

Application Form - Main Grants

Application number
(internal use only)

Section 1: Basic information – to be completed by ALL projects

Please type or word process, using the same format, sections and paragraphs. Please complete the application form with reference to the guidance notes.

1.1 Name of organisation: **EEB: Rural Action East; Project:**

1.2 ENTRUST Environmental Body number EEB **798210**

1.3 ENTRUST project registration number: **RAE to register**

1.4 Date of ENTRUST project registration **TBC**

1.5 Contact name, position in organisation and address for correspondence:

EEB: Clare Nagle Regional Project Officer Rural Action East 2 Wharfedale Road Ipswich IP1 4JP	<i>Include Project Contact here</i> St Mark's Church Community Centre Wendy Rider, Centre Manager Calder Rise, Bedford. MK41 7UY 01234 342613
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1.6 **Daytime** contact tel no: **01473 242541** Fax no: **01473 242530**
Include Contact Tel. No.
01234 342613

Email: **Clare.Nagle@RuralActionEast.org.uk**
Include Project Contact email
office@thisischurch.com

Website address: **www.RuralActionEast.org.uk**

1.7 Type of organisation (eg charity, voluntary group – see guidance notes):

Company Limited by Guarantee & Charity

Church – Constitution attached, also faculty authorisation of works by Diocese of St Albans.

1.8 Registered charity number and/or company no (if any): **5752374**
1113800

1.9 Date of establishment of organisation **Est April 1999**
Reg May 2006

1.10 Bank details of application (**must be the EEB**)

Account Name	Account Number	Sort Code
Rural Action East	00013381	40-52-40

Section 2: About your project – to be completed by ALL projects

2.1 Project title:

St Mark's 'Growing with the Community'

2.2 Project location (address with postcode):

St Mark's Church Community Centre
Wendy Rider, Centre Manager
Calder Rise, Bedford.
MK41 7UY
01234 342613

2.3 Name and location of the nearest landfill site (managed by any company) and its distance from the project:

From proximity test
Stewartby 4 Miles

2.4 Name of the nearest Biffa operation and its distance from the project:

From proximity test
St Neots Depot 8.68, St Neots Recycling 9.42

2.5	Proposed start date:	Stage 3 will be commenced on completion of Stage 2 funded by Wren. Expected November 2006	Proposed finish date:	Eight weeks from start date
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2.6 Total cost of project: (From 8.3D) £X

2.7 Amount requested from Biffaward: (From 8.3F) (grant requested + 2% ENTRUST fee – **please see guidance notes**) £X

2.8 Have you secured Third Party funding to release the landfill tax credits? (Please refer to guidance notes) YES

2.9 If you answered YES to question 2.8, please name Third Party(ies) and state contribution together with a contact name and address. (If you have more than one third party please attach a separate sheet giving these details for each one). Please provide written confirmation of

the third parties' intention to provide the 10 per cent contribution.

The Butterfield Trust
Mr Mike Bonney (Trustee)
2 Lodge Close, Sharnbrook. MK44 1JS (Grant available up to £6,000)

- 2.10 Please tell us the aim of your project in less than 50 words, highlighting its main objectives (**please see guidance notes**). If your project is successful, we will use this information on the Biffaward website (www.biffaward.org).

How will it improve the lives of your community? Important box as this appears in information given to National Assessment board

We will provide a multi purpose community building with two large halls available to the whole community for social and recreational purposes open every day from 8.30am until 10.00pm. The finished centre will provide additional facilities to our existing community centre and community programme.

- 2.11 Please provide a more detailed project description no longer than 250 – 300 words to enable us to assess the application.

Describe the project activities, the work and what will be built, installed, improved or changed

Project Activities

St Mark's Church Community Centre is used as a church for two hours a week. For the rest of the time the entire premises are available as a community centre offered to all the community without discrimination. We provide care in the community literally from the cradle to the grave. We have an NHS mother and baby clinic, we also offer bereavement support and a place to bury cremated remains of those who have died, free of charge. Access to local facilities, without the need to travel out of the community is an important part of our ethos. For this reason we welcome activities such as the opening of a police station in our premises where officers crime reports and hold surgeries. We provides all day pre-school with before and after school clubs to assist families, a day care centre for people with learning disabilities and we are home to Autism Bedfordshire.

