to do this.

Work with partners on supporting older people to remain active, participate and live independently within the community

The elderly in parish are very isolated and feel that they have been forgotten particularly with the large scale development at Blenheim Grange which caters mainly for young families. Because of the state of the toilets, we offer very limited opportunities for them - there is a small weekly dance club. Following consultations with the community, we have recently started a weekly coffee morning which is very well attended although those with mobility issues are as good as excluded from this because of the poor state of the facilities. There have been a number of requests for a weekly lunch club and a Women's Institute but again we are finding it difficult to establish because of the poor kitchen and toilet facilities. Besides these clubs, we have also had requests for arts/craft events and a community cinema. Again we feel that new facilities would allow us to take up these opportunities.

Project Budget

How much money are you applying for?

14400

What is the total cost of the project?

48000

Have you already secured other funding for this project?

Yes

If YES, how much has been raised so far?

20357

Please provide details of this other funding and/or details of applications to other grant schemes yet to be confirmed

£15,057 raised for the renovation work from community events and fundraising. There is an additional bank account that funds the day to day running of the hall.

We have just been awarded a grant of £2,800 from Carbrooke parish council for the project and a local resident has just given us a donation of £2,500. Neither of these are shown on the current bank statement but take our total to £20,357.

We have also been shortlisted for Tesco's Bag of Help scheme and will receive either £1000, £2000 or £4000 depending on the number of counters we receive from shoppers. We are currently in their Watton store and will know how large a grant we are to receive by the end of June. Emails confirming the parish council and Tesco grants are included with our application.

We are currently moving forward for bids with Trusthouse Charitable Foundation Village Hall Capital Project Fund, the Bernard Sunley Charitable Foundation and Awards For All.

Staff Costs - people who will be paid to help deliver your project

Requested amount	Breakdown
0	
Total cost	

Volunteer Costs

For example, volunteer expenses and training

Requested amount	Breakdown
0	
Total cost	

Operational/activity costs

For example, hiring a venue or providing transport for participants

Requested amount	Breakdown
0	
Total cost	

Office, overhead, premises costs

For example, paying for utilities or a contribution to administration / management support

Requested amount	Breakdown
0	
Total cost	

Capital costs

Things you will buy, for example materials or equipment, or cost of building works - please note quotes/ estimates should be provided

Requested amount

14400

Total cost

48000

Breakdown

We have three quotes for £37,000, £40,000 and £50,000 and these are enclosed as attachments. The work will include building materials such as wood, stud partitions, plaster boards as well as render and paint. There will be a range of sanitary ware for the toilets and new plumbing to go with it. The electricians will have to be checked and there will be some new installation. A new kitchen is being purchased too as well as a radiator.

While all builders have visited the hall and worked off a plan and specification, the Village Hall committee has acknowledged that the facilities to be renovated are in extremely poor condition and more work might be revealed when building work is underway and floors and walls are stripped down. As a result, we have decided to build in a 20 per cent contingency figure to the second of the three quotes when assessing what budget we might need. We are confident that the work can be zero-rated for VAT as the Village Hall is a charity. Both the chair and the caretaker of the hall are involved in a business that carries out a lot of property renovation work so we are confident that the work at the Hall can be carried out efficiently and successfully.

Publicity costs

Costs of promoting your project, for example printing leaflets or posters

Requested amount

0

Total cost**Breakdown****Other costs**

Please specify any costs that have not been included under any of the headings above

Requested amount

Total cost

Breakdown**Section 3 - Impact: How your project will make a difference**

Select a category from the drop down list below that best describes the impact that your project will have (the difference it will make).

Maximise ability to strengthen community cohesion and build social capacity

Select the primary outcome for your project or activity - you may choose up to 3 if you wish using the boxes below

Improve community cohesion

Beneficiaries

How many people will benefit from this funding?

350

Please tell us how you have estimated this figure - for example, it may be based on bookings, memberships, audiences or visitors to date

We have a playgroup (35 people), a regular weekly coffee morning (20 people), weekly kickboxing club (15 people), weekly dance club (10 people) a weekly bar (20 people). From this, we estimate 100 people would benefit from improved facilities. However, all these clubs say they would be able to improve numbers significantly if the facilities and hall looked better so we believe at least another 50 people would benefit from these clubs.

Besides these current clubs, there is demand for a WI and a lunch club for the elderly. The head of the playgroup has identified a need for a mother and babies morning as she says there is a high degree of isolation in the community. She is also seeking to establish a breakfast club and after school club. There is also a demand for a cinema club and more craft clubs. Given this, we estimate conservatively that another 100 people could be brought into the hall.

