



# Uttlesford District Council

Chief Executive: Dawn French

## Voluntary Support Grant Committee Remote Meeting

**Date:** Tuesday, 23rd February, 2021

**Time:** 12.30 pm

**Venue:** Zoom

**Members:** Councillors C Day, N Hargreaves, P Lees and J Lodge

### **Public Speaking**

At the start of the meeting there will be an opportunity of up to 15 minutes for members of the public to ask questions and make statements subject to having given notice by 12 noon two working days before the meeting. Please register your intention to speak at this meeting by writing to [committee@uttlesford.gov.uk](mailto:committee@uttlesford.gov.uk)

Public speakers will be offered the opportunity for an officer to read out their questions or statement at the meeting, or to attend the meeting over Zoom to readout their questions or statement themselves.

Members of the public who would like to watch the meeting live can do so [here](#). The broadcast will be made available as soon as the meeting begins.

# **AGENDA**

## **PART 1**

### **Open to Public and Press**

**1 Election of a Chair**

To elect a Chair of the Committee.

**2 Apologies for Absence and Declarations of Interest**

To receive apologies for absence and declarations of interest

**3 VSG Application - Community 360 Training**

4 - 15

To consider the VSG application of Community 360 Training (previously VST). This item was considered at the VSGC held on 15 February and further information was requested.

**4 VSG Application - Saffron Hall Trust**

16 - 25

To consider the VSG application of Saffron Hall Trust.

**5 Applications by Organisations**

26

Further to consideration of VSG applications made by various organisations at the VSGC on 15 February, to now consider all applications in accordance with overall budgetary limits.

## **REMOTE MEETINGS AND THE PUBLIC**

Due to the Government's social distancing measures imposed in the wake of Covid-19, the way in which the public can participate in Uttlesford District Council meetings has changed. Meetings are no longer being held on site or in person and 'remote meetings' will be held on the virtual meeting platform Zoom until further notice. Members of the public are welcome to listen live to the debate of any of the Council's Cabinet or Committee meetings. All live broadcasts and meeting papers can be viewed on the Council's calendar of meetings webpage.

If you wish to make a statement via Zoom video link, you will need to register with Democratic Services by midday two working days before the meeting. There is a 15 minute public speaking limit and 3 minute speaking slots will be given on a first come, first served basis. Those wishing to make a statement via video link will require an internet connection and a device with a microphone and video camera enabled. Those wishing to make a statement to the meeting who do not have internet access can do so via telephone. Technical guidance on the practicalities of participating via Zoom will be given at the point of confirming your registration slot, but if you have any questions regarding the best way to participate in this meeting please call Democratic Services on 01799 510 369/410/467/548 who will advise on the options available.

The agenda is split into two parts. Most of the business is dealt with in Part I which is open to the public. Part II includes items which may be discussed in the absence of the press or public, as they deal with information which is personal or sensitive for some other reason. The broadcast will be unable when Part II items are discussed.

Agenda and Minutes are available in alternative formats and/or languages. For more information please call 01799 510510.

### **Facilities for people with disabilities**

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#### **For information about this meeting please contact Democratic Services**

Telephone: 01799 510369, 510548, 510410 or 510467

Email: [Committee@uttlesford.gov.uk](mailto:Committee@uttlesford.gov.uk)

#### **General Enquiries**

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Website: [www.uttlesford.gov.uk](http://www.uttlesford.gov.uk)

# Agenda Item 3

Application deadline: Midday – Friday 15 January 2021

## Voluntary Sector Provider Contribution Fund Scheme Application Form

### Details of your Organisation

<b>Name of organisation</b>	Community360 Training (previously VST)
<b>Address:</b>	Winsley's House, High Street, Colchester, Essex
<b>Postcode:</b>	CO1 1UG
<b>Contact Person</b>	Matt Sterling
<b>Position in Organisation</b>	Head of Transformation
<b>Telephone Number:</b>	01206 505250
<b>E-mail address:</b>	<a href="mailto:mattsterling@community360.org.uk">mattsterling@community360.org.uk</a>
<b>Website address:</b>	www.community360.org.uk
<b>Charity Registration No:</b>	1092567

#### Declaration:

1. I am authorised to make the application on behalf of the above organisation.
2. I certify the information contained in this application is correct.
3. If the information in the application changes in any way I will inform Uttlesford District Council.