The Centre is open seven days a week and currently provides a home to over 46 community groups and charities. It is the busiest community centre in Bedfordshire and welcomes nearly 2,000 people per week.

What we intend to build

Three years ago we recognised an increasing problem, groups and individuals were being turned away, because we had run out of room. Consultation with the local council revealed an increasing population with new housing developments planned. We decided to build a new two storey building to welcome an additional 1,000 people every week. We were selected as national finalists in the WREN Village Hall and Community Centre Challenge 2005, receiving £X and invited to receive a further £X from the general fund. However we require funds to complete the project, kitchens, toilets etc., and we are seeking help from Biffaward.

- 2.12 State how the project meets the Biffaward criteria (**please refer to the Strategy for Giving**):

St Mark's Church Community Centre has been exemplary in its development of community life. St Mark's is a centre providing play and recreational facilities for all ages. It is also an important provider of learning across all ages groups and with people of differing abilities. St Mark's is proud of the commitment to providing resources, education and support for people with learning disabilities, including autism.

St Mark's provides these outstanding resources through a partnership model which includes over 46 community groups and charities.
St Mark's is entirely committed and benefits from an extraordinary level of voluntary commitment from the community. St Mark's operates only with the dedicated support of 130 volunteers each week.

- 2.13 Which of the approved objects detailed in Regulation 33(2) of the Landfill Tax Regulations does the project satisfy? (D, DA or E)

D

SECTION 3: BIODIVERSITY – To be completed for Category DA projects only. For all other objects, please proceed to Section 4

PLEASE NOTE ALL APPLICATIONS UNDER CATEGORY DA MUST OBTAIN ENTRUST PROJECT REGISTRATION PRIOR TO SUBMISSION

- 3.1 What type of habitat and species (if relevant) are you working on or with at this specific site? (Please select from lists of habitats and species in the guidance notes).

- 3.2 Please explain in no more than 300 words how the project will protect the natural environment and lead to conservation of biodiversity in relation to the specific habitat/s (for example what conservation practices are you putting in place)?

- 3.3 **Public Access** – general public access to habitats (project sites) is not required under this object. But it would be useful to record if project sites do have general public access.

Does the project site have general access?

Yes/No

If yes, when is the site available to be visited by the general public?

If not, could you tell us why there is no access?

- 3.4 **Lead organisation** – If you are not the lead partner for this project please provide full contact details (name, address, telephone number and email address) for the lead partner organisation, in relation to the relevant BAP/LBAP, and what role they have in the project. Refer to guidance notes.

3.5 **Statistics required for monitoring biodiversity projects** - please make estimates regarding the following in delivering your project:

Hectares of land improved/reclaimed	
Numbers of habitats worked upon	
Numbers of species worked with	

3.6 Explain what systems are in place for ongoing reporting on the conservation, restoration or enhancement of the habitat(s) and or species (please refer to ENTRUST guidelines):

3.7 To which BAP will your project contribute?

Section 4: Establishing need for the project – to be completed by D & E projects

4.1 How have you identified the need for this project? (Most important section for award)

*Why is it needed/
Size of community/ village served?
Who will use facility, how often & how many?*

Why we need our new Centre – an illustration
Recently Bedfordshire Police officers who are based at St Mark’s Church Community Centre in a police post, wanted to run a youth group for the hundreds of young people who can be seen hanging around on street corners in Brickhill. PC Dave Hawkey looked all over the area for a location for facilities and was not able to find anywhere willing or able to offer help. Eventually at St Mark’s we were able to change our scheduling of groups to enable us to offer a home for this youth project. It is now flourishing and attracting young people and adult volunteers from the local community, providing a safe environment.

The need for a commitment to inclusion
This incident is typical of the groups coming to St Mark’s seeking help. St Mark’s is committed to offering facilities and including all people, sadly young people are often seen as trouble and are excluded. The same lack of opportunity is often the case for other groups such as people with learning disabilities. These groups come to us knowing that they will be welcomed.

