

Revenue Grant Application Form

CONTACT DETAILS

Name of Organisation	A Place To Be - Youth Group
Contact Name	Ed Walker
Position in Organisation	Chair
Address	
Telephone	
Email	

ORGANISATION DETAILS

Name of organisation	A Place To Be - Youth Group
What will the revenue grant money be used for – please be as specific as possible and use a separate sheet if necessary.	Ground rent contributions to Haslemere Youth Hub for use of the venue to allow A Place To Be to meet. Please see attached description.
What specific benefits for the Haslemere community do you expect will result from the grant?	The continuation of essential activities for young people on a Friday evening youth group in Haslemere - not otherwise provided. Please see attached description.

FUNDING DETAILS

Have you or will you be applying to other bodies for financial assistance?	Yes
If yes please state: To whom applied	High Sheriff Surrey Community Foundation
Amount(s) applied for	None yet applied for
Amount(s) received	None received

What fundraising activities will your organisation be doing to fund this project?	Our ability to fundraise - aside from grant applications - is limited by coronavirus restrictions with no immediate obvious relief. In the short-to-mid-term, our volunteer effort is focused exclusively on re-establishing this essential facility for young people. Fundraising opportunities will routinely be considered by the Committee and - where funds obtained - share updates with HTC.
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ORGANISATION DETAILS

Is your organisation a Registered charity or trust? (If yes please provide Registration Number)	No. A Place To Be has an intent to become a registered charity and the process of filings for registration has begun. We would hope to achieve this before the commencement of the next FY.
Is it affiliated to a National Body? If yes please specify.	None - no support or affiliation with the County Youth Services.
What are the aims and objectives of the organisation?	To provide a place for young people in Haslemere to meet their friends in safety and under supervision. Our focus on needy young people also remains as strong as ever.
What is the geographical area covered by your organisation?	Haslemere, Shottermill, Hindhead & Beacon Hill (catchment area for Woolmer Hill)
Bank account to which payment should be made This must be in the name of your organisation. Payments cannot be made to individuals.	

VALIDITY CHECKLIST

For your project to be considered you must be able to confirm the following statements:

Criteria	Tick to confirm
The revenue grant will be used to specifically benefit to residents of the Council's electoral area	CONFIRM
You hold a bank account in the name of the organisation applying, not an individual	CONFIRM
This application is accompanied by either the latest audited financial report or, where this does not exist, a forecast budget of income and expenditure relating to the grant application.	CONFIRM
The grant is not to contribute to a surplus for charitable distribution or to increase your organisation's reserves	CONFIRM
You consent to acknowledge HTC's contribution in your marketing / promotional material	CONFIRM

DECLARATION

<p>In submitting this application on behalf of the stated organisation I certify that all statements made or enclosed to be true.</p> <p>This application and all supporting information may be made publically available</p>	<p>Signed: _____</p> <p>Print name: Edward Walker, Chair</p>
<p>Date</p>	<p>30 August 2020</p>

NOTES FOR APPLICANTS

Application procedure

Please note that no application can be considered unless delivered to the Town Clerk at Haslemere Town Council, Town Hall, High Street, Haslemere, Surrey, GU27 2HG at least **ten (10)** working days before the relevant Grant Committee or Council meeting.

No application will be considered by the Committee unless the applicant is able to confirm all of the Validity Checklist criteria. If in doubt contact the Town Clerk 01428 654305.

Consideration and notification

The application will be considered by the Grants Committee generally for capital expenditure only and on a matched funding basis.

The Committee meets every two [2] months. Successful applicants will be informed by letter/email as soon as possible thereafter.

Payment procedure

A grant payment will only be made by the Town Clerk against production of an original invoice or invoices for goods or services made out to the recipient organisation. Under no circumstances will payment be made to an individual.

Payments are made by cheque/BACS therefore the recipient organisation must hold a bank account in the name of the organisation.

Grants should normally be drawn down in one amount. The Grant Letter will state that the grant will automatically lapse if it is not claimed within the time specified.

As a courtesy, a reminder letter will be sent to the applicant organisation one [1] month before the expiry of the grant advising that the funds have not yet been claimed.

Data Protection

The information provided in this form will only be used by the Town Council in the administration of its Grants process and for no other reason. The information will be processed in accordance with the Council's data retention policy.

Annual Revenue Grant - reconfirmation

Formed in 2005 to address a perceived problem with lack of facilities for young people to use on a Friday night, A Place To Be (APTB) youth club in Haslemere was initially formed to give 11 to 14 year olds somewhere to go. We are an independently run youth group reliant on a small team of volunteer youth workers, one paid position and a volunteer Committee.

In September 2019, APTB was awarded an annual revenue grant of £5000 from Haslemere Town Council commencing FY20/21. This grant was to cover the cost of rent at the Haslemere Youth Hub (previously known as the Wey Centre). This application (being made in September 2020) is to reconfirm the requirement for the annual grant and to provide evidence to support continued payment in FY21/22.

It's important to note that no funds have yet been paid by HTC for FY20/21 as the activities of APTB were halted by coronavirus restrictions - financial commitments have thus far been less than forecast. The Committee are currently working a new forecast for expenditure this FY and will make a separate notification to HTC in relation to the outstanding grant. This application is being made in anticipation of a full resumption of activities (and financial commitments) for FY21/22.