Signed: .....



..... Date: 7-1-20.....

Name: Tracy Rudling.....

Position: Chief Executive Officer.....

## Details of Application

### Description of work undertaken by the organisation

Community 360 is an independent charity that inspires and enables social action to improve people's quality of life. Active since 1968, we work in Essex and beyond. We have developed a strong track record of supporting the community sector, bringing people together, developing innovative approaches, and of delivering improved outcomes. We are at the heart of the community, and we are the muscles behind social action believing as we do: together we thrive.

We achieve this through supporting the voluntary sector with services such as a Training, advice, a Volunteer Centre, and Community Accounts Service. We also work in partnership on a range of projects such as social prescribing, family support and winter resilience.

We specialise in providing open and bespoke community-based training through our C360 Training arm. These are widely available and have mostly migrated to being delivered via Microsoft Teams because of the pandemic. We particularly target community groups in Uttlesford to offer subsidised places to them to help them achieve their goals. During 2020, despite the pandemic, we trained 400 people in 72 courses. This included accredited and non-accredited courses.

We lead on community volunteering programmes with more than 400 volunteers, work with over 300 community groups a year to access funding, embed good financial practices, recruit their own volunteers, plan and train, as well as network and promote what they do. We value working in partnership and consult regularly with the sector to guide the development of policy, co-produce new projects and deliver services.

We also support individuals to meet set goals and progress against specific targets. For example, we host a volunteer centre and Time Bank which accepts over 1000 enquiries per year to place people in role, reduce isolation and develop skills at different levels of achievement.

### How many paid employees does your organisation have?

56 staff members.

### How many volunteers does your organisation have?

400 plus for a wide range of activities (Community Transport, Winter Resilience, etc)

### How many members does your organisation have (if applicable)

N/A

## Who/what does your organisation support and in what way?

Community360 champions community and voluntary action. We support community and voluntary groups directly to help them help their local beneficiaries. We aim to support thriving local communities who will improve the quality of life for residents. We do this by running/supporting various community projects, such as giving advice and training to voluntary and community organisations, managing Essex Time Bank Network, operating Volunteer Essex (as part of the Essex volunteer centre network), and My Social Prescription (Social prescribing) to name but a few.

We pride ourselves on working with a wide range of community members and developing cohesive partnerships with a variety of community groups, statutory bodies and individuals. As such, we are not prescriptive on who we support as we are open to meeting the demands of the local community.

As an infrastructure organisation we support grassroots and not for profit organisations with representation, funding guidance, governance, volunteers and training.

## How much money is your organisation requesting?

2021/22

£6,000

## Please give full details of the use that will be made of any financial aid given by Uttlesford District Council. (Please continue on a separate sheet if necessary).

This application is to enable Community360 to offer subsidised training places to participants from voluntary and community organisations in Uttlesford District who would otherwise be unable to access high quality training their organisations need.

The requested funding will enable us to provide a bursary place to 52 people to benefit from training.

We will promote our training to community groups in the Uttlesford district and encourage take up of bursary awards to enable them to benefit from it.

People registering for a course with us who request a bursary will be asked to complete a simple form stating their organisations aims, income, location, where they operate and who they support in the local communities. This will help us target these bursaries to maximise their impact with Uttlesford groups

Each participant/organisation who is offered a training bursary will be expected to pay £25 towards the cost of training. Through experience, this ensures participation in the training. It also allows us to provide more training places from the amount of funding requested.

The real cost of a training place can be up to £180 per person per day depending on the training provided. This fee is based on covering the tutor fees and any other costs related to the delivery of the course (venues, admin, accreditation, promotion).

Through our *Open* programme we have the ability to offer up to 70 different course and will continue to advertise our brochures. We are also a Gateway accredited qualification provider which means we can provide the following accredited qualifications:

- L2 Award in Mentoring
- L2 Dementia Awareness
- L2 Coaching
- L2 Progression
- L3 Managing Volunteers
- L3 Recruiting Volunteers
- L3 Award in Education & Training
- First Aid (1 Day) in the workplace
- Introduction to disability awareness

Will not be prescriptive on what training will be available to community groups as we believe we can support them best when they tell us what they need. Whilst we will promote a set course brochure three times a year, we will also actively encourage groups to work with us to design bespoke training that support their organisational needs (for example, Trustees Roles & Responsibilities).