The need to cope with a sizeable and growing community
St Mark’s assists by enabling people in the community to supporting the local community and we are located in an urban area with desperate need for these community facilities. The local parish numbers 16,000 people and the population is expanding with 650 new homes planned for construction over the next two years. Local housing is mixed with high rise tower blocks, housing association and social housing, in addition to owner occupied residential properties. This building project for a community centre extension is our response to the needs which have been presented to us by the local community and existing

users of our community centre.

A need recognised and supported locally

For over three years we have communicated widely in our community to ensure the most extensive consultation process. Our business plan includes letters of support from Borough and Councillors, Parish Council and Council of Voluntary Service. We have also conducted our own surveys and audit of current users and community groups.

We believe that good evidence of the real and apparent need for our new community centre building is found in the planning permission process. St Mark's obtained permission to develop a new building extension on the site in 2003, without any objections being received. Extensive discussions with the users of our centre and the local community produced a desire for changes to our original specification. The Borough Council assisted us by providing additional land to St Mark's to assist with our expansion, again with widespread consultation and representation from the community. This has resulted in the proposals being changed to allow for a larger building and a second planning application was received this year, once more without any objections throughout the consultation process with parish council and residents.

The willingness of the Borough Council to make available green open space for our expansion, and the total endorsement of the community, is evidence of the high regard in which St Mark's is held in the local community and a recognition of the importance of our expansion. It is also a testimony to the manner in which St Mark's integrates local people in to the management and development of our Centre and the implementation of policy.

Groups needing our new centre

Due to the lack of adequate facilities locally our Centre is bursting at the seams and we are having to turn groups away. When we are forced to turn community groups away, there is literally nowhere else for them to go. For this reason St Mark's is building to meet real demand which currently cannot be met, across the widest range of community groups. Once open we have groups who are already seeking to make confirmed bookings. We are making plans to offer accommodation to those on our waiting list, however we are also conscious of the importance of keeping room for new community pressures which will develop with the presence of new residents from the influx of new housing.

The groups which are currently scheduled to move in to the two new halls include youth and children's groups, a social club for people with learning difficulties, keep fit and yoga.

4.2

How have beneficiaries been involved in the development of your project?

****Evidence of community consultation must be included with the application****

Be specific

The project originally developed from the Community Forum Management Meetings to which representatives from all of our user groups and volunteers are invited. This meeting is an opportunity for all users to be involved, St Mark's is a community centre managed by the community for the community. Many community groups and charities were simply asking for increased use of the facilities, but we were increasingly aware of new groups who were unable to be accommodated and being turned away.

In addition to our regular management meetings, we also conduct regular community audits. Questionnaires are sent to all user groups to gather information from groups about their use of the centre and any suggestions for further discussion and consultation. The audit process increased our awareness of the need to provide additional facilities for our community. Subsequently plans were drawn up by an architect and made available for public comment. The consultation process over the plans, throughout 2003 resulted in a major revision. We became conscious of a need for a more ambitious scheme.

Consultation followed with users and new plans were produced using a different architect. Once more plans were displayed to the local community and widespread consultation took place. We appreciated the involvement of Brickhill Parish Council, Bedford Borough and County Council and other community providers including North Beds Council of Voluntary Service. Consultation and oversight was also exercised by the Diocese of St Albans through the faculty process with opportunity for public and professional comment.

Volunteering – by the community for the community

It is important to remember that members of the local community provide are integral to the delivery of services at St Mark's. Volunteers are responsible for assisting or running many of the community groups and charities, they also staff the office and assist in the day to day running of the centre. It is only with the continued extraordinary commitment of our volunteers that our centre is open and staffed each day from 8.30am until 10.00pm.

The value of this volunteering programme is enormous and developing. We now operate a volunteering scheme involving young people from local schools and colleges who derive great benefit from the work experience which we provide in areas such as administration, children's work and social services. Volunteers assist with groups providing community service to all ages, as well as providing practical support such as the maintenance of our Centre and grounds which are always kept to a high standard of appearance with regular maintenance. Volunteering is the backbone of our enterprise. St Mark's is unique in providing a community centre with such enormous opportunities and the new centre will provide increased opportunities for volunteering for all.

Volunteers have provided an important resource throughout the development of our project and will continue to do so as the project comes into operation.

