

APPLICATION 1 (1 of 1)

APPENDIX 5  
(1 of 39)



**Air Ambulance**  
**Kent Surrey Sussex**

Our Ref: 41795  
03 March 2021

Parish Clerk  
Hassocks Parish Council  
c/o Parish Centre  
Adastra Park  
Keymer Road  
HASSOCKS  
West Sussex  
BN6 8QH

Dear Hassocks Parish Council

I am writing to the council to apply for a grant of £500 to help Air Ambulance Kent Surrey Sussex fund vital pieces of equipment, such as the purchase of 2 new Oxylog 3000+ ventilators. The Oxylog 3000+ is a sophisticated ventilator that offers our medical teams greater control over the ventilation of a patient – something that can make a real difference.



Whilst Air Ambulance Kent Surrey Sussex were able to utilise our state-of-the-art aircraft for 66% of the 2568 missions attended during 2020, our medical crews relied on our rapid response vehicles to attend the remaining 34%. It is therefore vital that our rapid response cars carry the same life-saving equipment as our aircraft. Duncan Bootland, Medical Director at the charity, states:

*"We are committed to providing the very best tools for our teams – to give the patient the very best care, irrespective of time of day, or what vehicle we arrive in. Providing Oxylog 3000+ ventilators for our cars will allow us to do this."*

The total cost for 2 ventilators is £29,262.97 – a grant of £500, or whatever amount Hassocks Parish Council are able to help with, really could go a massive way to ensuring that all of our patients receive the best possible care and would help us in our vision to end preventable loss of life from medical emergency.

Thank you for any support you may be able offer at this time – I look forward to hearing from you.

Yours faithfully

Nick Turrell

Head of Community Fundraising







**HASOCKS PARISH COUNCIL**

**GRANT APPLICATION 2021/22**

**CONTACT DETAILS**

Name of Group/Organisation:

WHATSONHURST.ORG

Address:

Post Code

Email:

...COM

Tel No:

**Contact Person**

Title: MISS

First Name: DEBBIE

Surname: CLARE

Position held in Group: DIRECTOR

Email:

Telephone No:

**ABOUT YOUR ORGANISATION**

What type of organisation are you? Please tick all the boxes that apply:

Community group/club/society

Company Limited by Guarantee/CIC

Registered Charity

Other

If other, please describe:

Charity Registration Number

Purpose of your community group/organisation and how are you financed?

A COMMUNITY WEBSITE OFFERING EVENT LISTINGS, FOR FREE, IN THE BNG CATCHMENT AREA. CURRENTLY SPONSORED.

Please enclose a copy of your constitution. If you are not a registered charity you **must** enclose a copy of your constitution.

If you are a branch of, or related to, a larger organisation, please give details:

### ABOUT YOUR PROJECT/SERVICE

Project Title.

WHATSONHURST.ORG

Briefly describe your project to enable the Parish Council to understand how its grant will be used:

The website is a free service which displays local events. It's very clear and easy to use, and hopes to become a go-to source for local events.

How many people from the parish of Hassocks will directly benefit from your project?

The entire 767 population of Hassocks would be able to benefit - including event organisers and general public.

Have you received grant funding from Hassocks Parish Council in the past three years? If so could you please give details of how much funding you have received (broken down annually).

No.

Please provide a summary breakdown of what the money will be used for. We need this information to fully assess your application. If you have a project budget or have received estimates/quotations please enclose copies:

| Item/Activity | Estimated Cost |
|---------------|----------------|
|---------------|----------------|

Please refer to the attached ~~budget~~ budget which details the ongoing costs.

Please provide a summary of funding sought from other sources if applicable.

| Funding source  | Estimated Grant |
|---|-----------------|
| I have applied for a grant from Hurstpoint & Sayes Common Parish Council, but |                 |

How much of the organisation's own money will be used towards funding this project?  
£ 0

How much funding are you seeking from the Parish Council?  
£ 600

Does your total project expenditure include or exclude VAT?

Included

#### FINANCIAL DETAILS

You must include an up to date statement of your group's financial position (a copy of the latest accounts or a treasurer's report). If you are holding substantial reserves which would cover the cost of delivering the project you are seeking grant funding for you must provide an explanation as to why this project cannot be supported from your own funds.

Please see attached the budget spend, no other accounting exists.