The requested funding will subsidise the charge made to participants for the cost of each training place and will in turn allow us to support the community and voluntary sector in the district.

## Name up to three things you aim to achieve in the funding period.

We will achieve the following with this assistance:

1. Provide 52 bursary places to representatives from Uttlesford community groups
2. Ensure at least 15 different community groups from Uttlesford benefit from this support
3. Promote our training widely in the district and tailor our training offer based on what Uttlesford groups tell us they need. At present this is likely to include offers such as fundraising support, trustee roles, managing people, managing volunteers, Asset Based Community Development, change management, train the trainer, and many more

**What is the demand for the service and how is this being established? How will your project/service find out what the views of its users are and about the services they (will) receive?**

VST (and more recently Community360 Training) has been in receipt of funding from Uttlesford District Council to support subsidised training in the district since 2015. Since then we have trained hundreds of individuals and supported over 45 different organisations throughout the district.

This has allowed us to be well placed in understanding what the needs are of community groups. At the end of every training session participants are required to fill out an evaluation form. This asks them to rate the training content, tutor, venue and asks what other skills they may need. From this evaluation we are able determine a satisfaction rating as well as follow up suggestions by providing new courses or by signposting groups to other support in the area.

Demand for courses/subjects is measured in two ways; firstly through reviewing the course evaluations and secondly by requests of certain subjects. For instance, over the past four years, the most popular request for training has been the 1 day Emergency First Aid at work, followed by Recruiting and Managing Volunteers (accredited) and then Train the Trainer.

The demand for the training has been established through a concerted advertisement campaign that includes three termly course brochures, Social Media and extensive networking with local community groups, such as Uttlesford CVS.

**Does the Council encourage or support your organisation in any way other than financially? Please give details.**

UDC have been very supportive of the training we provide, offering to help promote courses and on occasions making suggestions on the sorts of skills that may be needed for particular groups.

**A link to the Council's Corporate Plan is below. Please explain how your organisation or the proposed project would contribute to the Council's corporate plans objectives?**

<https://www.uttlesford.gov.uk/corporate-plan>

Our organisation and our proposed project would contribute to the Council's corporate plan in the following ways:

We will support community groups in Uttlesford to enable them to contribute to the Council's corporate plan. This is likely to be contributions on a wide range of the priorities, including:

- Increase the voice and influence of residents in planning and other council matters: we help achieve this by building the skills and capacity of community groups
- Support town and parish councils to better represent their communities: we do this by building their skills and confidence

- Facilitate neighbourhood planning across the district through strong engagement with and support of all town and parish councils: we are providing tailored training to some groups engaging in the neighbourhood planning process
- Work with partners and stakeholders to deliver new sports, play and community facilities: by supporting these partners with training they are better able to meet their goals
- Work with partners, including the voluntary sector, to improve the general quality of life for residents, including for residents that experience social isolation, poor mental health, obesity, addiction and dementia

Throughout the past 4 years we have worked with a wide range of organisations that support many of the corporate plan's key aims, such as providers who deliver employability programmes, charities that provide children's services, organisations that support vulnerable people in to volunteering projects and grass root community groups that develop neighbourhood programmes. Our aim is to continue to work with as wide a range of community groups as possible

**Are there any other organisations providing the same service as your organisation in Uttlesford? If yes, please give details.**

Whilst we would not claim to be the only training provider in the district, we believe we are the only one that operates to specifically support the community and voluntary sector. We also provide an expertise that may not otherwise be available as our trainers are not only experts in their subject matter but also in their understanding of sector and the challenges faced by grassroots organisations and established charities.

We work closely with our Essex Wide CVS partners, including Uttlesford. We are aware that our CVS partners will be delivering courses such as Making Every Contact Count and Mental Health First Aid and as such we will ensure that we collaborate by providing courses that are needed but avoid duplication.

