

Application deadline: Midday – Friday 15 January 2021

## Voluntary Sector Provider Contribution Fund Scheme Application Form

### Details of your Organisation

<b>Name of organisation</b>	Council for Voluntary Services Uttlesford (CVSU)
<b>Address:</b>	45 Stortford Road, Great Dunmow, Essex
<b>Postcode:</b>	CM6 1DQ
<b>Contact Person</b>	Clive Emmett
<b>Position in Organisation</b>	CEO
<b>Telephone Number:</b>	01371878400
<b>E-mail address:</b>	Ceo@cvsu.org.uk
<b>Website address:</b>	www.cvsu.org.uk
<b>Charity Registration No:</b>	1098627

#### 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: .....*Clive. J. Emmett*..... Date: .....1/2/2021.....

Name:.....Clive Emmett.....

Position:.....CEO.....

## Details of Application

### Description of work undertaken by the organisation

In normal circumstances CVSU operates as an infrastructure and capacity building organisation by supporting, communicating and providing opportunities both to the VCS and to the Uttlesford community itself. We achieve this by acting as the voice of the VCS in our district, by engaging and lobbying at a strategic level with district, county, regional and national organisations in order to leverage funding, opportunities and initiatives into our district, that are aligned with local need and objectives.

We initiate and collaborate in new projects that are relevant to the needs within our district in areas such as Loneliness & Isolation, Community Building, Digital Exclusion, the Essex Shed Network, Frontline Web based tool, Social Prescriber Link Workers scheme, and smaller projects such as Ace Hounds Support Dogs, Safer at Home Handy Person scheme, which features a Winter Warmth project, the Drinks with Community Links Mobile Horsebox Café initiative, Volunteer Walking Buddies scheme and other Public Health initiatives as part of our ECC contract.

We also are partners in the WECAN CIC a West Essex socially orientated Company (Made up of the 3 West Essex CVS's) that hosts the United in Kind Community Coach initiative on behalf of ECC, an EPUT Winter Discharge scheme aimed at the mentally ill, and a NHS Charities Trust funded project tackling Health Inequalities linked to extreme Digital Exclusion for those suffering with Mental Health and our BAME community accessing digital hardware, data and the tools/platform that could help them manage or recover from their MH or other support opportunities..

The Covid response has dominated our last year since February 2020 causing us as an organisation to divert our resources and focus, as well redeploying staff to this crisis. We have had to therefore pause many of our other projects.

We established the Uttlesford Covid 19 Community Response Hub with UDC Communities Team and Volunteer Uttlesford and have recruited 300+ Volunteers, and have responded year to date to 3800+ requests for assistance. In addition, we have been awarded funding by the National Lottery to deliver a Covid Response, Recovery project focusing on Community Cohesion, Employment, Community empowerment, ABCD Training, Community Chest, Loneliness & Isolation, this is for 6 months, which we are currently delivering, but is due to conclude at the end of March 2021. An example of the impact this projects has had so far upon our community was our 'Gift at Christmas' campaign where with the support of 200+ Volunteers we delivered a bag of gifts to over 900 vulnerable lonely people we had worked with through the Hub in December to try to reassure them people in Uttlesford cared, needless to say their response was humbling.

This has been an extremely challenging year for our organisation but I think we have responded extremely effectively and risen to the needs that have emerged within our district, we continue in partnership to deliver the Hub and are now supporting in partnership with Volunteer Uttlesford and the north PCN the Uttlesford Vaccination site on a Saturday. We can only anticipate that this coming year will require our services and continued response as the Covid 19 crisis evolves and as it subsides the re-introduction of our paused existing projects along with new ones, as well as the support that will be needed by the VCS affected by this crisis and their ability to survive and adapt.

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

Eight (8)

**How many volunteers does your organisation have?**

Three Hundred (300)

**How many members does your organisation have (if applicable)?**

Non official members – 40+

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

We support non constituted and constituted VCS organisations both existing and new start-ups, CIC Social Enterprises, and long established Charities. We advise and guide in the following areas:

- Governance
- Constitution/Objects/Articles development
- Funding
- Marketing
- Partnership & Networking
- Finance
- Digital
- Trustee Recruitment and Training
- HR
- Training
- Social media
- Policy
- Safe Guarding
- Strategy
- Consultation & Surveys
- Monitoring & Evaluation
- Communication
- Charity Commission and CIC Registration
- GDPR
- Project Management/Consultancy

We provide different levels of support and guidance, but we do support people from the ground up and to the point they are registered as a new charity or CIC involving all the areas I have listed

above. We guide organisation towards funding opportunities, funding application construction and associated strategies.