#### DECLARATION

I am/ we are authorised to submit this application on behalf of the Group/organisation and certify that the information enclosed is correct. We understand that there is no appeal procedure should this application be rejected. If Hassocks Parish Council gives a grant, we agree to use it only for the purpose given and according to any conditions specified. We understand that within twelve months after payment of a grant, we are expected to provide Hassocks Parish Council with a report/evidence on the progress of this project and how the money has been spent.

|  |                      |
|--|----------------------|
| Signature                                | Date: <u>14-7-21</u> |
| (Please: Print name) <u>DEBBIE CLARE</u> |                      |
| Position held: <u>DIRECTOR</u>           |                      |

| What's On Hurst Budget |                                      |                              |        |        |  |  |
|------------------------|--------------------------------------|------------------------------|--------|--------|--|--|
| Date                   | Supplier                             | Notes                        | Status | Amount |  |  |
| 29 May 2021            | WordPress                            | Annual business subscription | Paid   | 240    |  |  |
| 29 May 2021            | Community Events Plug-In             | Annual                       | Paid   | 75.56  |  |  |
| 31 May 2021            | Logo                                 | Annual                       | Paid   | 22.18  |  |  |
| 6 June 2021            | The Events Calendar shortcode editor | Annual                       | Paid   | 34.8   |  |  |
| 12 June 2021           | Events Calendar Pro                  | Annual                       | Paid   | 84.3   |  |  |
| 28 June 2021           | Google Ads                           | 1 month of advertising       | Paid   | 25     |  |  |
| 14 July 2021           | Instaprint                           | 250 A6 flyers                | Paid   | 23.99  |  |  |
|                        |                                      |                              |        | 505.83 |  |  |



## WhatsOnHurst

Email :

Dear Sir/Madam,

In March 2020, when the pandemic struck, I lost my entire income overnight; normally, I organise world tours for musicians, but every single concert for the following 16-months was cancelled, resulting in a complete and total loss of income. I have been surviving on the government's SEISS, which covers my basic living costs.

Despite the miserable situation I found myself in, I also felt inspired to spend my time doing something I would not otherwise normally be able to do – something free for the community.

As the lockdown eased in March 2020, I noticed that scores of events all around me were popping up, and I was mostly hearing about them via word-of-mouth. I suppose part of it was "fear of missing out"; there were so many lovely things popping up that were already fully booked that I really wanted there to be somewhere I could hear about clubs or classes a bit sooner.

I'm not a web designer but have "dipped my toe in" a little via my music agency work, and I felt that by watching tutorials I might be able to put something good together.

**[whatsonhurst.org](http://whatsonhurst.org)**

I'm so happy with the look and feel of the website; all of it has been designed with ease-of-use in mind. It's clutter-free, clean, and very easy to navigate. Event organisers can add single or repeat events, including booking details, pictures, copy and links. And the public can easily search for events using a month or list-view calendar, as well as a straight-forward search function.

Prior to the launch of the website at the beginning of July 2021, I spent hours scouring the free newsletters and magazines that come through the door, looking for companies who hold events. I researched the email address for each organisation, and built a list of 141 contacts. I invited them to input their events ahead of the launch, so that the website would be bursting with colour when it was launched to the public.

The support has been hugely encouraging – from Downlands School to Westmeston Parish Hall, Ditchling Museum to Danny House, Mac's Farm to Stoneywish – I now have over 100 events listed, with more dropping in every day. There are pop-up supper clubs, wine tastings, yoga classes, kids summer school clubs, breast feeding meetups, live theatre, comedy events and camping festivals – to list just a very few.

On the launch weekend, over 500 people visited the site – this reach was achieved by announcing the site on Facebook community groups such as the Hurstpierpoint Hub, Hassocks Uncovered, Albourne Village Connected, Local Business Support Sussex and Sayers Common Villagers Group. I also secured an article in Hurst Life, which was followed up with them sharing the news story on Instagram.

Now I need to market the website deeper into the community – not everyone is on Facebook, and although I have run a short paid-for campaign on Google Ads, my spend on there is not sufficient to improve the site's Google-ranking on searches.

I would love to be able to advertise in more of the free newspapers and magazines that come through the door – across the BN6 communities – and be able to afford high quality window stickers for shops. Leaflet printing and distribution would be hugely helpful. I am fluent in desktop design software packages, so am able to save costs by designing print myself.

I truly believe that this website has the ability to be the go-to resource for events within our community, it just needs further funding to get the name out there more. From NYEs Building Supplies in Horsham I received £500 of sponsorship at the very start – as you will see from the attached budget, the spend has been reached, but I do feel that it has been allocated in the best way to get the site up and running.

Personally, I am committed to continuing the site for as long as the community benefits from it. Eventually my own music work will return, but in the meantime, this project is warming my heart and giving me a much-needed distraction from the anxious world we are living in. I feel so inspired by the unbelievably rich and varied offering of events in this community, and want to help spread the word so we can support each other even more.