**Do you work in isolation to these organisations or collaboratively in any way? Please provide details.**

We seek to work with all organisations in a collaborative way and in a multitude of contexts:

Through our *Open* training programme, we have the ability to provide up to seventy different courses for the voluntary sector. These courses could be accredited or non-accredited and in specific areas such as Volunteer Recruitment, Fundraising Skills, First Aid, Trustees Roles and Responsibilities, to name but a few. Our open programme is open for any individual or organisation to attend and we promote three brochures a year.

We also provide *in-house* training. This could be where a charity or a grassroots organisation would like a course from the Open programme to be tailored to their specific setting (for example, a youth group requesting First Aid) or where an organisation needs a course bespoke to them. For example,

we have provided one to one training for groups who need accounting support and using Quick Books software

We will look to continue to work with Uttlesford CVS to help promote our training offer, provide guidance on particular training needs of the local community and as required provide a venue for our course delivery.

## Your project costs

Please give an estimate breakdown of your running costs

### Revenue Costs

2021/22

Draft 2021-22 Budget

### Income

Uttlesford Bursary	6,000.00
PBSA	10,000.00
Lottery Covid	5,000.00
Course income	35,000.00

**TOTAL INCOME 56,000.00**

### Expenditure

Workforce	37,479.00
Travel	500.00
Workforce T&D	1,000.00
Vol expenses	250.00
Establishment	2,000.00
General (post etc)	4,132.00
Marketing	1,200.00
Trainers' fees	10,000.00

**TOTAL EXPENDITURE 56,561.00**

Is your organisation financed or supported by other organisations, if yes, give full details, if no, why not?

C360 Training receives income from a wide range of beneficiaries including some statutory organisations who buy bespoke training.

We have also received funding support from the Lottery and from the Government's Place Based Social Action programme. These grants help maximise the impact of the UDC grant.

**What fund raising activities has your organisation undertaken in the last 3 years and how much money have you raised? Please do not include grants from Uttlesford District Council or other funding bodies.**

<b>Lottery Covid Grants</b>	<b>£5,000</b>
<b>Place Based Social Action grant</b>	<b>£10,000</b>
<b>Course income from Open Programme places and Tailored Training</b>	<b>£72,470</b>
	<b>£</b>
	<b>£</b>
	<b>£</b>
<b>Total:</b>	<b>£87,470</b>

**What percentage of your users are Uttlesford Residents?**

We aim to train 52 people from Uttlesford community groups each year. In addition, some other beneficiaries live in Uttlesford but work for groups that serve a wider area.

**How many people benefit from your service(s) each year?**

C360 Training supported over 400 people with training in 2020 (and we would normally train hundreds more outside of a pandemic).

**What effect would a reduction in the amount you have applied for have on your forward plan/service? Please provide quantifiable information?**

If our grant was reduced, we would not be able to support as many subsidised places for Uttlesford community groups. This would have a direct impact on Uttlesford communities as many groups rely on the subsidy to make courses affordable for their volunteers.

**If you are currently in receipt of a grant from Uttlesford District Council, what effect would a reduction in funding have on your organisation? Please provide quantifiable information?**

C360 meets many of the general costs of our training service and effectively maximises the impact of the UDC grant by funding the back office costs of providing courses. For the £6,000 UDC grant, a £60,000 training operation is supported.

However, if grants such as the one we receive from UDC cease, it would make the continuation of C360 Training less viable and put its future at risk.

### Check List

- **Most recent Audited financial accounts**
- **List of extra spending due to Covid-19**
- **Medium/Long term business plan**
- **Copy of the organisation constitution**

I confirm that:

- to the best of my knowledge the information given above is accurate;
- I am authorised to make this application on behalf of the organisation named overleaf;
- Neither I nor the organisation is seeking to obtain any personal or financial benefit from the project/initiative.

# Agenda Item 4

Application deadline: Midday – Friday 15 January 2021

## Voluntary Sector Provider Contribution Fund Scheme Application Form

### Details of your Organisation

<b>Name of organisation</b>	Saffron Hall Trust
<b>Address:</b>	Council Offices London Road Saffron Walden Essex
<b>Postcode:</b>	CB11 4ER
<b>Contact Person:</b>	Graham King
<b>Position in Organisation:</b>	Fundraising and Communication Director
<b>Telephone Number:</b>	01799 588 545
<b>E-mail address:</b>	graham.king@saffronhall.com
<b>Website address:</b>	www.saffronhall.com
<b>Charity Registration No:</b>	1153685

#### Declaration:

1. I am authorised to make the application on behalf of the above organisation.
2. I certify the information contained in this application is correct.
3. If the information in the application changes in any way I will inform Uttlesford District Council.