The Hall is currently let for community events, whether 18ths, weddings or wakes after funerals. Again, many people are put off by the venue's poor facilities. We estimate at least another 100 people could be brought into the hall this way.

Primary Beneficiary - Select a single option to represent the primary beneficiary group for this grant

Local residents

Please list any other beneficiary groups who will benefit from your grant

- | | |
|--------------------------------------------------------------------------|------------------------------------------------------------------------------|
| <input type="checkbox"/> Black, Asian and minority ethnic | <input type="checkbox"/> Carers |
| <input checked="" type="checkbox"/> Children and young people | <input type="checkbox"/> Ex-offenders/offenders/At risk of offending |
| <input checked="" type="checkbox"/> Families/Parents/Lone parents | <input type="checkbox"/> Homeless people |
| <input type="checkbox"/> Lesbian, gay, bisexual and transgendered groups | <input type="checkbox"/> Long-term unemployed |
| <input checked="" type="checkbox"/> Men | <input type="checkbox"/> Not in education, employment and training (NEET 16) |
| <input checked="" type="checkbox"/> Older people | <input type="checkbox"/> People in care or suffering serious illness |
| <input type="checkbox"/> People living in poverty | <input type="checkbox"/> People with alcohol/drug addictions |
| <input type="checkbox"/> People with learning difficulties | <input type="checkbox"/> People with low skill levels |
| <input type="checkbox"/> People with mental health issues | <input type="checkbox"/> People with multiple disabilities |
| <input type="checkbox"/> People with physical difficulties | <input type="checkbox"/> Refugees/asylum seekers /immigrants |
| <input type="checkbox"/> Victims of crime/violence/abuse | <input checked="" type="checkbox"/> Women |

Ethnicity

Primary ethnic group - select a single option to represent the primary ethnic group for this grant

White British

Please list any other ethnic groups who will benefit from your grant:

- | | |
|--------------------------------------------------|-------------------------------------------------------|
| <input type="checkbox"/> African | <input checked="" type="checkbox"/> All ethnicities |
| <input type="checkbox"/> Any other | <input type="checkbox"/> Asian and Asian British |
| <input type="checkbox"/> Asian and White | <input type="checkbox"/> Bangladeshi |
| <input type="checkbox"/> Black African and White | <input type="checkbox"/> Black Caribbean and White |
| <input type="checkbox"/> Black and Black British | <input type="checkbox"/> Caribbean |
| <input type="checkbox"/> Chinese | <input type="checkbox"/> Chinese or other group |
| <input type="checkbox"/> Indian | <input type="checkbox"/> Mixed |
| <input type="checkbox"/> Other Asian | <input type="checkbox"/> Other Black |
| <input type="checkbox"/> Other Mixed Ethnicity | <input type="checkbox"/> Other White |
| <input type="checkbox"/> Pakistani | <input type="checkbox"/> White |
| <input type="checkbox"/> White East European | <input type="checkbox"/> White Gypsies and Travellers |
| <input type="checkbox"/> White Irish | |

Issues

Primary issue - select a single option to represent the primary issue that will be addressed by this grant

Stronger communities/Community support and development

Please list any other issues that will be addressed by this grant

- | | |
|----------------------------------------------------------------------------|-----------------------------------------------------------------------|
| <input type="checkbox"/> Anti-social behaviour | <input checked="" type="checkbox"/> Arts, culture and heritage |
| <input type="checkbox"/> Bullying | <input checked="" type="checkbox"/> Caring responsibilities |
| <input type="checkbox"/> Counselling/Advice/Mentoring | <input type="checkbox"/> Crime and safety |
| <input checked="" type="checkbox"/> Disability and access issues | <input type="checkbox"/> Domestic violence |
| <input type="checkbox"/> Economy | <input checked="" type="checkbox"/> Education, learning and training |
| <input type="checkbox"/> Emergency/Rescue services | <input type="checkbox"/> Employment and labour |
| <input checked="" type="checkbox"/> Environment and improving surroundings | <input type="checkbox"/> Financial exclusion and financial illiteracy |
| <input type="checkbox"/> Gangs | <input type="checkbox"/> Harmful practice |
| <input type="checkbox"/> Health, wellbeing and serious illness | <input type="checkbox"/> Homelessness |
| <input type="checkbox"/> Housing | <input type="checkbox"/> IT / Technology |
| <input type="checkbox"/> Language, culture and racial integration | <input type="checkbox"/> Mental health |
| <input type="checkbox"/> Offending/At risk of offending | <input checked="" type="checkbox"/> Poverty and disadvantage |
| <input type="checkbox"/> Refugees/Asylum/Immigration | <input type="checkbox"/> Religion |
| <input type="checkbox"/> Renewable energies and recycling | <input checked="" type="checkbox"/> Rural issues |
| <input type="checkbox"/> Sexual abuse | <input checked="" type="checkbox"/> Social inclusion and fairness |
| <input checked="" type="checkbox"/> Sport and recreation | <input type="checkbox"/> Stigma/Discrimination |
| <input type="checkbox"/> Substance abuse and addiction | <input checked="" type="checkbox"/> Supporting family life |
| <input type="checkbox"/> Violence and Exploitation | |

