

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>	<a href="http://www.community360.org.uk">www.community360.org.uk</a>
<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.