Signed: *G King*

Date: 13 Jan 2021

Name: Graham King

Position: Fundraising and Communications Director

## Details of Application

### Description of work undertaken by the organisation

Saffron Hall Trust delivers an inclusive world class arts and concert programme for the people of Saffron Walden, Uttlesford and beyond. Core community outreach includes a pioneering music therapy programme in partnership with Anglia Ruskin University, family music-making events, open rehearsals, side-by-sides and shows for schools.

Typically, each year Saffron Hall reaches over 37,000 people through its concert activities, and more than 10,000 people through its Learning & Participation (L&P) programme.

### How many paid employees does your organisation have?

11 full-time equivalent , 45 casual staff

### How many volunteers does your organisation have?

83

### How many members does your organisation have (if applicable)

### Who/what does your organisation support and in what way?

Saffron Hall Trust supports the local community in a number of ways. As well as our public programme – which includes providing a performance venue for many of our local arts organisations including the Saffron Walden Choral Society and Saffron Walden Symphony Orchestra – Saffron Hall Trust delivers a programme of schools and community work including:

- *Together in Sound* – A music therapy project for people living with dementia and their carers.
- *Saffron Sounds* – A programme of online and live events for primary schools.
- Schools performances and events – Including an annual *Sing BIG!* attended by over 500 primary school children each year.
- Projects with local secondary schools addressing issues including inclusivity, diversity, and career pathways.

In 2019 we formed a community group to produce a new piece of music theatre, *The Lost Letters*, working with around 50 participants drawn from across the community and aged from 14 to over 80.

## How much money is your organisation requesting?

**2021/22**

The planned work will cost a total of £30,000 to deliver across the 21/22 year, with each term's block of 10 sessions costing £10,000. We are requesting a contribution of £9,000 from UDC (£3k per term) and have a funding plan in place for the remainder of the cost.

## **Please give full details of the use that will be made of any financial aid given by Uttlesford District Council. (Please continue on a separate sheet if necessary).**

We will provide regular sessions for local residents to make new connections across generations, share ideas and experiences, and tell the stories of what is important to them using music, words, movement and theatre. This will be open to all and we are particularly seeking to reach those experiencing isolation, loneliness, and disconnection from the community. Sessions will run in 10-week blocks per term, delivered by experienced facilitators and guest artists from Saffron Hall's programme, all overseen by our L&P team.

Each term we will work with 45 participants, liaising closely with our community partners to ensure that the provision is targeted at those particularly experiencing isolation and those who do not regularly engage in arts activities/community groups.

We are building on our experience and the success of 2019 project, *The Lost Letters*, which demonstrated the impact that involvement in such projects can have. Over a 3-month period we worked with a cohort of 50 people aged 17 to 95, culminating in a sharing at Saffron Hall.

Participants feedback included:

*"I felt valued and as if my voice was heard... and all the while I could feel the total support from the other participants and the creative team. It is something I will never forget"*

*"I for one feel as if something deep inside me has been rekindled. Something I haven't felt since I was a child. I still have something to offer and a voice to be heard"*

Our evaluation of *The Lost Letters* has informed our plans for this proposed work. In particular we wish to provide a sustained and consistent offer, rather than a one-off project; place more focus on the continued enabling of connections and building a supportive creative community with less focus on a one-off final performance; and ensure that we continue to develop our networks across the community to reach more people experiencing isolation and loneliness with whom we have not yet engaged.