4.3 What are the arrangements for public access? Give details of when and whom:

Please note that all applications to improve a cultural facility, i.e. a museum, art gallery, heritage centre, theatre, library must provide an access statement. For further information please read the 'cultural facilities' section in the guidance notes

St Mark's is committed to making all facilities accessible to the community without discrimination. We typically create access opportunities through the following types of measure

Multiple occupancy

The new centre will be operated within our existing policy of multiple occupancy to maximise opportunity for bookings to take place simultaneously. People like the presence of other people around, the 'buzz' and feeling of community which is created.

Unrestricted Access

Users are granted free and unrestricted access to all community areas at St Mark's. Security is taken seriously but not to the detriment of user groups who are all given their own keys.

A staffed office

The centre will be staffed by volunteers from 8.30am until after 5.30pm to welcome the community. Our consultation has revealed that the presence of a staffed office every day, combined with our open door policy, is a significant part of our success. People call in at St Mark's because they know that it will always be open and offer hospitality.

Taking security seriously encourages access

Security issues are always shown to be important in our user audits and surveys. Many of our user groups attract vulnerable people and we are committed to ensuring that a safe environment is provided, which also feels safe. The centre will benefit from security lighting and CCTV with digital recording and infra red night lighting. The feeling of safety is also increased owing to the presence of many people throughout the day and our staffed office.

Design and build

Our architect has ensured that the design of the centre encourages all users. The construction includes features such as incorporation of a lift to facilitate wheelchair access on both levels. The provision of a sensory garden will be particularly important in encouraging access to particular user groups.

Wheelchair friendly areas will be provided in close proximity to the centre which incorporate features designed to stimulate the senses of touch, smell, and hearing. Consultation with our user groups including Autism Bedfordshire, Clubhouse ESF project and Preschool have indicated that such consideration is important to users and their families.

4.4 How does your organisation reflect the community it serves?

The Community Forum Management Meeting involves representatives from all user groups and volunteers at St Mark’s. This policy of open and accountable government is considered extremely effective and successful. Everybody is encouraged to feel included through letters of invitation and poster publicity.

The excellent attendance and involvement of community groups, charities and volunteers is reassuring to us that our process of organisation is both inclusive and representative.

4.5 What similar facilities, services and activities currently exist in the community and surrounding area?

St Mark’s is surrounded by dense housing with little opportunity for further development of community resources. The only existing facilities of a similar nature are operated by the Borough Council and are totally occupied. Subsequently groups to whom we are unable to offer facilities have no other place to go.

4.6 Explain how the project will expand or provide new facilities, services and activities for the community and surrounding area.

Activity/Service	Number of Sessions/Groups
Yoga	2
Keep Fit	1
Women’s Support	2
Music Group for mothers and toddlers	1
Beds Cardiac Support	2
Social Club – People with learning difficulties	2

Weightwatchers	2
Dance and Drama Group – Children	1
Youth Group	2
Dance – Adults	1
Kickboxing – Children	1
Back to work skills training	1

4.7 Which other partners will be involved in the delivery of the project?

Name of partner organisation(s)
Parish Council: They have been supportive of the project and have agreed to assist in the promotion of delivery of service and publicity in the Parish Magazine.
Bedfordshire Police: Bedfordshire police officers are currently operating a youth group and promoting youth support activities in partnership with parish council and based at St Mark’s.
Autism Bedford/Clubhouse ESF/Pres-school Involved in design of sensory garden.

4.8 To which local, regional or national strategies will your project contribute?

Name of Strategy	Which elements of the strategy does your project meet?

4.9 Which Government ‘Better Quality of Life’ indicator(s) will the project meet? (Please visit www.sustainable-development.gov.uk for more information).