APTB has proven itself as an integral part of the local community, providing services to young people which are not otherwise available - we rely on a majority volunteer effort (youth workers and Committee) with one part-time paid position. There is no service provision from County or Borough which matches the service offer of APTB.

Our service offer is also a commitment to support the young people of Haslemere with an informal drop-in service each Friday during term-time, with a small entrance fee of £2. This minimal fee means parents are not put under undue financial pressure to cover what would otherwise be a costly term-time activity fee, this also allows the young people to come and go as they wish from week-to-week. We aim to support as many young people as we can between the ages of 11-14 and routinely have 120 young people on our books (>30 take part each week). One third of our young people come from low-income families, or who are struggling with mental health or learning difficulties. APTB also provides an important diversionary option for young people, we are a safe space for groups to meet constructively in a supervised environment. Activities we provide have included: music workshops, varied sports, fitness, arts & crafts, drama workshops, local walks and trips (many of which some of our disadvantaged young people would not otherwise have the opportunity to take part in).

Crucial to the success of the youth group is highly trained volunteers and staff to support our young people. We use some of our [non grant] funds to train our adult team in First Aid, Food Hygiene and Safeguarding - as well as the Disclosure & Barring checks required for working with young people. With an increase in mental health issues and in self harm, our team are also trained in dealing with these highly sensitive areas in a calm and confidential manner ensuring that the well-being of our children is always the number one priority. We have youth workers with many years' experience between them and youth workers who are trained counsellors.

We provide activities that aim to improve young people's social and life skills, co-ordination, creativity and teamwork through sports, arts, cooking and workshops. In addition, each week we focus on improving young people's mental health and have a trained counsellor on our team who provides a space for mindfulness activities to encourage our kids to open up and talk about their feelings, share their experiences with peers and to give them tools to manage stress and anxiety in their lives. We feel this is a vital service that enables young people to gain greater awareness of themselves and to aid them in making healthy decisions and choices in their lives and to recognise their own strengths.

For the last few years we have been able to organise a summer outing day trip to the beach where the kids are free to relax, enjoy themselves and play games. For some, this is their only break away and their first time to the coast - we always have a full uptake on this event. Staff put in extra time and energy, in addition to their Friday youth worker roles, to organise and risk assess in order to ensure that these trips are a huge success. We hope to be able to do something like this in 2021 within the bounds of whatever coronavirus restrictions may be in place.

Running APTB youth group relies heavily on volunteers and grant funding. Running costs per annum are circa £10k+ (this covers basic training, staff costs and provisions for activities). Our rental costs for the Haslemere Youth Hub are a commitment totalling ~£5,216 - this cost cannot be met from the contributions of our service users and we exclusively rely on grants to meet this expense. We are grateful to Haslemere Town Council for agreeing to help us meet this annual cost and we are happy to provide updated justification to the revenue grants process wherever required.

HTC's ongoing commitment to support the young people of Haslemere, through this grant to our youth group, allows us to continue providing essential facilities each term-time Friday evening in a safe environment. There are no other suitable venues to host this locally and no other similar services available on this basis.

Financial Statement

APTB is a non-profit organisation which predominantly relies on grants to meet a circa £10k commitment per annum to run services for young people in Haslemere.

As at August 2020, APTB has £5k cash in hand with an outstanding HTC grant of £5k. (The grant is reserved to cover FY20/21 rental costs).

Planned expenditure on training, activities and staff costs in FY20/21 has been offset by a temporary stand-down of activities since before Q1 commencement (as a result of coronavirus restrictions). A planned resumption of activities from the end of Q2, along with the new appointment of a paid youth leader, will lead to immediate costs. The Committee is currently assessing training needs for the new team of volunteer youth workers and the youth leader. The costs of resuming activities along with training and 'vetting' for the team is expected to result in significant spend against the current cash in hand.

No final balance sheet or accounts are attached to this submission due to the extraordinary circumstances of the pandemic impacting our service provision. The Committee and its Treasurer are working towards a revised balance forecast for 20/21, this could be provided to HTC before the end of Q3 (to include forecast commitments for 21/22).

APTB's operating model is based on minimum cost to its service users, any increase in this cost would negatively impact our most disadvantaged young people who are most in need of our services. We are therefore not considering any increase to the cost per session for a young person attending our youth group. Our aim is to protect & persevere this equitable approach.

We continue to seek ways to reduce the financial burden of rental commitments at the Haslemere Youth Hub; this includes discussions with the Hub management (who already provide a discount to us) as well as with Waverley Borough Council (who own the building and charge the ground rent). We are committed to keeping the Town Council updated on any progress we make (although - to manage expectations - the pandemic has created a patchwork of financial pressures on the Hub management and in WBC which could hamper our options). We are therefore applying for the continuation of this grant with the expectation we will need to meet the full rental costs for FY21/22.

We continue to seek other grants to cover non-rental expenditure including training, insurance, staffing and activities. To meet these commitments, we have the following options under active consideration: the High Sheriff, the Surrey Community Foundation and the Shottermill Great War Memorial Trust. The Committee continue to review opportunities for other fundraising streams including, for example, the Haslemere Fringe. We hope to engage the support of volunteers and young people in developing these applications and grants into the next FY.