Whilst it is hoped that sessions can be delivered face to face at some point in the 21/22 year, we recognise that the Covid-19 crisis may mean this is not possible for some or all of the year. We have designed the work to be deliverable online. Since March 2020, our Learning & Participation team have developed expertise in online delivery, and our *Together in Sound* project has been delivered online throughout the pandemic. We are building on this with a pilot project for the proposed work which we are delivering from January to March 2021. As the Covid crisis continues and deepens we believe the rationale and potential impact of the project is becoming ever more urgent, as more people experience isolation and disconnection, and opportunities for face-to-face engagement continue to decline. We also envisage that our new creative community will have a role to play in

supporting people across the Uttlesford region as they emerge from the pandemic and rebuild connections and confidence, process the extraordinary events we have lived through, and look to the future.

**Name up to three things you aim to achieve in the funding period.**

- Build a sustainable creative community which fosters new connections across generations and between members of the community, particularly supporting those experiencing isolation or loneliness.
- Provide high quality participatory artistic experiences which enable participants to share and articulate their thoughts, feelings, ideas and experiences.
- Produce high quality outcomes which can be shared locally and beyond, extending the impact and reach of the work

**What is the demand for the service and how is this being established? How will your project/service find out what the views of its users are and about the services they (will) receive?**

In collaboration with our partners, we recruited a community group of c. 50 participants for our 2019 project *The Lost Letters*. This group comprised of a diverse range of participants including people living with dementia and their carers from the existing *Together in Sound* project, service users of our partners Mind in West Essex, members of groups which use Fairycroft House – including the Young Carers network, students from Saffron Walden County High School, and others who came to the informal drop-in sessions we held prior to the project.

Evaluation and consultation was central to *The Lost Letters* and, as described above, our experience of delivering this project in 2019 has directly informed our plans for the proposed work, building on the strengths of what we have achieved, responding to the feedback we received from participants, and addressing the areas where we have identified things that could be done differently, to increase the impact of the work.

In anticipation of continuing this work in the way described in this proposal, in January-March 2021 we are delivering a 6-week online project. We will work with participants from the 2019 *Lost Letters* project, as well as new participants for whom we are currently recruiting with our partners. At the time of writing, this project is close to capacity and is likely to be oversubscribed – proving a strong demand for work of this nature.

As we recruit participants for the proposed work we will seek to engage with partners who work with people likely to benefit. In this respect we would seek to work with UDC to ensure that this project is meaningfully linked to UDC's own community engagement work, and that of other organisations supported through this fund.

Central to the January-March project will be a programme of consultation, incorporating a participant focus group and evaluation during each of the sessions, regarding the proposed future plans. Through this process we will refine our proposed work to ensure that when we deliver the work from April 2021 it is designed to be as impactful and responsive as possible to the feedback we receive from the participants.

Saffron Hall's Learning & Participation Director is a specialist in evaluation and evidence-based practice and will ensure that an evaluation plan which includes ongoing consultation with the participants is integral to the running of the project, and that the project design and delivery models are flexible to enable the project to continue to evolve and change in line with the feedback received.

From all the information gained from our previous work, the planned project in January-March and the ongoing evaluation, we will ensure that our evaluation plan includes a robust set of objectives, outputs and outcomes against which we will continue to measure the impact of the project.

**Does the Council encourage or support your organisation in any way other than financially?  
Please give details.**

Yes, by providing support and connections, such as introducing SHT to other community stakeholders; by providing access to data and projections, to enable robust funding bids to other funders to be made; and by advocating on behalf of Saffron Hall Trust.

**A link to the Council's Corporate Plan is below. Please explain how your organisation or the proposed project would contribute to the Council's corporate plans objectives?**

<https://www.uttlesford.gov.uk/corporate-plan>

**PUTTING RESIDENTS FIRST**

This programme is designed to address a need we have identified in the community, and provide positive, accessible, creative means to enable residents to forge links with each other across generations, and backgrounds. Through this we seek to strengthen the local community by playing a part in cultivating cohesion and understanding, and building a community of empathetic people who support each other. At this time, as we continue to endure the Covid-19 pandemic and anticipate our eventual recovery from its impact, nurturing this supportive and collaborative environment feels particularly important.

We are seeking to work with some of the most vulnerable residents of Uttlesford including those experiencing isolation and disconnection.