<p>The new community centre will contribute towards making our community more active, inclusive and safe.</p> <p>The presence of shared community activities makes a significant and recognised contribution towards ‘better quality of life.’</p> <p>Access to the facilities is fair, tolerant and cohesive with a strong local culture, this is ensured through local participation in management of the facilities.</p> <p>Undoubtedly our existing services demonstrate our commitment to well run - effective and inclusive participation, representation and leadership.</p> <p>The build of the centre exceeds expectations concerning design, with considerable thought concerning environmental issues. Our existing Environmental Policy will be implemented within the new centre.</p> <p>The Centre will be ideally located with good transport services and positioned conveniently at the heart of the local community within easy reach of local people.</p> <p>The Centre itself provides public, private, community and voluntary services which are specifically tailored to local needs and accessible to all.</p> <p>St Mark’s equal opportunities commitment ensures that the ongoing provision of our services is fair for everyone - including those in other communities.</p> <p>St Mark’s has demonstrated an absolute commitment to working with groups which have been excluded from other premises, becoming a first line advocate of Social exclusion, making a difference in our community.</p>
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Section 5: Consents, planning permission and statutory requirements – to be completed by ALL projects

5.1 Who owns the land on which the project is sited?

Parish of St Mark, Diocese of St Albans, Church of England

5.2 If you do not own the land, when does the lease expire and what agreement do you have for continued access? (Please provide a copy of any leasing agreement)

The freehold for the land is vested in the incumbent Rev Charles Royden. Faculty permission has been obtained from St Albans Diocese for the project works. Copy attached.

5.3 Does the project require planning permission or other form of consent? (Please give details and attach a copy): App No: 05/03284/COU

YES

5.4 Please give any designation of the land eg SSSI, AONB; or the structure eg Grade II listed, scheduled historic monument; and the date of issue (if known):

Section 6: Project benefits & beneficiaries – to be completed by ALL projects

6.1 **Outputs – (ALL projects)**

Please list three main outputs of your project (by outputs we mean the tangible results of the project, e.g. the refurbishment of a village hall). Relate to 2.11 & 4.6

1. Provision of a new community centre with two halls, toilets and kitchens
2. Equipping of centre for community use
3. provision of essential landscaping and creation of sensory garden

6.2 **Achievements (ALL projects)**

Please list three main achievements of your project (achievements or outcomes generally refer to the difference the project is likely to make, the quantifiable benefits, ie the number of people benefiting from the funding). Relate to 2.10 & 4.6

1. The project will provide community facilities for an additional 1,000 people per

week. 2. The project will provide a resources for an additional 20 user groups 3. The provision of police run youth projects will assist in the reduction of crime and a safer environment
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6.3 How many people will directly benefit from your project?
(please refer to guidance notes)

1,000 per week

6.4 How many volunteers will be involved in your project? How many days will they dedicate to the project? How many jobs will be created as a result of the project? (If applicable).

Number of volunteers

130

Amount of days

6 per week

Number of jobs

Section 7: Project management – to be completed by ALL projects

7.1 On what basis are you confident that your organisation will be able to complete the activities for which you are seeking a grant to the standard and timetable specified?

EEB: Rural Action East has successfully managed a number of projects based on grants from various regional and national organisations, including the Countryside Agency, East of England Development Agency, English Heritage and Government Office East.

Project: *Individual project group to expand here*

Our management of projects has demonstrated that we have the necessary skills, knowledge and experience to successfully manage and deliver the proposed project to a high standard and within a defined timescale. St Mark's is currently delivering a high quality award winning European Social Fund project in conjunction with Social Services and ESF.

We also employ 10 staff in an accredited pre-school which has recently been awarded the 'outstanding' grade by Ofsted.

We have managed three building projects over the past three years which have involved improvement to our existing premises.

7.2 Please tell us about the skills, experience and qualifications of the individual(s) who will have ultimate responsibility for the project. This may be the project manager or the individuals who sit on the organisation's governing body.

EEB: Rural Action East's team including a Development Officer, Project Officer and Finance Officer have had wide ranging experiences; including managing national high value projects in private industry. The team have also received further training in aspects such as finance and community engagement to help provide strong community support and meaningful service delivery.

Project: *Individual project group to expand here*

The building project will managed by our highly qualified architect Mr John Creasey and quantity surveyor Mr Ian Horton. Mr Horton of the NTN

Partnership will also act as planning supervisor. We have also employed as our principal architect Mr Graham Stewart, in addition to a structural engineer Mr Philip Harvey.

Our Project Management Team includes the following expertise

Ian Farthing: Senior Regional Bank Manager with Nat West. Highly qualified in all aspects of financial monitoring and control

John Day: Qualified engineer with considerable experience in the delivery of managed building projects.

Wendy Rider: Qualified Social worker with over 20 years experience in the delivery of managed community centres.