Thanks so much for considering this funding, please do let me know if you need any more information.

Thanks and best wishes,

Debbie





HASSOCKS PARISH COUNCIL

GRANT APPLICATION 2021/22

CONTACT DETAILS

Name of Group/Organisation:  
UNITED REFORMED CHURCH

Address: ~~151~~ HIGH STREET  
HASSOCKS  
Post Code:  
Email: /  
Tel No: \_\_\_\_\_ BE

Contact 1  
Title: First Name: RITA  
Surname: Position held in Group: CHURCH MEMBER  
Email: Telephone No:

ABOUT YOUR ORGANISATION

What type of organisation are you? Please tick all the boxes that apply:

- Community group/club/society
- Company Limited by Guarantee/CIC
- Registered Charity
- Other CHURCH CONGREGATION

If other, please describe:

Charity Registration Number  
[ ]

Purpose of your community group/organisation and how are you financed?

Please enclose a copy of your constitution. If you are not a registered charity you **must** enclose a copy of your constitution.

If you are a branch of, or related to, a larger organisation, please give details:

### ABOUT YOUR PROJECT/SERVICE

Project Title.

CHRISTMAS DAY LUNCH  
 + TEA + ENTERTAINMENT + TRANSPORT

Briefly describe your project to enable the Parish Council to understand how its grant will be used:

THE PROJECT ON CHRISTMAS DAY IS FOR MEMBERS OF THE CHURCH WHO WOULD OTHERWISE BE AT HOME ON THEIR OWN

How many people from the parish of Hassocks will directly benefit from your project?

30/35 APPROX!

Have you received grant funding from Hassocks Parish Council in the past three years? If so could you please give details of how much funding you have received (broken down annually).

2019 YR. \$200 from Parish. Money left over went to people to Party in Hurst!

Please provide a summary breakdown of what the money will be used for. We need this information to fully assess your application. If you have a project budget or have received estimates/quotations please enclose copies:

| Item/Activity   | Estimated Cost |
|---|----------------|
| Good entertainment<br>+ transport<br>Guest pay \$7 voluntary towards cost |                |

Please provide a summary of funding sought from other sources if applicable.

| Funding source | Estimated Grant |
|----------------|-----------------|
|                |                 |

How much of the organisation's own money will be used towards funding this project?

£ \_\_\_\_\_

How much funding are you seeking from the Parish Council?

£ \_\_\_\_\_

Does your total project expenditure include or exclude VAT?

### **FINANCIAL DETAILS**

You must include an up to date statement of your group's financial position (a copy of the latest accounts or a treasurer's report). If you are holding substantial reserves which would cover the cost of delivering the project you are seeking grant funding for you must provide an explanation as to why this project cannot be supported from your own funds.

### **DECLARATION**

I am/ we are authorised to submit this application on behalf of the Group/organisation and certify that the information enclosed is correct. We understand that there is no appeal procedure should this application be rejected. If Hassocks Parish Council gives a grant, we agree to use it only for the purpose given and according to any conditions specified. We understand that within twelve months after payment of a grant, we are expected to provide Hassocks Parish Council with a report/evidence on the progress of this project and how the money has been spent.

|   |       |
|---|-------|
| Signature<br><br>(Please: Print name)<br><br>Position held: | Date: |
|---|-------|

If a grant is awarded, please state who the cheque should be made payable to:



APP 4 (1 of 7)

APPENDIX 5  
(11 of 39)

100  
1921 - 2021

4Sight  
vision support



Bognor Regis Vision Support Centre  
36 Victoria Drive,  
Bognor Regis,  
West Sussex  
PO21 2TE

22 July 2021

Dear Ian Cumberworth

On behalf of the staff, board, our members and volunteers at 4Sight Vision Support, I must begin by thanking Hassocks Parish Council for generously supporting our work over past years, most recently in 2020 with a grant of £400. Your support enabled us to help people in your parish to continue leading positive independent lives after sight loss. Further to my email, I am writing today to ask if the Hassocks Parish Councillors would consider supporting our work again.

West Sussex has the largest incidence of age-related sight loss in the UK, with 4,840 people registered with severe sight loss/blindness (RNIB Sight loss Data Tool 2020). Our vision is that every person with sight loss is aware of, can access and benefit from 4Sight Vision Support's services, so that everyone can experience a life without limits.

#### **Covid-19 – the impact on people with sight loss**

There is now a collection of evidence which has identified strong links between emotional wellbeing and being blind and sight impaired. This can take the form of depression, relationship difficulties, loneliness, and low morale. The diagnosis of mental health conditions amongst people who are blind and sight impaired is twice that of the general population. Covid has exacerbated these feelings.

