

# Revenue Grant Application Form

## **CONTACT DETAILS**

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

## **ORGANISATION DETAILS**

Name of organisation	A Place To Be CIO
Amount requested	£6000
What will the revenue grant money be used for – please be as specific as possible and use a separate sheet if necessary.	Ongoing running costs of the club are c. 15K per year, made up chiefly of rent and staffing to ensure suitable safeguarding ratios for the children and a fun list of activities.
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.

## **FUNDING DETAILS**

Have you or will you be applying to other bodies for financial assistance?	Yes
If yes please state: To whom applied	Shottermill Great War Memorial Trust Chalice Fund
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 – has been 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)	Yes. During the last 12 months A Place to Be registered as a CIO under number 1197995.
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.	Account Name: A Place to Be Youth Group

## **VALIDITY CHECKLIST**

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

<b>Criteria</b>	<b>Tick to confirm</b>
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 and Trustee</p>
<p>Date</p>	<p>19 September 2022</p>

## **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 used to cover the cost of rent at the Haslemere Youth Hub (previously known as the Wey Centre). This application (being made in September 2021) is to reconfirm APTB's requirement for an annual grant, however based on APTB's new location at Shottermill Junior school, new staff safeguarding needs and to provide evidence to support continued costs in FY21/22.

Through a combination of support from Haslemere Town Council and Waverley Borough Council through the pandemic period the immediate risk of AP2B closing has been averted. The Committee have taken the tough decision in 2021 to move from the Haslemere Youth Hub to Shottermill Junior School, primarily to ensure a reduced ongoing rental cost. The new premises at Shottermill Junior School allow for a wide range of inside and outside activities and have already proved popular with the children. Pre-pandemic levels of children attending have already returned with good feedback from parents and children. Increased numbers of children require increased volunteers but also a review of permanent staff numbers to comply with safeguarding practices. The Committee are currently working on a full review of its budget to reflect the return to full activities and numbers. The current budget view is included within this application, showing an ongoing need for funding to provide this resource to the community.

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 2 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 £16k+ (this covers basic training, staff costs and provisions for activities). Our rental costs at Shottermill Junior are now at c. £3k a year. However, our employment costs for this successful and growing Haslemere community resource are currently c. £8k (one youth leader and 2 youth workers) and we anticipate the need to employ a further youth assistant during the period covered by this grant in order to maintain appropriate safeguarding numbers and to supplement increased volunteers (total employment costs for 4 individuals c. £10K). These costs 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 some of these annual costs 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 similar services available for this age group on this basis.

## Financial Statement

APTB is a non-profit organisation which predominantly relies on grants to meet a circa £16k commitment per annum to run services for young people in Haslemere.

As at August 2020, APTB has £5.8k cash in hand following receipt of a one-off grant from Waverley Borough Council.

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 cash forecast for 20/21, with the current view below:

AP2B	
CASH FLOW PROJECTION	
	Total Year-1
Opening Cash Balance	£5.805
<b>CASH IN</b>	
Subs	£1.167
Tuck sales	£321
Furlough	£268
Rent rebate	£0
HTC grant	£0
Haslemere Festival	£80
Haslemere Hounds	£80
Waverley Borough Council	£10.000
Other fundraising	£75
Haslemere Parochial	
SCC Gen grant	
Interest From Bank	£0
<b>TOTAL CASH IN</b>	<b>£11.990</b>
<b>CASH OUT</b>	
Staff Expenses	£10.050
Marketing Expenses	£33
Facilities	£3.000
Activities	£396
Financial	£0
Office Support	£1.155
Miscellaneous	£1.962
Insurance	£1.078
General contingency	£400
Payroll provider costs	£484
<b>TOTAL CASH DISBURSEMENT</b>	<b>£16.597</b>
Net Cash	-£4.606
<b>Closing Cash Balance (Cummulative)</b>	<b>£1.199</b>

With reduced rental costs, the main cost for AP2B is staff expenses. Carrying out a regular Friday night youth club requires sufficient paid and volunteer staff. Current staff members are made up of a youth leader and 2 assistant youth workers, however, we anticipate the need to employ a further youth worker as children attending has already hit pre-Covid levels. Costs are usually on an hourly basis, for club night and preparation time. The above budget assumes an additional assistant youth leader for club nights to ensure the correct staffing as numbers rise again post Covid.

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 costs appropriately, the main example being the tough decision to move premises from the Haslemere Youth Hub to Shottermill Junior School in the summer of 2021. We are therefore applying for the continuation of this grant with the expectation we will need to fund the additional costs of running this club post Covid with the support of the Town Council.

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.