



Breckland Community Funding Application Form

Section 1 - About the organisation applying

Organisation name and address details

Name of the organisation applying

Swaffham Town Council

Address of your organisation

Street

4 London St

Town/City

Swaffham

County

Norfolk

Postcode

P37 7DQ

Website

www.swaffhamtowncouncil.gov.uk

Telephone

01760 722922

Email address

townclerk@swaffhamtowncouncil.gov.uk

Main Contact Person

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

Title

Mrs

Surname

Smith

Forename(s)

Claire

Position in organisation

Deputy Town Clerk

Daytime Phone

01760 722922

Home Phone

Mobile Phone

Email

deputyclerk@swaffhamtowncouncil.gov.uk

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

01

Year

1974

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

Company limited by guarantees

Unincorporated club or association

Community interest company

Other

Town Council

Purpose of organisation

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

Swaffham Town Council provides a range of services and facilities for local residents including markets, allotments, recreation and open spaces. It is also the local burial authority.

Staffing and volunteers

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

Full time staff / workers	7	Part time staff / workers	2
Volunteers (excluding management committee)			

Management committee

13

Members (excluding management committee)

Income of your organisation

Total income in the most recent accounting year

485218

What are your organisation's current unrestricted reserves?

186915

Banking details

Please provide details of the organisation's bank account

Bank account name

Swaffham Town Council Current Account

Bank account number

20348797

Bank sort code

60-83-01

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

3

Names of signatories, and their roles in the organisation

Paul Darby - Town Councillor
 Jan Buckley-Stevens - Town Councillor
 Anne Thorp - Town Councillor
 Colin Houghton - Town Councillor
 Jill Skinner - Town Councillor
 Wendy Bensley - Town Councillor
 Richard Bishop - Town Clerk

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

Mr

Forename/s

Richard

Surname

Bishop

Position in organisation

Town Clerk

Daytime phone

01760 722922

Email

townclerk@swaffhamtowncouncil.gov.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

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 planning permission required.

Project Details

Project name

Recreation Ground MUGA

Project / funding start date Project / funding end date

01/03/2017

01/05/2017

What area will your project benefit?

Breckland

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

Swaffham

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

PE37 7DQ

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

To provide a Multi Use Games area (MUGA) on an existing hard court area that requires renovation. The hard surface area will have markings for various sports such as football, cricket, netball and basketball as well as a range of facilities which may include a street snooker games wall, five-a-side goals, target square, cricket wicket, lollipop style target hoops.

Who will benefit from this project and how?

As a community with higher than County average levels of deprivation and poor health, Swaffham residents and young people will benefit greatly from a free to use sports facility. Whilst there are some good sports clubs offering organised activities, there is a lack of facilities for young people to gather and take part in informal sport and games. The Recreation ground has been a very well used space, in a town that is lacking open spaces, however the facilities have become unfit for purpose and both the skatepark and hard court area are now without equipment.

We envisage that the primary beneficiaries will be young people aged from 8 through to young adults who are more likely to use the facilities. This will lead to benefitting residents as a whole as free sports facilities help to sustain communities and make Swaffham an attractive place to live.

Over the last summer we have received a number of calls and enquiries in to the Town Council office from young people, parents and residents asking when the facilities of this area are going to be replaced and improved. There are many people in the town who at one time or another have used the Rec for sport and recreation, and they want to see this continue for the next generation.

From neighbourhood statistics provided by the Office for National Statistics, deprivation in Swaffham is above the county average, 66.6% of households are deprived in one or more dimension of employment, education, health and disability, and housing and 29.6% in two or more dimensions, compared with 58.6% and 24.6% respectively in Norfolk.

General health in Swaffham is worse than the county average. 73.3% of people describe their health as good or very good, compared with 79.3% in Norfolk and 7.6% as bad or very bad as against 5.6% in Norfolk.