Age Groups

Please indicate the primary age group that will benefit from this grant

All ages

Please list any other applicable age groups for your grant.

- | | |
|-----------------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> Adults (26-65) | <input type="checkbox"/> Children (5-12) |
| <input type="checkbox"/> Early years (0-4) | <input type="checkbox"/> Seniors (65+) |
| <input type="checkbox"/> Young adults (19-25) | <input type="checkbox"/> Young people (13-18) |

Section 4 - Supporting information and Declaration

Supporting Documents

To complete your application, you are required to submit supporting information that provides evidence of how your organisation is set up, and details of your project.

Along with your online application we also require you to submit copies of the following:

A copy of your constitution of governing document

A copy of your most recent annual accounts (or current financial statement if your organisation has been operating for less than 1 year)

A copy of a recent bank statement

Evidence that you have consulted with the community

Evidence of match funding

A copy of relevant safeguarding policies if your project involves work with children or vulnerable adults

Copies of quotes, estimates or other evidence of costs if applying for funds to pay for equipment, building works, services or similar (preferably three for each service/product)

For projects involving building works or installations of e.g. of sports/play equipment - evidence that planning permission/ other relevant permissions are in place or that they are not required

A location map (for projects involving building works or installations of e.g. of sports/play equipment)

A business plan (for projects with a total cost of over £50,000)

A copy of your equal opportunities policy/statement

Evidence of support from your Breckland Council ward member - they can send this direct to Norfolk Community Foundation.

If you have electronic copies available, these documents can be uploaded by following the 'Add Document' link below which will guide you to the Attachments upload function at the end of this form. Please then upload the documents as prompted.

If you prefer to send some or all of these documents separately by post or email, please check the box below, and ensure that all the information required is submitted to Norfolk Community Foundation clearly stating the name of the organisation and the Fund you are applying for.

If you do not have all of the documents listed above, or are able to provide a link to view some of your evidence online, please provide details in the box below.

If you have provided documents such as the constitution and policies to Norfolk Community Foundation with previous applications and no changes have been made, there is no need to provide further copies - where this is the case please also note in the box below. Please note this only applies to documents that are not updated regularly.

If you have any questions about the supporting information required, please contact the Grants Team on 01603 623958 or email grants@norfolkfoundation.com

Documents to follow in post to Norfolk Community Foundation, St James Mill, Whitefriars, Norwich NR3 1TN or by email to grants@norfolkfoundation.com

Yes

[Add document](#)

You can use this space to provide links to items you wish to purchase with your grant, or to enable us to view documents online. Also tell us if you believe we hold current copies of your organisation's constitution and policies.

Carbrooke Village Hall location map:

<https://www.google.co.uk/maps/place/Carbrooke+Village+Hall/@52.5823234,0.8756249,15z/data=!4m5!3m4!1s0x0:0xfcfdf48>

Declaration

Please enter your name and position below to confirm that you accept the following conditions:

1. I am authorised to make the application on behalf of the above organisation.
2. I certify that the information in this application is correct.

3. If the information in the application changes in any way I will inform Norfolk Community Foundation immediately.
4. I give permission for Norfolk Community Foundation to record the information in this form electronically and to contact my organisation by phone, mail or email with information about its activities and about funding opportunities.
5. I agree to participate in monitoring, auditing and evaluation related to these funds - you can find out more about how Norfolk Community Foundation monitors grants at www.norfolkfoundation.com/apply/funding-for-non-profits/monitoring/

Norfolk Community Foundation would like to follow up on successful applicants and potentially feature them in our publicity. Please tick this box to confirm that, if your application is successful, you are willing to take part in publicity activities.

Yes

Declaration - Please enter your name

E.Buscall

Position in organisation

Chair