We support local organisations to connect and network with key people and organisations pursuant with their aims.

We continue to support them as they grow and develop when needed.

We share national policy, guidance, initiatives and funding opportunities in order to help the sector to grow and thrive.

Locally we support, partner, network and collaborate with local charitable organisation such as: S4S, Accurro, Rainbow Rural, Mind in WE, Volunteer Uttlesford, Ace Hounds, Cat Rescue CIO, Youth Groups in Dunmow and Stansted, CAB (CitA), Peabody Trust, Ace, Provide, Saint Vincent De Paul Trust, Care for Your Neighbour Dunmow and other Hyper Local Neighbourhood Groups, Dig It, Get Diggin It, Human Roots, Jess ability CIC, Dunmow Dementia Group, Touch Point Employability initiative, Enterprise East CIC, EYCVS and Friendship Groups.

We also work closely with statutory organisations: UDC, Town Councils, DCMS, MHCLG, National Lottery, ECC, STP, Police, Essex Fire & Rescue Service, PCN's, NHS Trusts EPUT, WECCG, Public Health, Social Care, EALC, Alliance, Digital Bodies (DIZ) and support a broad range of initiative, projects and working groups.

## How much money is your organisation requesting?

2021/22 - £34000

**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).**

The use of the grant funding made by UDC would enable our operational strategy to directly support our local VCS and the communities we operate within, in the areas of need and objectives we have laid out for the forthcoming year. We intend to focus upon the specific areas and gaps in provision that the Covid 19 crisis has amplified and will in our opinion continue to do so over the coming year. The demands that this crisis has and will continue to create within our district cannot be underestimated and the need for our and those of other VCS organisations interventions will only become greater. We are already seeing people and families reach crisis point which in turn has a knock on effect to causing other social and health needs to develop that need our support. The sector and we feel our organisation must be financially resilient and future proofed to be able to cope with the additional demands that will be made of it moving forward.

We believe that our current provision in the form of existing projects along with the core function we perform in our sector and community will become more vital than ever before, but at the same time recognising we need to deliver more with less, operate in partnership more frequently and always try to identify areas of duplication to avoid wastage and coordinated effective delivery where it is most needed.

The use of local data, stakeholder forums/surveys, and sector intelligence will be vital to getting the right support to the right people and areas in a smart way. CVSU need to play to our strengths by acting as the 'bringer together' of the right organisations, resources, approaches and people to tackle particular needs, in essence act as capacity builders. We will adopt proactively the ABCD approach to make the most of the place based assets in our communities, especially volunteers and Hyper Local Groups.

This requires a stable and well-resourced organisation with a core of experienced and knowledgeable staff, both operational and strategic and this is where we would deploy the financial aid provided by UDC. It is vital that behind the project staff there is a core team that can furnish them with a whole system approach that is responsive, operating within a framework that strongly supports their effective delivery, based upon safe, smart, innovative practice and which aligns itself with the districts needs with partnership being paramount.

As I have laid out within this application I feel strongly that CVSU really understands the Uttlesford district, the people, their current and emerging needs especially relating to Covid and has the established networks and relationships to be able to respond to this evolving situation we are facing. Any funding we receive would be made the most of in every way possible, with the intention of fulfilling the areas of business we have laid out and at the same time aligning it with UDC objectives linked to its Corporate Plan whenever possible.

As I have stated these funds would be fundamental to our activities, ability to respond and our ability to function at our current capacity, but based upon 2019 and the additional resources needed to cope with the Covid 19 crisis we would respectfully ask if consideration could be made to an extraordinary additional funding award be made in recognitions of the additional cost incurred in 2019/20 and in anticipation of the additional costs we envisage being needed for 2021 due to the Covid 19 crisis.