Swaffham is worse than the county average for those with long term health problems or disabilities. 12% said their daily activities were limited a lot, compared with 9.1% in Norfolk and 3.8% of 16-64 year old (3.5% in Norfolk). The level of children (aged under 16) in poverty is higher than the Norfolk average. The proportion of working age adults claiming job seekers allowance in Swaffham is higher than the Norfolk average.

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

When the idea to improve the recreation ground was first explored a consultation event was held at the site of the existing skatepark and hard court area. This was a joint venture with Swaffham Town Council and Sk8 Mob - a group that was established by local young people with the sole aim of developing the skate park and a MUGA on the potential suppliers of equipment. Attendees helped to develop a specification with preferred options. Recent further consultation has been undertaken, led by the Sk8 Mob. A questionnaire was developed asking about the potential use of the site and what facilities young people would like to see on the recreation ground. 239 people between the ages of 6 and 20 completed the survey. Of these 173 said they would use the MUGA, and 147 would get involved with any activities organised at the Recreation Ground. We also were given lots of ideas on the sports to include - Football, Cricket, Basketball, lots of games and colourful equipment were all on the wish list.

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 Town Council are committed to developing the Recreation Ground. At the moment the unused hard court area is deteriorating, becoming unsightly and is not of any benefit to the users of the park. By re-using the existing hard surface this will keep costs down. In the long term the Council will maintain the site in the same way as it maintains other play areas in the town, this will be budgeted for in yearly maintenance budgets.

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?

The safety issues relating to the project include the works in building the facility and the maintenance of the facility.

The Town Council will ensure that any contractor appointed will have all relevant insurances and follow safe working practices - undertaking risk assessments and producing method statements for the works.

In the long term, safety of the facility will be monitored and any issues dealt with in the same way as all the equipment on the Recreation Ground. This is by inspection once a year by a play and sports equipment specialist. Supplemented by daily inspections by the Council

Alignment with Breckland Council Objectives

Please explain how the project contributes towards the 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.

The provision of a MUGA will contribute to meeting this Breckland Council objective, particularly by addressing improved opportunities for community health and wellbeing. There are no other free to access and use facilities in Swaffham for young people over 8 years of age.

The following information has been taken from the Breckland Youth Advisory Board Young Person's Needs Analysis 2016-17 - Exercise has been proven to raise well being, develop team work, confidence and much more. In the research 'Ways to well Being' it identified that young people were significantly happier if they participated in individual sports, team sports or cycling. In Breckland there has been challenges identified with young people's mental health with an estimated 1,630 young people aged 5-16 years living with a mental health problem. (Breckland District profile 2015) It has also been identified that in Swaffham obesity rates are significantly high with 40% of young people aged 10/11 years overweight. It can also be estimated that this affects 4,750 young people aged 5-15 years (Breckland District Profile).

Our local youth group 'Youthie', run by youth worker Sally Palmer, have been heavily involved with the development of this project and have plans to use any new facilities on the Recreation Ground. Sally feels that the MUGA will be particularly beneficial for those young people who do not want to join an organised club sport for reasons that may include, not feeling 'good enough' for club sport or they may prefer to take part in alternative games and sports. A MUGA will provide a space for traditional sports and more unconventional games. Youthie members are very imaginative with their games from human hungry hippos to wet rounders and look forward to utilising this space!

Work with our partners to reduce and prevent crime and anti-social behaviour and protect the community and environment.

There have been a number of incidents of anti-social behaviour and vandalism in Swaffham Town Centre and on the Recreation Ground over the last few months. Swaffham Town Council hope that by providing a sports and recreation facility that is fit for purpose and attractive to users this might divert some people from these types of behaviour. Sport England have identified in their Spacial Planning Policy that it is 'important in avoiding potential abuse of facilities that all age groups in the community are provided for adequately and the need for youth gathering and socialising recognised with appropriate facilities included in a positive way.'