In addition, many of our members live with progressive sight conditions which need regular reassessment to help them make best use of remaining sight and continue living independently. However, during the pandemic people with sight loss faced disproportionate challenges when trying to access rehabilitation/sensory support, low vision clinics and other face to face services such as GP's and Social Services.

Many of our members have reported a deterioration to their sight over the past year, with some even missing vital appointments at hospital eye clinics out of fear, lack of transportation or limited mobility and the visual nature of social distancing further alienated people with sight loss, limiting their social interactions and independence and increasing isolation. Many of our members have described it like their world had shrunk and their levels of isolation and loneliness have increased.

#### **Supporting our members through Covid-19**

As the events of 2020 unfolded, we adapted swiftly to provide support by phone, email and video conferencing, offering everything from advice on eye health, emotional support, guidance around daily living aids and assistance with a broad range of accessible technology – including phones, tablets, TVs and home speakers. Since the start of the first lockdown our team of staff and volunteers have made over 7,000 support calls and spent over 700 hours assisting members. Please find a few words of thanks from our members, below:

*"Thank you so much for keeping in contact, it really is good to know you are there for us."*

*"Thank you I do appreciate everything you are doing for me; you have got everything sorted out so quickly, and have taken the time to find out what would be best for me."*



Telephone: 01243 828555  
Email: [enquiries@4sight.org.uk](mailto:enquiries@4sight.org.uk)  
[www.4sight.org.uk](http://www.4sight.org.uk)



Registered Office: 4Sight Vision Support,  
36 Victoria Drive, Bognor Regis,  
West Sussex PO21 2TE

Registered Company No. 3740647  
Registered Charity No. 1075447

**Fit for the future – developing our specialist services:**

During the pandemic we conducted a strategic review of our services, using what we learnt over the past year and from across the sector, to create a new 'Future Services' model. The aim of which is to transition to provide greater levels of more specialist and technical one-to-one support, ensuring the organisation is best placed to serve the growing and changing needs of our community. The new services will offer dedicated support around Accessible Technology and Low Vision, as well Vision Support tailored to the needs of: Children, Young People and Families (0-30), Living Well (31-64) and Ageing Well (65+) - offering a journey of specialist interventions from childhood to adulthood and later life.

We are also introducing a new Pathways Team who will work to ensure that every person who contacts the organisation is registered into the organisation as a 'member'. Their needs will then be assessed through a tailored Sight Loss MOT to identify the appropriate front-line service to refer onto. Depending on the complexity of their needs, this can either be addressed quickly within the 4Sight Vision Support service team or referred into other organisations. We will conduct regular checks to review progress and reassess any changes needed.

**Please help us to continue to be there for our members:**

We receive no Government support and rely solely on voluntary donations to deliver our services free of charge to our growing membership, which currently stands at 2,113. Over the past year we have supported members remotely, however there is a limit to what we can do by phone and we now have a huge backlog of face-to-face appointments.

**A donation, however great or small, will enable us to:**

- Be there for our members with specialist Low Vision advice to help them make best use of their remaining sight, enabling them to carry out tasks more easily and safely and remain independent.
- Advise on, and coordinate, delivery of specialist pieces of equipment to support independence.
- Be a listening ear and source of support to ensure members do not feel isolated and alone.
- Assist with setting up and using a broad range of tech devices, providing members with a wealth of information through simple voice-activated commands, helping them to access online shopping, banking and feel more connected with loved ones and the wider world – reducing isolation.

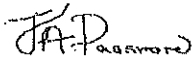
£400 would enable us to support 8 members for a year.

£500 would enable us to support 10 members for a year.

We would like to raise awareness in your community of the support that we can offer and wondered if our details could be added to the Health & Wellbeing page on your website? Also, our Chief Executive, Nik Demetriades, would welcome the opportunity to speak at a forthcoming council meeting, to explain our work in more detail and discuss how we may support more people living with sight loss in your parish. If this would be of interest to you, please email me at: [Jessica.passmore@4sight.org.uk](mailto:Jessica.passmore@4sight.org.uk) or phone me on: 01243 828001 to discuss this further.

Thank you very much for taking the time to consider our request.