(No more than 500 words)

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

1. A reduction in loneliness and Isolation, support activity that creates a more cohesive community
2. A reduction in digital exclusion and an increase in it use and the skills and confidence to use it by these excluded groups, especially those struggling with Mental Health and our BAME community
3. To be able to respond to the developing needs that are the effects of the Covid 19 crisis, especially concerning those furthest from employment, suffering financial and food poverty.

**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?**

As an organisation we strongly believe that the need for our presence and activities in our district are needed now more than ever before. The needs in our district have been amplified in some areas and new ones have emerged due to the Covid 19 crisis. Our experience as an organisation over the last year has been extremely insightful and I genuinely believe it has increased our understanding of what the Uttlesford district really is more than ever before. This is due to us getting closer to the people who live within it, especially the vulnerable and those in need and by working with our key partners closer and in particular the ever increasing number of Volunteers and Hyper Local Neighbourhood Groups we have collaborated with in these unprecedented times.

As an organisation we need to know what our community feels, needs and thinks of us, our projects and approach to our delivery, as well as our partners in the VCS and Volunteers who support our objectives. We do this by holding consultations, online surveys and inviting feedback from people, partners and the volunteers with work alongside. Their opinions form our strategy and understanding of what projects are fulfilling a local need effectively. We also develop reports such as the 'State of the Sector' after conducting an online survey with our local VCS and how they were being affected by the Covid 19 Crisis.

We have recently conducted a survey of the Beneficiaries and Volunteers who were part of our response to the Covid 19 crisis through our Community Hub in collaboration with UDC Communities Team and Volunteer Uttlesford. This was conducted to help us understand how the response went and if we could improve it moving forward. We as an organisation have adopted a different approach to the way in which we interact with our community and support the way in which it self-activates itself to support local need and initiatives. The approach is called Asset Based Community Development (ABCD). This is a very self-effacing approach and relies upon your understanding and listening to the community's needs, ideas, thinking and use of local assets. This method of community engagement supports organisations connecting with the people and communities they are operating amongst in a far more successful way as it is community lead.

As an organisation we have also invested in an organisational monitoring and evaluation online system, this is partly used to analyse the themes and trends that our project data provides us and helps to inform our overall or specific approaches. This is another way we keep in touch and informed, as well as conducting independent evaluations of our projects and initiatives when funded to do so. An example of this was our DCMS Digital Inclusion Project.

In conclusion we anticipate the need for our services will only continue to grow based upon its growth over the last year. As I have stated we feel we are attuned with our local community more than we have ever been before and therefore increasing our appreciation and understanding of local needs moving forward compounded by this crisis experience.

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

Our relationship with UDC, I believe was very strong and well established before the start of Covid 19, but in my opinion has increased significantly over the last year to an even greater extent. In particular, we work with and are supported strongly by the UDC Communities team. Our working relationship with this team in particular has developed and the alignment of our objectives in relation to the local needs and objectives has become a very effective and a successful use of our limited resources resulting in good outcomes. We have regular contact with both Officers and Councillors from UDC covering a range of portfolios and I meet with the Chief Executive Dawn French on a regular basis. All of these relationships and collaboration ensures we are aligned, share local intelligence that supports the focusing of our joint efforts that collaborate with district strategies, needs and supports jointly informed approaches to our work in the district.

We are proud of the relationship we have mutually developed with UDC and the impact it is having within the district, by other means than financial input.

**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>

#### **UDC Corporate Plan –**

#### **Item 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*

*b. Continue to be an active partner of the Health and Wellbeing Partnership, to promote healthy lifestyles*

#### **2. Support our students, schools and libraries**

*c. Create and support new services inside our libraries to increase their viability*

#### **3. Work with partners to keep the district safe**

*a. Work with the [Police, Fire and Crime Commissioner](#) and the Chief Constable to reduce crime in our area*

*b. Continue to be an active partner of the [Community Safety Partnership](#)*

#### **4. Work to create a better local Health Service for residents**

*a. Work with NHS on in-district local healthcare provision*

*c. Deliver programmes to support our aging population*

As an organisation these section of the UDC Corporate Plan fits many of our areas of work and development ambitions, therefore we feel we could comprehensively and meaningfully contribute to UDC's objectives in these areas. We host a dementia group, and a My Weight Matters Group. Our objectives in this application fit the area of resident's quality of life and the reducing of loneliness. Our

partnership with the UDC Health & Wellbeing partnership along with our other health orientated projects and partnerships supports this area as well. We are active members of the CSP, PCN Neighbourhood groups, especially in relation to the Social Prescribing agenda as we host the SP Link worker roles for the North & South PCN's. We are active member of the Health Inequalities Forum and STP. Many of our initiatives and programmes are linked or aimed at our elderly population especially in the areas of digital and loneliness.

