



Breckland Community Funding Application Form

Section 1 - About the organisation applying

Organisation name and address details

Name of the organisation applying

Mattishall Parish Council

Address of your organisation

Street

Matsall House, Church Lane

Town/City

Mattishall

County

Norfolk

Postcode

NR203QZ

Website

mattishallpc.info

Telephone

01362858786

Email address

clerk@mattishallpc.info

Main Contact Person

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

Title

Dr.

Surname

Piper

Forename(s)

David Colin

Position in organisation

Member of Parish Council and member
of the Play Area Committee

Daytime Phone

07966 373955

Home Phone

01362 422061

Mobile Phone

07966 373955

Email

davidpiper15@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	Year
01	1894

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 Parish Council

Purpose of organisation

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

Mattishall Parish Council

The Parish Council is made up of 9 members who all live in Mattishall and represent the village on various matters. We are effectively the third tier of local government, the other two being Norfolk County Council and Breckland District Council.

We're responsible for:

- The upkeep of the Burgh Lane Cemetery and All Saints Churchyard
- All Saints Church Clock
- The children's play area (in the school grounds)
- Providing general maintenance around the village
- The allotments
- Upkeep of the village green
- Bus shelters and seating
- Some recycling bins, litter bins and dog fouling bins.

We also make comments on all planning applications although the District Council or County Council make the decision.

Link to Parish Council website: <http://www.mattishallpc.info/documents>

Staffing and volunteers

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

Full time staff / workers	1	Part time staff / workers	1
Volunteers (excluding management committee)			

Management committee

9

Members (excluding management committee)

Income of your organisation

Total income in the most recent accounting year

55636

What are your organisation's current unrestricted reserves?

39528

Banking details

Please provide details of the organisation's bank account

Bank account name

Unity Trust Bank

Bank account number

20352233

Bank sort code

608301

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

2

Names of signatories, and their roles in the organisation

Richard Norton, Chair
Janice Smith, Vice-Chair
Robert Bridge, Councillor

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

Anne

Surname

Jackson

Position in organisation

Member of Play Area Committee

Daytime phone

01362 858744

Email

annej0@hotmail.com

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 freehold of the land is owned by the Barlow Charity, which is a registered charity and a company limited by guarantee, the sole member of which is Mattishall Parish Council. The Parish Council appoints and (if necessary) dismisses the Trustees of the Barlow Charity.

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.

Full Planning permission received No 3PL/2016/0208/F (20/2/16)

Project Details

Project name

Mattishall Community Project of the Old School Site

Project / funding start date Project / funding end date

03/10/2016

30/07/2017

What area will your project benefit?

Breckland

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

Mattishall, Dereham

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

NR20 3FG

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

Following the demolition of the Old School building in the Autumn of 2013, a public consultation meeting was held on 24th March 2014, to consider ideas for the use of the site. Approximately 60 people attended the meeting. Various suggestions were put forward and the feeling of the meeting assessed. Ideas included - car parking, a play area, a war memorial, gardens, and affordable housing. The most popular proposals were a war memorial (since built on the nearby village green), a play area, and a car park. Further details of the decision-making process can be found later in this application.

The new play area and adult gym will provide the population of Mattishall and surrounding villages with a focal point in the village and a well needed community base. Playdate were chosen as they listened to our requirements and once they produced a satisfactory proposal, this was presented to the community at several fundraising events organised by the committee, and received their approval.

Who will benefit from this project and how?

All residents and visitors to Mattishall will benefit as the play area will be accessible 24/7. The existing play area in the grounds of the primary school, is over 30 years old, the equipment is outdated and near the end of it's life. It is accessed via the school grounds, and unless a volunteer is available to unlock the gates during school holidays, it is only accessible during term time.

The proposed children's play area will have nine pieces of equipment that can be used from toddler to teenager. The four pieces of adult equipment plus an all-weather table tennis table will be separated from the children's area by a metre high fence.

The provision of such equipment, in the centre of the village, will encourage exercise, improve health and social interaction and promote community cohesion.

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

Following the initial meeting, a committee was formed to consider and develop ideas further. Membership of the committee was open to anyone who was interested in being involved.

The Parish Council was represented on the committee and was kept fully informed of the deliberations and decisions of the committee. The Parish Council supported the decision to devote the whole site to a play and exercise area.

