



HASLEMERE TOWN COUNCIL

Small Grant / Green Grant Application Form¹

CONTACT DETAILS

Name of Organisation	Love Haslemere Hate Waste
Contact Name	Victoria Page
Position in Organisation	Founder, Chair of the Board
Address	
Telephone	
Email	hello@lovehaslemerehatewaste.co

PROJECT DETAILS

Name of Project	Haslemere Repair Cafe: Initiation and Set-up
What aspect of the project will grant money be used for. Please be as specific as possible. ²	A complete website upgrade to include an integrated repair booking system, to facilitate both online and in-person repairs as well as success tracking (including CO2 savings). (NOTE: other aspects of the project include: repair tools, community training and securing a physical site.)
What benefits for the Haslemere community do you expect will result from the project? ³	Since its initiation in May 2021 the Haslemere Repair Cafe has already raised over £300 by making repairs ordered by email, completed by volunteers and collected in donations of £5-10. Demand is high so we would like to advertise and grow, but Victoria having to respond to every single email is already the bottleneck.
Scheduled project start and finish date	May 2021 - Nov 2021.

FUNDING DETAILS

Total estimated cost of the project	£5000
Amount of grant requested from the Town Council	£1950 (see attached quote for website work breakdown)
Have you or will you be applying to other bodies for financial assistance? ⁴	Yes / No Yes
If yes please state: To whom applied	Amesbury School
Amount(s) applied for	£1300
Amount(s) received	£1300

¹ Delete as appropriate

² Use a separate sheet if required

³ Use a separate sheet if required

⁴ HTC will not accept applications for 100% of project funding

Have you received a grant from the Town Council before? If so for how much and for what purpose? ⁵	No
What fundraising activities will your organisation be doing to fund this project?	Repair Cafe donations Clothes Swap (Love Fashion Hate Waste) - ongoing Sponsored litter picks

ORGANISATION DETAILS

Is your organisation a Registered charity or trust? (If yes please provide Registration Number)	Yes / No Registration Number: Registration in progress
Is it affiliated to a National Body? If yes please specify.	Yes / No No
What are the aims and objectives of the organisation?	Our vision is for waste free living to be the norm. We are campaigning to inspire and empower everyone in Haslemere to cut down on waste. To achieve this we will 1) devise and lead selected waste-reduction initiatives and 2) provide a platform for local residents to launch and lead their own initiatives, with appropriate expert support.
What is the geographical area covered by your organisation?	Haslemere, Hindhead, Greyswood and immediate surroundings.
Bank account to which payment should be made This must be in the name of your organisation. Payments cannot be made to individuals.	Account Name: Sort Code: Account Number:

VALIDITY CHECKLIST

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

Criteria	Tick to confirm
The project is of benefit to residents of the Council's electoral area	Y
You hold a bank account in the name of the organisation applying, not an individual	Y
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.	Y
The grant is not for a project already completed	Y
The grant is not to contribute to a surplus for charitable distribution or to increase your organisation's reserves	Y
You consent to acknowledge HTC's contribution in your marketing / promotional material	Y

DECLARATION

In submitting this application on behalf of the stated organisation I certify that all statements made or enclosed to be true. This application and all supporting information may be made publicly available	Signed: Print name: Victoria Page
Date	

⁵ HTC will not accept applications from organisations which have been awarded a grant in the last two years.



QUOTE FOR WEB DEVELOPMENT: LOVE HASLEMERE HATE WASTE (LHHW)

22nd June 2021

AN OVERVIEW OF THE PROBLEM

Development of a web solution for online management and scheduling of requests and appointments to the new LHHW Repair Cafe. This is intended to be a long term infrastructure service for Haslemere and to reduce the amount of waste through recycling of existing items.

Due to strong take up LHHW currently has the problem of all repair requests coming through a single email account and this is creating a significant bottleneck. Community demand is high and this is proving impossible to handle the requests effectively.

OBJECTIVES

1. To compel site visitors to use or book a service they offer
2. To make the site as easy to navigate as possible
3. To make the information available as easy to understand as possible
4. To increase further site visitors and traffic through the site
5. To minimise the loading times of each page

OUR SOLUTION SUGGESTIONS

- Development of a website solution (and perhaps additionally an iOS/android app) which enables repair cafe requests/bookings to be logged via the website/app and automatically directed to the relevant Repair Cafe operator for rapid and appropriate response (without resort to a "sorting" middleman).
- This would be done with requests being queued to each operator depending on type of repair.



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- Operators would be set up with their skill sets entered for the system to know how to allocate jobs to the most appropriate person in priority order.
- The system would control the workflow and allow the customer to track the job through a selection of statuses, culminating in an automated response back to the customer when the item is ready for collection.
- Additionally a workflow management solution to automatically record and report the jobs as well as the benefits (# jobs, £ collected, CO2 saved etc) to track success of the initiative. Reporting would be provided for LHHW.
- Introduce a few warm colours and softer shapes into your digital style, without breaking brand guidelines. This will help a user feel more comfortable, welcomed and supported throughout the process. These can be scary and overwhelming life tasks, so to make the process as easy and approachable as possible will be welcomed by your audience.

OUR PROCESS

- Our development dept. can review the technology available to utilise. They can draw up a plan to build any required integrations into the system or update current processes. This step works to enhance user-facing and internal processes, such as booking services.
- We'll create wireframes of each page, considering each visitor type to make sure they'll obtain what they need from your site & system. This step works to make sure the information hierarchy and user journeys are effective.
- Building the website in our MINTcms (content management system) to allow for greater security, more advanced technology and more editing flexibility for you. This way the site can evolve with you, allowing you to change text, imagery and menus yourself.
- If required, our designers can create proposals for refreshed brand applications to the website. This makes sure it'll accurately represent the Harley Medic International brand and the values it stands for, capturing and compelling your audiences.



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- If required, we propose building a secure database for you to store important user information and allowing for download of this data as a CSV, or to feed into a CRM.
- We offer an array of cost-effective support packages, which cover the cost of security updates and small design or development changes that cannot be achieved via the CMS.

OUR PROPOSED SCHEDULE

Please note timings are approximate and depend on when we receive all materials necessary to begin the proposed project.

Deliverable	Days required
Website information architecture	2 days
1st draft website design	5 days
Website build	10 days
Website & system testing	3 days
Website CMS training	0.5 day
Website & system launch	0.5 day

OUR QUOTE

Product/Service	Estimated cost
Website wireframes	£100
Website design prototype (incl. responsive layouts)	£900
Fully responsive website build	£950
Optional support packages	£40 per month
Total:	£1,950



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TERMS

All estimates subject to final specification

30% upon instruction, 50% at first draft of full site build, 20% on Go live.

ABOUT MINTED BOX

Why we're a good fit

We have plenty of relevant knowledge and experience, having successfully undertaken similar projects. We've recently built a very successful platform for the Covid Testing Network, which compares Covid-19 Travel Tests and has as many as 200,000 visitors daily.

Therefore we have a thorough understanding of and familiarity with the processes involved in designing and building a website such as yours. We have plenty of experience integrating systems and building secure websites.

It is our priority to ensure all websites and databases that handle sensitive data are fully GDPR and PECR compliant. Accessibility across sites is considered throughout the design process, and tested in order to meet the WCAG AA requirements. We also take extreme measures to ensure security across our sites, with a very attentive support team who respond quickly.

Ultimately, we're passionate about supporting businesses and those that positively impact their communities.

How to get in touch

Please contact Iain Bell either by tel: 07984 312144 or email: iain@mintedbox.com
Visit our website: www.mintedbox.com