Yours sincerely,



Jessica Passmore  
Community Fundraising Officer



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## HASSOCKS PARISH COUNCIL

### GRANT APPLICATION 2021/22

#### CONTACT DETAILS

Name of Group/Organisation: 4Sight Vision Support

Address: 36 Victoria Drive, Bognor Regis, West Sussex

Post Code: PO21 2TE

Email: enquiries@4sight.org.uk

Tel No: 01243 828 555

#### Contact Person

Title: Mrs

First Name: Jessica

Surname: Passmore

Position held in Group: Community Fundraiser

Email: Jessica.passmore@4sight.org.uk

Telephone No: 01243 838 001

#### ABOUT YOUR ORGANISATION

What type of organisation are you? Please tick all the boxes that apply:

Community group/club/society

Company Limited by Guarantee/CIC

Registered Charity

Other

If other, please describe:

Charity Registration Number 1075447

Purpose of your community group/organisation and how are you financed?

We support the needs of people in West Sussex who are living with sight loss, by ensuring that a diagnosis of sight loss is not a one-way road to isolation and loss of independence. Our aim is to make a positive difference in their lives by providing support, advice, advocacy and training to improve their quality of life and enable them to retain their independence after sight loss.

We have an active fundraising team that organises community events throughout the year and applies regularly to Trusts and Foundations for funding, as well as Town and Parish Councils across the county. We also receive money from individual donors.

Please enclose a copy of your constitution. If you are not a registered charity you **must** enclose a copy of your constitution.

If you are a branch of, or related to, a larger organisation, please give details:

N/A

### **ABOUT YOUR PROJECT/SERVICE**

**Project Title.**

Our Outreach Services

**Briefly describe your project to enable the Parish Council to understand how its grant will be used:**

Our experienced Outreach Team will provide contact with people who are living with sight loss to ensure they have access to support, advice, advocacy and training, so that they do not become socially isolated or lose their independence after their diagnosis of sight loss.

Please see attached letter for more information about how we can be there for people living with sight loss at their time of need.

**How many people from the parish of Hassocks will directly benefit from your project?**

There are currently 35 4Sight Vision Support members living in your parish who will benefit directly from any funding, as well as their family and carers.

**Have you received grant funding from Hassocks Parish Council in the past three years? If so could you please give details of how much funding you have received (broken down annually).**

We received £400 in 2018 and another £400 in 2020 from Hassocks Parish Council.



Please provide a summary breakdown of what the money will be used for. We need this information to fully assess your application. If you have a project budget or have received estimates/quotations please enclose copies:

| Item/Activity   | Estimated Cost  |
|---|---|
| This funding is necessary to ensure that our Outreach Services remain free of charge to anyone in West Sussex living with sight loss. We do not charge our members subscription or for our services, as we do not want there to be a financial barrier to anyone receiving the help and support that they need. | It costs £50 to support the needs of one person for a period of 12 months. The total cost for the 35 members living in your parish of Hassocks is £1,750. |

Please provide a summary of funding sought from other sources if applicable.

| Funding source   | Estimated Grant  |
|--|--|
| We have an active fundraising team that applies regularly to Trusts and Foundations, as well as Town and Parish Councils throughout the county, to help provide funding for their residents. | We have not requested any other funding for our members living in your specific geographical area. |

How much of the organisation's own money will be used towards funding this project?  
£1,250 (i.e. the amount remaining from any funding we receive).

How much funding are you seeking from the Parish Council?  
£500 to fund the cost of supporting 10 of the members living in your parish.

Does your total project expenditure include or exclude VAT?

N/A


### FINANCIAL DETAILS

You must include an up-to-date statement of your group's financial position (a copy of the latest accounts or a treasurer's report). If you are holding substantial reserves which would cover the cost of delivering the project you are seeking grant funding for you must provide an explanation as to why this project cannot be supported from your own funds.

N/A

### DECLARATION

I am/ we are authorised to submit this application on behalf of the Group/organisation and certify that the information enclosed is correct. We understand that there is no appeal procedure should this application be rejected. If Hassocks Parish Council gives a grant, we agree to use it only for the purpose given and according to any conditions specified. We understand that within twelve months after payment of a grant, we are expected to provide Hassocks Parish Council with a report/evidence on the progress of this project and how the money has been spent.

|  |                       |
|--|-----------------------|
| <p>Signature </p> <p>(Please: Print name) Jessica Passmore</p> <p>Position held: Community Fundraiser</p> | <p>Date: 22/07/21</p> |
|--|-----------------------|

If a grant is awarded, please state who the cheque should be made payable to:

|                       |
|-----------------------|
| 4Sight Vision Support |
|-----------------------|

**CHECKLIST**

It is essential that you fill in every question and send the appropriate supporting documentation. Complete the following checklist to show what you have done. If you do not include all the information requested, your application will be incomplete and will take longer to assess or be ineligible. Please do not send any documentation other than that requested.