Delia Shephard: Parish Clerk with awareness of local community issues.

7.3 Explain what systems are in place to evaluate & monitor your project:

EEB: Rural Action East will take responsibility for control and accountability of the Biffaward grant. Financial monitoring will take place using existing processes and systems, with each individual project having its own dedicated records based on the 'QuickBooks' accounting system, all of which is audited on an annual basis. Rural Action East will regularly update ENTRUST's records relating to each project.

To monitor the project Rural Action East will receive support from the six Rural Community Councils based within the Eastern Region. The support will come in the format of site visits, local progress monitoring and advice or assistance to the community groups, including sharing of knowledge and good practice by nominated lead individuals.

Individual project group to expand here

Evaluation of the project will be co-ordinated by the Centre Manager responsible to the Management Committee and Community Forum. Monitoring will take place through consultation with our user groups and other community organisations and partners, including the parish council. Weekly audits will be made of user numbers to determine successful occupancy rates. Consultation with group leaders will relay observations to Management and Community Forum Meeting.

7.4 Will users be able to provide feedback/suggest improvements, if so, how?

EEB: Rural Action East and its Rural Community Councils manage their activities under accredited Quality Management Systems, such as PQASSO. An important aspect is the monitoring and active gathering of feedback from beneficiaries on service delivery. All feedback is reported to the Regional Assessment Panel and used to improve the service

Individual project group to expand here

Individual questionnaires are delivered to user groups as a part of our ongoing consultation process. These will be targeted towards gathering feedback on the project. Our community forum will assess the delivery of services and take action to ensure optimum performance in our objectives for delivery of community services.

7.5 What is the exit strategy for the project (how will the project be sustained after the period of funding both financially and in terms of community or stakeholders' involvement)?

Please see guidance notes

This project is a development of an already successful community centre, with a proven track record and reputation of excellent management and performance.

Some assurance can be given concerning the future viability of our project, from the consideration that we are seeking to deliver an expansion of recognised outstanding practice. As an example, St Mark's has demonstrated an ability to be successful in competitive funding situations. This is reassuring for a funding partner and an indication of confidence in St Marks to thrive in the challenging conditions of community resourcing. St Mark's was recently pleased to receive the award of £X from the European Social Fund for work alongside adults with learning disabilities, providing training and resources to assist with increased opportunities for employment. The new community centre building will form part of our overall strategy to work at the forefront of efforts towards the widest social inclusion in the community.

Owing to the level of demand for community facilities, the existing centre and new facilities will be instantly utilised by community groups. This level of demand is recognised as a positive indication of future revenue income to assist in the financial provision for the community centre. The new centre will be integrated into the total provision of our community programme and form a part of our structured planning, as identified in the cashflow forecast in the business plan. The presence of existing facilities also allows a wider range of deployment choices within a flexible framework able to respond to growing community need.

St Mark's provides an affordable choice for community groups, located at the lower end of the range of charges made by community centres across Bedfordshire. The business model adopted is that of budget airlines, achieving highest return through always ensuring maximum occupancy. Income is therefore predictable and whilst not guaranteed, relatively assured. From an entirely business perspective these lower charges position St Mark's in a secure location in the market, unlikely to be threatened by competitive pricing structures elsewhere. It is also apparent that in the event of a more challenging financial climate, there is the opportunity to make some increase in charges to enable a more favourable income/expenditure ratio. Such a circumstance can be envisaged if the recent utility increases became more frequent.

St Mark's is fundamentally committed to providing community facilities which are outstanding, whilst retaining a modest charge. Such an approach is an ethical response to the difficulties encountered in communities and the importance of social inclusiveness. However previous experience has determined that such a model also has a positive impact upon growth and subsequent income. St Mark's benefits from diversity in user groups and a beneficial mix of non-profit and profit making groups.

The new centre will benefit from incorporation into the St Mark's model of community provision and be governed by the same policies and practices which have ensured our success. As a result of constant consultation throughout the planning stage we are also assured of the continued support from our volunteer force which has a sense of ownership of the project. The widest continued involvement of volunteers is critical for our sustainability and their participation at all levels of management guarantees our access to the necessary benefits of unpaid voluntary support.