**PLACE-MAKING**

Opportunities for creative, social and collaborative interaction are what turn a collection of streets and buildings into a community and, as one of the largest arts organisations in the area, we see enabling these opportunities as being central to our role. The proposed work is designed to do exactly this by, in particular, addressing the needs of those who may not feel fully integrated in or part of the community in which they are living. Finally, with projected ongoing development in the Uttlesford area, the evolution of new communities and the arrival of new residents, we propose that an open, inclusive, creative community, such as the one we seek to build, could play a key role in fostering community cohesion and celebrating change in the future.

**Are there any other organisations providing the same service as your organisation in Uttlesford? If yes, please give details.**

We work closely with many arts-based organisations across Uttlesford, and we are very lucky that Uttlesford has such a rich offer of opportunities for engagement.

However, despite its high-quality arts groups, including Saffron Walden Choral Society, Saffron Walden Symphony Orchestra, local dramatic societies etc. we are not aware of any other project quite like the one which we are proposing. We have deliberately designed this work with social outcomes in mind – using the arts as the means through which we can address loneliness, isolation and disconnects within the community – rather than this being a group driven by working towards artistic outcomes. We have also designed the project to ensure that there are as few barriers to participation

as possible – no prior experience of any type, artistic skill or training is required to be part of the creative community which we seek to build. We hope that this project will offer opportunities for engagement to people who would not otherwise consider being part of an arts-based group or may have dismissed it as ‘not being for them’.

Of course, there are others working in the area who share this ethos. Many of them are valued partners of Saffron Hall’s already, and we seek to continue working collaboratively with them. Fairycroft House and Creative Walden were both partners on *The Lost Letters* project and remain involved and engaged with our developing plans. In particular, we will seek to connect this work to *The Garden* project for young people which runs at Fairycroft House.

Local jazz vocalist Joanna Eden is also a valued partner, and we will most definitely seek to involve more locally based Practitioners, like Joanna, as guest artists. Our lead facilitator Rachel Yates is a local resident and is well connected with many other initiatives in the area.

We have a strong network of community partners including UDC, Fairycroft House, Creative Walden, Saffron Walden Museum, our own volunteer network, St Mary’s Church, Saffron Walden Almshouses.

**Do you work in isolation to these organisations or collaboratively in any way? Please provide details.**

As above we work collaboratively with all these relevant organisations and many of them have been partners on the Lost Letters which preceded the proposed work, and we hope they will continue to be partners in the future.

**Your project costs**

**Please give an estimate breakdown of your running costs**

<b>Revenue Costs</b>	<b>2021/22</b>
<b>Salaries, NI and Pension costs</b>	
Artistic Director (£150 per session, plus £500 termly admin/planning fee) per term	£2,000
Co Leader (£150 per session plus £250 termly admin/planning fee) per term	£1,750
Guest Artists	£1,250
SHT L&P director (£300 per day Planning and oversight 6 days per term) per term	£1,800
SHT L&P Coordinator (£200 per day, planning and in session x 10 weeks) per term	£2,000

**Rent**

**General running expenses (phone, Post, room hire, insurance etc.)**

Technical Support/materials/equipment per term	£700
Venue Hire (£50 per session) per term	£500

**Producing information, education and Promotional materials**

Flyers/ads/recruitment £500

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**Training**

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**Travel expenses a) Staff**

**b) Volunteers**

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**Recruitment costs**

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**Other costs**

Additional cost relating to Covid-19

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**Total revenue costs**

**per term £10,000**

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**Capital costs**

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**Total capital costs**

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**Total Organisational costs**

**entire project over April 2021-Mar 2022 (3 terms) £30,000**

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**Income - current year only (for this project)**

**From grants**

Restricted funding for this project only from Orchestras Live TBC £3,600

**From other sources**

Restricted funding for this project only from private donor CONFIRMED £6,000  
SHT unrestricted funding to cover salaries (in kind) CONFIRMED £11,400

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**Total income**

**£21,000**

**Is your organisation financed or supported by other organisations, if yes, give full details, if no, why not?**

SHT receives no regular core funding. We rely on donations from individuals and trusts and foundations to support all of our work, alongside ticket sales and other commercial income. Each Learning & Participation project (as part of the larger organisational plan) has its own budget with expenditure and income line and has its own fundraising to cover the costs of the project.

Our organisation is supported on a project-by-project basis by organisations such as Arts Council England, and Trusts and Foundations such as The John Ellerman Foundation and Garfield Weston.

