

Application deadline: Midday – Friday 15 January 2021

Voluntary Sector Provider Contribution Fund Scheme Application Form

Details of your Organisation

| | |
|---------------------------------|--|
| Name of organisation | Saffron Walden Mencap Society |
| Address: | 22 Landscape View Saffron Walden |
| Postcode: | CB11 4AU |
| Contact Person | Patrick Draper |
| Position in Organisation | Chair of Trustees |
| Telephone Number: | 01799 521598 07974306917 |
| E-mail address: | Patrickdraper11@gmail.com |
| Website address: | In process of being designed. Hope to be completed by April 2021 |
| Charity Registration No: | 1025836 |

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: ...15th January 2021.....

Name:.....Patrick Draper.....

Position:...Chair of Trustees.....

Details of Application

Description of work undertaken by the organisation

Saffron Walden Mencap Society (SWMS) supports adults from 18+ with Learning Difficulties.

We operate a weekly social club called The Side by Side Club on Wednesday evenings at the Salvation Army Hall, which we hire.

We offer monthly lunch clubs meetings for parents of adults with Learning Difficulties.

In addition, we provide theatre trips, canal boats trips, day trips, 4 discos per year at Swards End Village hall and BBQ.

We offer advice and guidance to parents with issues.

During the lockdown we are offering weekly get together sessions via Zoom

How many paid employees does your organisation have?

2 part-time staff to help run the Side by Side Club

How many volunteers does your organisation have?

15-20 volunteers throughout the year help with activities, events and fundraising events

How many members does your organisation have (if applicable)

50 members

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

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We offer advice and guidance to parents with issues.

During the lockdown we are offering weekly get together sessions via Zoom

In addition we will be offering a new project for young adults with a disability aged 16-25 which will be bespoke sessions on Friday evenings for social activities. Hoping to employ a further 12-15 staff on part-time basis

How much money is your organisation requesting?

2021/22 **£8,000**

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).

Training new staff to work with the new project called **GO WITH OUR FLOW** in Safeguarding, First Aid, manual handling, gastro/nasal feeding for Friday night outings.

Increase level of communication with **28GB Ipad, cost £430** and the APP **Proloquo2go, cost £250.**

(No more than 500 words)

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

1. Reduce isolation for 16-25 age group

2. To provide a 123gb Ipad and the communication App, Proloquo2go.

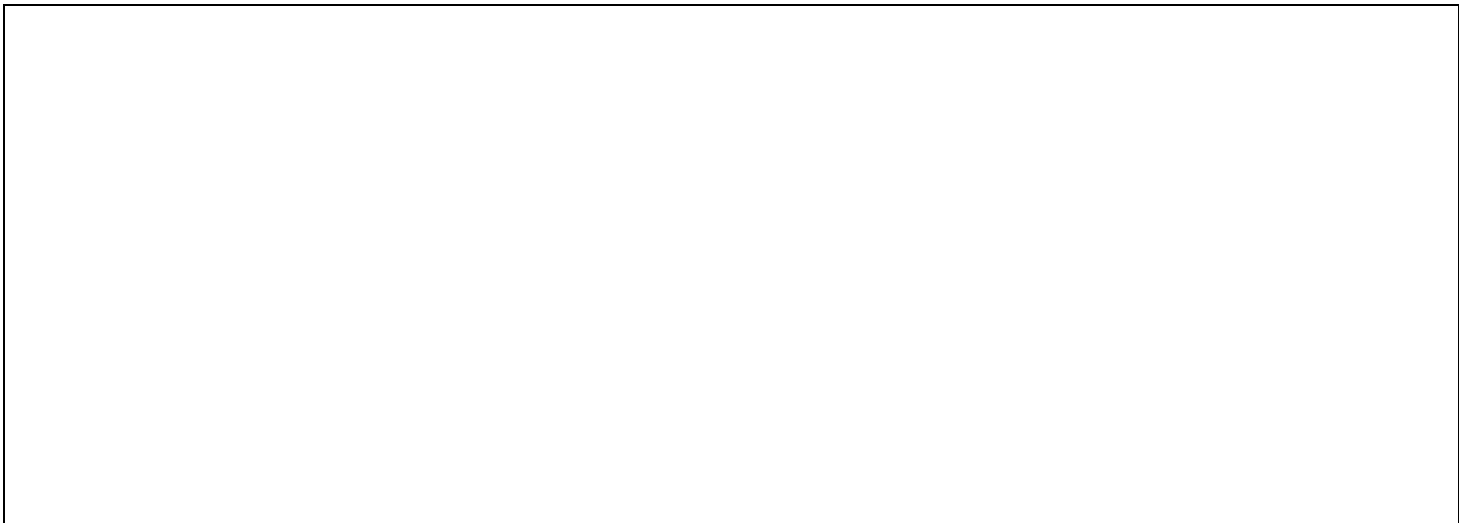
This would enable individuals with communication and language difficulties, accessing Go With Our Flow, to communicate their needs, and for them to be communicated with, using Assistive Technology.