St Mark's works closely with other community organisations and this partnership approach to community needs has resulted in St Mark's becoming an integral part of community life, with the obvious benefits which this provides for sustainability. As an example, St Mark's provides the location for the Clerk of Brickhill Parish Council and is also used a police 'cop shop' for Bedfordshire Police. Both of these are essential local services from which St Mark's derives important income and prestige, each essential for future sustainability.

Section 8: Funding details – to be completed by ALL projects

8.1 Have you submitted this project to any other funding body(ies)? If yes, please give details including names, amounts requested, results or when results expected (there is no need to include third party funding within this section):

Funding Body	Amount Requested	Outcome (date)	Result Expected (date)
Other parts of the scheme will be funded by WREN. Awarded £X and invited to apply for additional £X	National winner.		

(Below is example of how this part of the form should be completed – please delete example and replace with your project costs)

Please see guidance notes for completion of Capital and Revenue Costs

8.2 CAPITAL COSTS

	A Year 1	Year 1 VAT	B Year 2	Year 2 VAT	C Year 3	Year 3 VAT	D Total project costs £ (*)	E Other income £	F Biffaward grant £
Capital costs									
Leasing buildings									
Refurbishment costs									
Fixtures and fittings									
Equipment (items over £50 in value)									
Professional fees									
Other (please specify)									

Total Capital Costs £									
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043.25

Biffaward grant =*Total Project costs - Other income

8.3 REVENUE COSTS

	A Year 1	Year 1 VAT	B Year 2	Year 2 VAT	C Year 3	Year 3 VAT	D Total project costs £	E Other income £	F Biffaward grant £
Salaries, NI, Pensions & other associated costs									
Training costs									
Information and promotional									
Other professional fees									
Insurance costs									
Ongoing monitoring & reporting costs (see guidance notes)									
Other (please specify) <i>Rural Action East fees</i>									
Total Revenue Costs £									
Total Capital Costs £									
Total Costs									

ENTRUST Fee (amount req/98*100)									
Total amount requested (*)									

***Total amount requested = Total Biffaward Grant (Capital + Revenue) + ENTRUST Fee**

Section 8 Contd...../

Example calculation of ENTRUST Fee on a requested Biffaward grant of £20,000:

*£20,000 divided by 98, multiplied by 100 = £20,408 (*Total amount requested from Biffaward).*

Therefore the ENTRUST Fee is £408.

*Please also remember that the 10 per cent third party contribution is calculated on the *Total amount requested.*

8.4 Please highlight below a specific element for Biffaward funding (please see guidance notes):

<i>The Biffaward grant will be used to pay for.....</i>			
Breakdown of major costs:			
Item:	Toilets	Cost:	£
Item:	Kitchen Fittings & equipment	Cost:	£
Item:	Cupboards/storage	Cost:	£
Item:	Landscaping/sensory garden	Cost:	£
Item:	Chairs & Tables/equipment	Cost:	£
			£
	Vat		£
	Total		£
This application is for the maximum grant of £			
The shortfall will be paid for by ourselves out of our own fundraising.			

8.5 If you were successful how would you wish to have the NET total grant paid down?
Please see guidance notes

Period of Claim (monthly/quarterly)	Amount	Date required
State how often you are likely to want to claim, this cannot be up front and not normally a one off payment. The funding will be in accordance with a strict policy agreed with the contractor involving scrutiny by our		

quantity surveyor and architect. Payments will be made on a six week payment schedule.		
Stage 1 Toilets		
Kitchen Fittings & equipment	£	
Stage 2 Cupboards/storage Chairs & Tables/equipment	£	
Stage 3 Landscaping/sensory garden	£	
	<i>All of the above are subject to VAT</i>	
	£	

NB: This can be subject to change during the life of the grant.

8.6 How will you ensure that the activities for which you are seeking a grant will be carried out so as to provide the greatest value for money?

The project has been through a competitive tendering process involving an architect, and quantity surveyor. The contract will be completed by the builder with the lowest quotation. All invoices will be presented to our quantity surveyor.

Section 9: Promotion – to be completed by ALL projects

9.1 How do you intend to promote the project?

Our Community Centre has been reviewed by national and local press and radio. Various activities and projects have attracted significant attention. We will ensure that we issue press releases throughout the project and advertise any award which was made.