Sport England also state 'The principle contribution of sport to community safety is through crime reduction, particularly youth offending. Whilst no direct relationship between participation in sport and crime reduction has been established there is anecdotal evidence of its contribution. Sport provides a sense of purpose and distraction to those more inclined to take part in harmful or anti-social behaviour, and is a component of a series of measures which help to manage these problems.'

Project Budget

How much money are you applying for?

14000

What is the total cost of the project?

75000

Have you already secured other funding for this project?

Yes

If YES, how much has been raised so far?

61

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

£49,000 - Wren Bid successful October 2016 - this is dependent on the success of this bid

£12,000 - Breckland Sport and Play fund successful October 2016

*£5,267.50 - identified as money raised so far is the third party funding donation required by Wren, this will be funded by the Town Council

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

Requested amount

0

Total cost

0

Breakdown

Swaffham Town Council staff will be responsible for commissioning the work to put the MUGA in place. There will also be promotion of the new facilities. These activities will incur staffing and administration costs. These costs will be absorbed by Swaffham Town Council.

Volunteer Costs

For example, volunteer expenses and training

Requested amount

0

Total cost

0

Breakdown

Volunteers have been involved in the consultation process as well as fund raising, they will also be integral to promotion and any opening event. Any costs associated with volunteers will be met by Swaffham Town Council.

Operational/activity costs

For example, hiring a venue or providing transport for participants

Requested amount

Total cost

Breakdown

Office, overhead, premises costs

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

Requested amount	Breakdown
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	Breakdown
14000	quote attached
Total cost	
75000	

Publicity costs

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

Requested amount	Breakdown
Total cost	

Other costs

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

Requested amount	Breakdown
Total cost	

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).

Advance people's physical and mental health, wellbeing and safety

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

Increase access to sport, exercise and leisure activities

Beneficiaries

How many people will benefit from this funding?

1440

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 based the estimated usage on the figures for the use of the Skatepark on the same site. The consultation has led us to believe that there will be a large cross over of young people using both of these developments.

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

Children and young people

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 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 checked="" type="checkbox"/> Local residents | <input type="checkbox"/> Long-term unemployed |
| <input type="checkbox"/> Men | <input type="checkbox"/> Not in education, employment and training (NEET 16) |
| <input 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 checked="" type="checkbox"/> People with learning difficulties | <input checked="" 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 type="checkbox"/> Women |

Ethnicity

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

All ethnicities

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

- | | |
|--|---|
| <input type="checkbox"/> African | <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 British |
| <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

Sport and recreation

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

- | | |
|--|--|
| <input type="checkbox"/> Anti-social behaviour | <input type="checkbox"/> Arts, culture and heritage |
| <input type="checkbox"/> Bullying | <input type="checkbox"/> Caring responsibilities |
| <input type="checkbox"/> Counselling/Advice/Mentoring | <input type="checkbox"/> Crime and safety |
| <input 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 checked="" 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 type="checkbox"/> Poverty and disadvantage |
| <input type="checkbox"/> Refugees/Asylum/Immigration | <input type="checkbox"/> Religion |
| <input type="checkbox"/> Renewable energies and recycling | <input type="checkbox"/> Rural issues |
| <input type="checkbox"/> Sexual abuse | <input checked="" type="checkbox"/> Social inclusion and fairness |
| <input type="checkbox"/> Stigma/Discrimination | <input checked="" type="checkbox"/> Stronger communities/Community support and devel |
| <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
Young people (13-18)

Please list any other applicable age groups for your grant.

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

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

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.

From a bid to the Sport and Play fund NCF hold copies of
 Bank Statement
 Annual Accounts
 Safeguarding Policy
 Equal Opportunities Policy
 Location Plan of the Rec in Swaffham
 letters of support from the community an Baroness Sheppard for the MUGA and
 Skatepark
 Recreation Ground Survey Form May 16 and results of survey.

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

Claire Smith

Position in organisation

Deputy Town Clerk