|  |   |
|--|---|
| <p><b>I have:</b></p> <p>(Please tick)</p> | <p><input checked="" type="checkbox"/> answered every question</p> <p><input checked="" type="checkbox"/> enclosed a copy of our latest accounts and/or treasurer's statement</p> <p><input checked="" type="checkbox"/> Signed the Declaration</p> |
|--|---|

**GRANT REQUESTS**

**ALL APPLICATIONS FOR FINANCIAL ASSISTANCE ARE CONSIDERED ON THEIR INDIVIDUAL MERITS. APPLICATIONS MUST BE SUBMITTED WELL IN ADVANCE OF YOUR PROJECT TAKING PLACE IN ORDER TO BE CONSIDERED AT THE APPROPRIATE MEETING**

**Completed Application Forms should be returned to:**

The Parish Clerk, Parish Centre, Adastra Park, Keymer Road, Hassocks BN6 8QH  
 Tel: 01273 842714 email: [info@hassocks-pc.gov.uk](mailto:info@hassocks-pc.gov.uk)

Hassocks Parish Council will consider funding applications in 2020/21 at the following Full Council meetings. All applications must be submitted at least two weeks prior to the relevant meeting. No grant funding will be given retrospectively:

| Date of meeting | Application receipt deadline  |
|-----------------|-------------------------------|
| September 2021  | August 31 <sup>st</sup> 2021  |
| February 2022   | January 31 <sup>st</sup> 2022 |

## Privacy Notice for Grant Applicants

Hassocks Parish is the Data Controller under the new data protection law and will use the information you provide on this form in order to contact you about your grant application.

If you are an organisation or a group the legal basis for processing this data is the necessity for compliance with a legal obligation to consider your grant request.

If you include any personal details on this grant request on behalf of an organisation or group, the legal basis for processing this data is your consent to do so. You can withdraw your consent at any time by notifying us. Our contact details to do so, or for any other queries, are Parish Centre, Adastra Park, Keymer Road, Hassocks, BN6 8QH.

We will keep your data for six years if your grant application is successful and for six months if your application is turned down plus the current financial year, which runs from 1<sup>st</sup> April to 31<sup>st</sup> March.

Your information will not be shared further.

Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

Information you provide will only be used for the stated purpose. Further information about the processing of your data can be found on our website at [www.hassocks-pc.gov.uk](http://www.hassocks-pc.gov.uk)

If you agree to Hassocks Parish Council using and retaining your personal information contained on the grant from above to consider your grant application please tick the boxes below:

Name:  ✓  
Address:  ✓  
Email:  ✓  
Phone:  ✓

DATE: 22/07/21

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APPLICATION 5 (1 of 9)

APPENDIX 5 (18 of 39)



**HASSOCKS PARISH COUNCIL**

**GRANT APPLICATION 2021/22**

**CONTACT DETAILS**

Name of Group/Organisation: South Downs Refugee Project

Address:  
Post Code:  
Email: b  
Tel No: 0

Contact:  
Title: Annette  
Surname: Annette  
Email: Annette  
Role in Group: Treasurer  
Phone No:

**ABOUT YOUR ORGANISATION**

What type of organisation are you? Please tick all the boxes that apply:

- Community group/club/society  Company Limited by Guarantee/CIC
- Registered Charity  Other

If other, please describe:

Charity Registration Number

Purpose of your community group/organisation and how are you financed?

To support a refugee family to live in the local area under the government's Community Sponsorship Scheme. We are financed by donations and fund-raising events.

Please enclose a copy of your constitution. If you are not a registered charity you **must** enclose a copy of your constitution.

If you are a branch of, or related to, a larger organisation, please give details:

We are an independent organisation. We have a signed agreement with Citizens UK who are approved by Government to support local Community Sponsorship groups.

### **ABOUT YOUR PROJECT/SERVICE**

#### **Project Title.**

South Downs Refugee Project

#### **Briefly describe your project to enable the Parish Council to understand how its grant will be used:**

The South Downs Refugee Project (SDRP) is based in Hassocks, Keymer, Hurstpierpoint and Ditchling and our aim is to sponsor a refugee family to resettle in Hassocks. We want to offer them a fresh start here under the Community Sponsorship scheme, set up by the government in 2016 which enables the resettlement of refugees, usually (but not always) fleeing the Syrian crisis. To date, Community Sponsorship groups across the UK have successfully resettled nearly 500 refugees into local communities. We are being supported in our project by Citizens UK and by Reset which provides training and advice, both of which are contracted by Government to work with local groups.

The Home Office will only allow a group to become a community sponsor to a refugee family if the group can meet several criteria, one of which is to have set aside a minimum of £9,000 in funds to support the family settle in the local community. This amount is required before we can submit our initial application to the Home Office to become a community sponsorship group. Once our application has been accepted, we can move forward and seek suitable accommodation and the Home Office will begin the process of identifying a suitable family. This Parish grant will help us reach our target and enable us to submit the Home Office form.