Proloquo2go is an excellent tool with which to promote reciprocal communication. The Ipad is used to take pictures of a vast range of items and subjects, and these are combined within the app to allow individuals to make choices about what they do when out and about with Go With Our Flow.

Proloquo2Go allows sentences to be formed or individual images to be shown. In either case at the click of a button, the sentence or label is converted to speech. For example 'I want to go to MacDonalDs' or simply 'MacdonalDs'.

Both project leaders have experience of using Proloquo2go on an Ipad and it can be a game changer for many individuals with communication and language difficulties and for those with challenging behaviour.

3. To provide training and staff so that the project is possible.



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?

There is a gap in provision for young adults (16-25), after researching local services. We found that there are more opportunities needed to reduce isolation and offer social ventures.

This information was obtained by from 2 experienced members of staff who have over 20 years of experience in the area. They work with parents who have children/young people in that age group.

Specific need and our Unique Selling Point!!

Empowering this group of young people with disabilities to make choices about the social activities/opportunities they want to engage in, using personalised and effective forms of communication. Friday night is a social night! All too often these young people have their decisions made for them. They have the right to make the same choices as their peers. We fully intend to enable them to have a voice.

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

UDC have helped SWMC in the past but not for the last 5 years.

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 plan objectives?

8) Promote healthy lifestyles in diverse and inclusive communities a. 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

A. Our Vision:

To empower young people with disabilities, by enabling them to communicate their choices and preferences about social activities they want to engage in, and to support these inclusive opportunities.

An ancillary benefit would be facilitating new relationships between parents and carers with ‘companions’, who may also be interested in/able to support individuals on a private basis.

B. Our Mission:

Go With OUR Flow will provide young people with disabilities, aged 16-25, with unique opportunities to engage in self-chosen social activities on a Friday evening. This will enable individuals to feel ‘on a par’ with their non-disabled peers.

Everyone will be valued, given a voice and listened to.

C. Our Values:

We will be:

Inclusive, trustworthy, caring, challenging, positive, inspiring, committed and respectful.

Above all we believe in ‘can do’.

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

In a limited way ACCURRO

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

Grove Cottage, Mencap in Bishop Stortford. Sharing of activities with Side by Side Club.

Your project costs

Please give an estimate breakdown of your running costs

Revenue Costs **2021/22**

Salaries, NI and Pension costs £2,000

Rent NIL

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

Insurance extra £150

Producing information, education and Promotional materials **£2,475**
Set up costs including training, DBS,

Training

Travel expenses a) Staff

b) Volunteers **Total** **£1,600**

Recruitment costs

Other costs

Additional cost relating to Covid-19

Total revenue costs **£8,075**

Capital costs

N/A

Total capital costs N/A

Total Organisational costs

Income - current year only

From grants

From other sources

Total income See audited accounts

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

In the past we have had donations from Persimmon Homes, the SW Rotary, SW Roundtable, Croucher Needham, SW Golf Club

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.

| | |
|----------------------------|-----------------|
| Street collections | £ 3,000 |
| Late Night Shopping | £ 800 |
| Cake sales | £ 1,200 |
| Quiz Nights | £ 4,500 |
| Bingo | £ 1,900 |
| Open Gardens | £ 5,500 |
| Total: | £ 16,900 |

What percentage of your users are Uttlesford Residents?