But what we are realistic about is the fact at least for the next 6 to 9 months moving forward these supports, activities and proposed interventions will have to be virtual using a variety of confidential Digital Platforms such as 'Aetonix aTouchAway', traditional phone groups that support Social Inclusion Groups and a range of other programmes we can deliver through at this time, until we can respond to reduced Covid 19 Lock Down rules. We feel it is vital to continue connecting with people in need in create ways. We will also conduct Covid 19 risk assessed compliant activities, that ensure the safety of our Volunteers, Staff and People we are supporting in the more extreme or crisis areas of our delivery as we have done over the last year through the UDC Community Hub.

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

No other organisation provides the same services as we do in Uttlesford. The nearest organisation we do work with is the Alliance a county communications platform that supports the VCS sector and host the Essex Map.

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

As we have displayed I think within our earlier responses we strive at all times to work collaboratively with partners in the district. We also like to support and encourage local CIO's or initiatives to start up and we then withdraw to enable independent delivery to continue where ever possible. I think our Uttlesford Community Covid Response Hub collaboration and our local North PCN Vaccination site partnership are further examples of our willingness and desire to work in partnership and successful collaborations.

**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>	<b>110,628.73</b>

<b>Rent</b>	<b>13,174.00</b>
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<b>General running expenses (phone, Post, room hire, insurance etc.)</b>	<b>6,000.00</b>
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<b>Producing information, education and Promotional materials</b>	<b>1,500.00</b>
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<b>Training</b>	<b>0.00</b>
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<b>Travel expenses a) Staff</b>	<b>3,000.00</b>
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<b>b) Volunteers</b>	<b>0.00</b>
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<b>Recruitment costs</b>	<b>0.00</b>
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<b>Other costs</b>	<b>2,625.00</b>
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**Additional cost relating to Covid-19**

<b>Dedicated COVID Response Hub telephone number</b>	<b>100.80</b>
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<b>Outgoing calls – volunteer arrangements</b>	<b>1,152.00</b>
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<b>Inbound Call takers – staff time handling requests</b>	<b>47,732.64</b>
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<b>Prescription Coordinator</b>	<b>12,024.00</b>
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<b>Shopping Coordinator</b>	<b>10,002.00</b>
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<b>Total revenue costs</b>	<b>207,939.77</b>
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<b>Capital costs</b>	<b>0.00</b>
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<b>Total capital costs</b>	<b>0.00</b>
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<b>Total Organisational costs</b>	<b>207,939.77</b>
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**Income - current year only**

From grants	73,480.00
From other sources	63,448.00
<b>Total income</b>	<b>136,928.00</b>

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

We are funded by a yearly grant by ECC - £38,900  
 All our other funding is project based of which we extract a minimal management fee (FCR)  
 Currently we are funded by:  
 National Lottery x 2 Projects  
 PCN  
 WECCG  
 ECF  
 CIF  
 CitA (Frontline)

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.

Quiz Night	£1,500
Charity Ball	£2,985
	£
	£
	£
	£
<b>Total:</b>	<b>£4,485</b>

What percentage of your users are Uttlesford Residents?

99%

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

Over the last year – 6000+

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

N/A

**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?**

As an organisation any reduction in our current funding grant would have a significant impact upon our ability to deliver and function as a CVS in Uttlesford. We operate within a very slim operating budget in that our core team and organisational budget relies upon the UDC, ECC and Management fees combined to function. Most years we have operated with a projected organisational deficit and therefore any changes in our income will impact upon us fundamentally, and that could result in core staff being reduced to part time working and/or our ability to deliver at our current level to reduce, at a time as I have explained is needed more than ever. I also strongly believe we provide extreme value for money and deliver well beyond our means, which has been clearly displayed over the recent year in response to the Covid 19 crisis and will need to continue to do so over 2021.

## Check List

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

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.