We have estimated that we will need a total of £15,000 based on the experience of similar projects in the South East. The funds may cover items such as rent prior to Benefits being granted, furniture, fixtures and fittings, interpreting services, public transport, interim funding while Universal Credit claims are processed and any additional money that may be needed to pay for living costs which cannot otherwise be afforded eg rent deposit, school start-up costs.

We are planning to submit the application to the Home Office in Autumn 2021 following a launch meeting planned for 15<sup>th</sup> September at the United Reformed Church with speakers who will inform our supporters and the local community about community sponsorship and encourage them to become involved. Since the group was set up in March 2021, SDRP has raised £8,500 towards our target. This has been achieved through donations, a sponsored walk, and ticket sales to a musical evening at Danny House, 'Raise the Roof', which will take place at the end of August. We have other events planned including a Ceilidh in Adastra Hall in November.

The project is a practical way for local people to help resettle a vulnerable refugee family. In doing so, it provides fresh opportunities for local people of all ages to come together around a common goal and brings together the goodwill and expertise of many groups and organisations within the local community including schools, local businesses voluntary associations and faith groups.

**How many people from the parish of Hassocks will directly benefit from your project?**

Our project has the potential to benefit everyone from the parish of Hassocks who shares our belief that this is a welcoming and supportive community. Some people will be directly involved in supporting the family itself (eg neighbours, volunteer interpreters, members of the community groups which the family will be encouraged to join) but the project will also enable a community-wide feel good factor, which fulfils many of the aims and priorities set out within the Council's Business Plan, including:

- Engaging with the Community
- A great place to live, work and enjoy
- A Parish for all
- Connecting our village

**Have you received grant funding from Hassocks Parish Council in the past three years? If so could you please give details of how much funding you have received (broken down annually).**

No

**Please provide a summary breakdown of what the money will be used for. We need this information to fully assess your application. If you have a project budget or have received estimates/quotations please enclose copies:**

| Item/Activity  | Estimated Cost |
|--|----------------|
| Estimated financial requirement to support a family under the Community Sponsorship Scheme | £15,000        |

**Please provide a summary of funding sought from other sources if applicable.**

| Funding source                 | Estimated Grant |
|--------------------------------|-----------------|
| Donations and fundraising only |                 |

How much of the organisation's own money will be used towards funding this project?  
All of the money raised will be spent on the project.

How much funding are you seeking from the Parish Council?  
£600

Does your total project expenditure include or exclude VAT?

Includes VAT

**FINANCIAL DETAILS**

You must include an up to date statement of your group's financial position (a copy of the latest accounts or a treasurer's report). If you are holding substantial reserves which would cover the cost of delivering the project you are seeking grant funding for you must provide an explanation as to why this project cannot be supported from your own funds.

Attached financial report to SDRP committee meeting 21 July 2021.

**DECLARATION**

I am/ we are authorised to submit this application on behalf of the Group/organisation and certify that the information enclosed is correct. We understand that there is no appeal procedure should this application be rejected. If Hassocks Parish Council gives a grant, we agree to use it only for the purpose given and according to any conditions specified. We understand that within twelve months after payment of a grant, we are expected to provide Hassocks Parish Council with a report/evidence on the progress of this project and how the money has been spent.

Signature

Date: 23 August 2021

(Please: Print name) Annette Brown

Position held: Treasurer

If a grant is awarded, please state who the cheque should be made payable to:

South Downs Refugee Project

**CHECKLIST**

It is essential that you fill in every question and send the appropriate supporting documentation. Complete the following checklist to show what you have done. If you do not include all the information requested, your application will be incomplete and will take longer to assess or be ineligible. Please do not send any documentation other than that requested.

|  |   |
|--|---|
| <p><b>I have:</b></p> <p>(Please tick)</p> | <p><input checked="" type="checkbox"/> answered every question</p> <p><input checked="" type="checkbox"/> enclosed a copy of our latest accounts and/or treasurer's statement</p> <p><input checked="" type="checkbox"/> Signed the Declaration</p> |
|--|---|

**GRANT REQUESTS**

**ALL APPLICATIONS FOR FINANCIAL ASSISTANCE ARE CONSIDERED ON THEIR INDIVIDUAL MERITS. APPLICATIONS MUST BE SUBMITTED WELL IN ADVANCE OF YOUR PROJECT TAKING PLACE IN ORDER TO BE CONSIDERED AT THE APPROPRIATE MEETING**