At least 90%

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

50

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

Probably not sustainable after 6 months, assuming COVID continues and not able to fundraise.

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?

Not in receipt

Check List

- **Most recent Audited financial accounts**
please see attached on pages 14 and 15

- **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.

**SAFFRON WALDEN MENCAP SOCIETY
INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 30 SEPTEMBER 2019**

| | Note | 2019 | 2018 |
|--|------|--------------|---------------|
| Income | | | |
| Donations | | 1870 | 5613 |
| Bank interest | | 6 | 7 |
| Society's fund raising events | | 3566 | 5477 |
| Street collections | | 865 | 1384 |
| Subscriptions | | <u>2083</u> | <u>1838</u> |
| Total income | | <u>8390</u> | <u>14319</u> |
| Expenses | | | |
| Insurance | | 488 | 483 |
| Older Carers expenses | | 250 | 820 |
| Postage, stationery and telephone | | 373 | 281 |
| General expenses | | 356 | 181 |
| Wages | | 2452 | 2374 |
| Premises | | 110 | 360 |
| Resources and equipment | | 502 | 1067 |
| De-Fibrilator | | <u>-</u> | <u>871</u> |
| | | <u>4531</u> | <u>6437</u> |
| Donations made | | | |
| Members Coach Trips and Respite Care | | 1795 | 1103 |
| Other Donations | 1 | <u>-</u> | <u>50</u> |
| | | <u>1795</u> | <u>1153</u> |
| Payments to NSMHC and for the benefit of members | | | |
| Affiliation fees | | 226 | 60 |
| Disco, party and barbecue expenses | | <u>1139</u> | <u>3193</u> |
| | | <u>1365</u> | <u>3253</u> |
| Total expenses and donations | | <u>7691</u> | <u>10843</u> |
| Surplus/(Deficit) of income over expenditure for the year | | <u>£ 699</u> | <u>£ 3476</u> |

**SAFFRON WALDEN MENCAP SOCIETY
BALANCE SHEET AS AT 30 SEPTEMBER 2019**

| | Note | 2019 | 2018 |
|---|------|-----------------|----------------|
| Current assets | | | |
| Deposit account | | 5099 | 5093 |
| Cash at bank - general funds | | - | 4840 |
| - older carers fund | | - | 902 |
| Side by Side Wednesday club | | 17579 | 11270 |
| Cash float | | <u>126</u> | <u>-</u> |
| | | <u>22804</u> | <u>22105</u> |
| Net assets | | <u>£ 22804</u> | <u>£ 22105</u> |
| Accumulated fund | | | |
| As at 1 October 2018 | | 10835 | 10951 |
| Surplus (Deficit) of income over expenditure for the year | | - | (116) |
| Transfer between funds | 2 | <u>(10835)</u> | <u>-</u> |
| As at 30 September 2019 | | | 10835 |
| Side by Side Wednesday club | | | |
| As at 1 October 2018 | | 11270 | 7678 |
| Surplus (Deficit) of income over expenditure for the year | | 699 | 3592 |
| Transfer between funds | 2 | <u>10835</u> | <u>-</u> |
| As at 30 September 2019 | | <u>22804</u> | <u>11270</u> |
| | | <u>£ 22804</u> | <u>£ 22105</u> |

..... Mrs B White (Treasurer)
18 NOVEMBER 2019

ACCOUNTANTS' CERTIFICATE

I have examined the books and records of Saffron Walden & District Society for Mentally Handicapped Children, but without carrying out an audit in accordance with Auditing Standards.

I confirm that the above Income and Expenditure Account has been correctly prepared from the books and records.

Y. Warner

**S Warner FCCA
CHARTERED CERTIFIED ACCOUNTANT**

18 NOVEMBER 2019
Charity SAF2045 2019 01/11/2019