Once this decision had been taken, the committee carried out a consultation of both adults and children in the village to determine what types of play and exercise equipment were wanted. The consultation was delivered to each house in Mattishall (1270 households) and responses were collected in boxes provided in local shops. Residents were also consulted at village fetes and the Easter Egg Hunt. Adults were asked to list the equipment they most wished to see on the site, children were asked to draw pictures of the equipment that they wished to have. The children's consultation was done through the school.

Following the consultation, the committee drew up a desired specification for the play area and invited three companies to produce designs and indicative costs. Following this, the committee recommended a preferred design to the Parish Council, and Playdate as the preferred contractor.

The Police Architectural Liaison Officer was invited to the site to meet with members of the committee where his advice was sought and acted on.

In addition, during consultation for the Neighbourhood Plan, the need for a new play area was one of the highest requests made on both of the village questionnaires.

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

Once completed, the project is designed to be sustainable. The Parish Council will assume responsibility for grounds maintenance by the contracted Grounds maintenance company. The Parish Council have agreed to underwrite the cost of a Professional Annual Risk assessment and Annual Health and Safety Inspection.

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 area will be entirely fenced (see attached plans). In addition, there will be self-closing gates. On the side that faces the road, there will be an additional barrier to prevent exit from the play area, across the footpath and onto the road. All of the equipment in the quotation from Playdale conforms to Safety Standards - EN1176 (Play equipment) and EN1177 - Safety Surfaces. Monthly safety inspections will be performed by a member of the Parish Council, and there will be an Annual Professional Inspection in accordance with BSEN1176

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 improve learning opportunities, community health and community wellbeing.

It is our contention that by providing a play area and adult exercise area in the centre of the village, this will promote a cohesive centre for outdoor activity, in a safe, purpose built environment. It will encourage children to play collectively and socially in a constructive manner, contributing to physical activity, (as opposed to indoor media-based inactivity), and also provide the availability of an adult component.

Work together with partners and local communities to make public spaces cleaner, greener and safe.

By providing this play and adult exercise area in the centre of the village, it is our belief that this will be utilised by families who can walk to the facility. It is in a highly visible site, and easily accessible. Close to the local school, it will be ideal for parents and families to use after school, and whilst visiting the local amenities.

Project Budget

How much money are you applying for?

20000

What is the total cost of the project?

75372.24

Have you already secured other funding for this project?

Yes

If YES, how much has been raised so far?

36627.42

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

Tesco Bags of Help - £8,000
 Shelroy Charitable - £2,500
 Mattishall Parish Council contribution - £12,000
 Paul Bassham Charity - £2000
 Norfolk Community Association £9396
 Breckland Council - £500
 Penny Cress foundation - £300
 Village events - £2362.36
 Donations - £352.53

Requests for Grants have been made to AVIVA (we are finalists in this scheme), Bernard Sunley (will not hear until early 2017), Norfolk Playing fields Association (application in process), Jarrolds, Laura Elizabeth Stuart Memorial Trust (decision will be in April, 2017).

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

Requested amount	Breakdown
Total cost	N/A

Volunteer Costs

For example, volunteer expenses and training

Requested amount	Breakdown
Total cost	N/A

Operational/activity costs

For example, hiring a venue or providing transport for participants

Requested amount	Breakdown
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0	Hire of Church Hall for fund-raising activities (x4)
Total cost	
45	

Office, overhead, premises costs

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

Requested amount	Breakdown
0	Stationery
Total cost	
23.49	

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
20000	Playdale Playground and Adult Exercise Equipment £70,781.75
Total cost	Two extra benches from Playdale - £942
75023.75	Mant - All Weather Table Tennis table - £2300
	New Path/pavement (Lamberts) - £1000

Publicity costs

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

Requested amount	Breakdown
0	Printing publicity posters and flyers -
Total cost	
280	

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?

800

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

20% of the Mattishall population of 2620 are under 17 and 12.5% fall within the 18-30 year old bracket. We have assumed that a large proportion of these residents will make use of the new facilities and hope that a fair number of older residents will use the adult equipment as well. In addition, parents (from out of the village) bringing their children to the local primary school that is close by the proposed play area, may well take their children to the play area at school dropping off/picking up times. The Play Area is visible from the road, and in the centre of the village, thus it is possible that people visiting the village may well stop and use the facilities - there is car parking in close proximity.

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 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 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 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 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 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
Children (5-12)

Please list any other applicable age groups for your grant.

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

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.

Link to Parish Council Website: <http://www.mattishallpc.info/documents>

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

David Piper

Position in organisation

Parish Councillor and
member of the Play
Area Committee