**What fund raising activities has your organisation undertaken in the last 3 years and how much money have you raised? Please do not include grants from Uttlesford District Council or other funding bodies.**

	2017-2018 (Sept-Aug)	£ 559,781
	2018-2019 (Sept-Aug)	£ 590,260
	2019-2020 (Sept-Aug)	£ 550,670
	<b>Total:</b>	<b>£ 1,700,711</b>

**What percentage of your users are Uttlesford Residents?**

For this project 100% of users will be Uttlesford Residents  
 For Saffron Hall concert's 47% of bookers come from Uttlesford postcodes.

**How many people benefit from your service(s) each year?**

Saffron Hall reaches 37,000 people a year through performances and 10,000 through our Learning & Participation department. The proposed project is a targeted intervention and we aim to reach 120 users in one year.

**What effect would a reduction in the amount you have applied for have on your forward plan/service? Please provide quantifiable information?**

We have designed the project to take place in blocks of 10 sessions each term, with three terms a year. Should we not be successful in funding the fully proposed programme, a meaningful (but necessarily less impactful) programme could be designed with fewer sessions a term, or we could elect to deliver just two terms of activity instead of three with, perhaps, an extended hiatus over the summer.

**If you are currently in receipt of a grant from Uttlesford District Council, what effect would a reduction in funding have on your organisation? Please provide quantifiable information?**

We are currently in receipt of a £1,000 grant from the Voluntary Sector Provider Contribution Fund Scheme, which is contributing to the funding of the current project (ending Mar 21)

A reduction in funding from the council would mean that SHT would have to prioritise how ambitious this particular project can be. The grant would enable SHT to plan its community wide project with confidence and would also encourage other donors and funders to step forward. Without UDC support, this may fundamentally change, and would limit SHT's ambitions for its work in Uttlesford.

## Check List

- **Most recent Audited financial accounts**

- **List of extra spending due to Covid-19**

- **Medium/Long term business plan**

- **Copy of the organisation constitution**

I confirm that:

- to the best of my knowledge the information given above is accurate;
- I am authorised to make this application on behalf of the organisation named overleaf;
- Neither I nor the organisation is seeking to obtain any personal or financial benefit from the project/initiative.

# Agenda Item 5

Organisation	Project	Amount Requested	Allocated 2020/21	Amount Allocated 2021/22	Timeframe
Council for Voluntary Services Uttlesford (CVSU)	Core funding	£34,000.00	£34,000		2021/22
Uttlesford Community Travel	Core funding	£48,300.00	£40,000		2021/22
Uttlesford Community Travel	Vehicle replacement	*			2021/22
St Clare West Essex Hospice Care Trust	Core funding	£5,000.00	£3,000		2021/22
Community 360 Training	Core funding	£6,000.00	£6,000		2021/22
Home-Start Essex	Core funding	£10,500.00	£10,500		2021/22
Volunteer Uttlesford	Core funding	£22,000.00	£13,600		2021/22
Support 4 Sight	Core funding	£11,650.00	£11,286		2021/22
Action for Family Carers	Core funding	£14,077.73	£15,400		2021/22
Hearing Help Essex	Core funding	£3,500.00	£2,000		2021/22
Uttlesford Citizens Advice	Core funding	£155,000.00	£155,000		2021/22
Uttlesford Citizens Advice	Frontline	£5,000.00	£5,000		2021/22
Citizens Advice East Herts	Core funding	£11,500.00	£11,500		2021/22
Accuro (Care Service)	Core funding	£25,000.00	£10,000		2021/22
Uttlesford Buffy Bus Association - Buffy Playbus	Core funding	£5,709.00	£5,000		2021/22
Carers First	Core funding	£7,381.00	£6,000		2021/22
Saffron Hall Trust	Core funding	£9,000.00	£1,000		2021/22
Bridge Meadows CIC	Core funding	£5,000.00	Nil		2021/22
Dig-It Community Allotment	Core funding	£6,000.00	Nil		2021/22
Saffron Walden Mencap Society	Core funding	£8,000.00	Nil		2021/22

Total                      £392,617.73      £329,286

\* £17,000 vehicle replacement - from another budget