Section 10 - Supporting information – to be completed by ALL projects

Please tick any enclosures: (items in the **first group are mandatory** before assessment can proceed, those in the second group are optional at this stage and may not apply to your project)

- | | | |
|---|--------------|-------------------------------------|
| ENTRUST EEB registration letter | (RAE) | <input checked="" type="checkbox"/> |
| ENTRUST Project registration (DA projects only) | (RAE) | <input type="checkbox"/> |
| Copy of organisation's constitution(or letter from diocese/regional body if a church without constitution) | | <input checked="" type="checkbox"/> |
| Signed accounts (last two years) | | <input checked="" type="checkbox"/> |
| Business Plan (if total project costs are £50,000 or more) | | <input checked="" type="checkbox"/> |
| Budget | | <input checked="" type="checkbox"/> |
| Payment schedule & cashflow for any offer | | <input checked="" type="checkbox"/> |
| Environmental policy | (RAE) | <input checked="" type="checkbox"/> |
| Letters of support from partners & key agencies (DA projects only) | | <input type="checkbox"/> |
| Copy of relevant BAP/habitat and species listing (DA projects only) | | <input type="checkbox"/> |

Copy of draft/formal signed agreement (DA projects only)	<input type="checkbox"/>
An access statement (applications for cultural facilities only)	<input checked="" type="checkbox"/>
Evidence of community consultation (all category D and E projects)	<input checked="" type="checkbox"/>
ENTRUST project approval/registration letter (D and E projects) (RAE)	<input type="checkbox"/>
Confirmation of your third party's intention to provide contribution	<input checked="" type="checkbox"/>
Capital works specifications	<input checked="" type="checkbox"/>
Job descriptions	<input type="checkbox"/>
Site plans	<input checked="" type="checkbox"/>
Photographs	<input checked="" type="checkbox"/>
Copies of planning permission	<input checked="" type="checkbox"/>
Leasing agreement	<input type="checkbox"/>
Dissemination strategy (DA projects only)	<input type="checkbox"/>
Other (please list)	<input type="checkbox"/>

Certification (you must complete this section, signing the application or it will be returned)

I declare that the statements in this application are true and that the information provided is correct. RSWT will use the information provided on the application form and during the life of a grant (if awarded) to administer and analyse grants. We may give copies of all or some of this information to individuals and organisations we consult with when assessing applications and monitoring grants. These organisations may include Biffa Waste Services and other organisations or groups involved in the Landfill Tax Credit Scheme. We might also share information with government departments, organisations providing match funding and other organisations and individuals with a legitimate interest in landfill tax credit scheme applications and grants. If your project is successful RSWT will use some of the details contained within the application in Biffaward publicity information. Your signature on this form is treated as confirmation that RSWT or its agents may use the information you have supplied to us under the terms of the Data Protection Act 1998.

On behalf of ...Rural Action East.....

I apply for a total grant* of

in respect of expenditure to be incurred on the project detailed above (*must be same figure as that given in point 2.7 and at the end of the budget table).

I declare that the statements in this application are true and that the information provided is correct.

Name: Dr David Wood

Position: Regional Project Officer

Signature:

Date:

(July 2005)

Section 11 – Now please return the signed form to the address below checking that you have included all enclosures and that all relevant questions have been answered appropriately

Biffaward , RSWT, The Kiln, Waterside, Mather Road, Newark, Notts. NG24 1WT

Tel: 0870 036 1000. Fax: 0870 036 0101. Email: grants@rswt.org

Biffaward Application and Guidance Notes: Comments and Feedback

1. Was completion of the application:

Easy Difficult Very difficult

2. Please list any parts of the application form that you found difficult to complete:

3. What changes would you like to see made to the application form?

Guidance Notes

1. Did you find the guidance notes:

Clear Somewhat clear Confusing

Helpful Not particularly helpful

2. Which parts of the guidance notes did you find most unclear?

3. What changes would you make to the guidance notes?

Additional Comments

Please use the space below to write additional comments

Please return your comments to:

Biffaward (Applicant Comments)
RSWT
The Kiln
Waterside
Mather Road
Newark NG24 1WT

July 2005