**Completed Application Forms should be returned to:**





**SOUTH DOWNS  
REFUGEE PROJECT**  
Working together to welcome a family

## Community Sponsorship Group Constitution

### 1. Name

- The Name of the Group is **South Downs Refugee Project (SDRP)**

### 1. The Purposes of the Group Are

- To sponsor refugee families to resettle in the UK through the Home Office's Community Sponsorship Scheme.
- To provide all necessary support to refugee families to enable them to settle within the community

### 2. Activities of the Project

- The group has partnered with registered charity CitizensUK (Charity No 1107264) as its lead sponsor, in order to achieve its aims. This relationship is set out in a separate Memorandum of Understanding (MOU)
- As a community sponsor, the group will be allocated a family fleeing conflict and it will be our responsibility to raise sufficient funds and find suitable accommodation for the families and to support the resettled families from the moment of arrival in the UK.
- This will include:
  - o Meeting the family at the airport
  - o Providing a warm welcome and cultural orientation
  - o Providing or facilitating housing
  - o Supporting access to medical and social services
  - o English language tuition
  - o Support towards employment and self-sufficiency
- The formal responsibility of the group to support the resettled family will last one year, with the exception of housing, for which the responsibility lasts for two years. The group may choose to provide support beyond this, according to the needs of the resettled family.
- Initially we are aiming to sponsor one family and, after that, will review and consider further resettlements.
- The group intends to build formal and informal working partnerships with relevant individuals and organisations in and around our local area in response to the needs of the project and the resettled family. This is to include local residents, Local Authorities, other Community Sponsorship groups and Migrant Support Groups
- In order to carry out the purposes, the Group has the power to:
  - o raise funds, receive grants and donations
  - o take on leases and employ people

- o cooperate with and support other groups with similar purposes
- o do anything else within the law which is necessary to achieve the purposes

### 3. How the project is structured and managed:

- The project is led by a 'steering group' who contribute time and skills to help achieve the aims of the project.
- The work of the project is supported and delivered by a broader 'supporters network' of local people who will support the project in various ways as the needs of the project become clear.

#### 3.1 Steering Group

- The Steering Group will meet monthly throughout the year, and have a maximum of 12 members. The group will also communicate remotely through technologies such as emails and messaging services and provide a regular news update for supporters at least 3 times per year.
- The steering group will appoint a Chair, Vice Chair, Secretary and Treasurer.
- Steering group members will stand for a 3 year standard term and members will be elected at an annual General Meeting for all supporters.
- All Steering group members will be expected to read and abide by the Memorandum of Understanding, and all other agreed group policies and procedures.
- Members may resign at any time by notifying the group and new members may be co-opted between AGMs when membership will need to be ratified by supporters.

#### 3.2 Supporters Network

- The groups 'supporter's network' is a loose term for the vitally important individuals and organisations who will support and progress the project's aims and objectives, but do not sit on the steering group.
- Members of the supporters network will actively opt in for news and information about the project, having been directly asked to become involved, or volunteered specific support to the project.
- Members of the supporters network may be invited to participate in steering group meetings at the invitation of the chair.
- Members of the supporters network will participate in other sub-working groups focused on a particular task, area or activity.
- Members of the supporters network can request to be co-opted onto the Steering Group, assuming there are spaces available (max 12), at any time. Co-option onto the steering group to

be agreed by a majority vote of the steering group, including chair and would be ratified at the next AGM.

### 3.3 Leaving the steering group

- Any member who does not have any communication, written or verbal, with the group for more than two months will be asked if they wish to continue to be a member. If they do not wish to continue being a member or do not respond they will be removed from the list of members.
- The Vice Chair may expel someone from membership following a majority vote by the steering group, provided it is in the best interest of the group to do so. Reasonable grounds for expulsion may include: disregard for agreed group policies or procedures; behaviour that is purposefully unsafe, disruptive or disrespectful while participating in group activities; behaviour that damages the reputation of the group. The member will have an opportunity to appeal this decision to the Chair. The member can be accompanied by a friend.

### 4. Steering Group Decision Making

- All group members will be asked to participate in every significant decision. Significant decisions are those that impact the direction of the Project.
- **At least five members, including the chair, must participate to be able to take significant decisions.** Decisions will generally be made through consensus of the group members.
- If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members participating. In the event there is no simple majority, the chair has the casting vote
- Changes to this Constitution must be agreed through the aforementioned decision making process and should be ratified at an AGM.

### 5. Steering Group Financial Management Procedures

#### 5.1 General Management

- All donations, grants or other income received by SDRP must be held in an account in the name of SDRP, or their lead sponsor CitizensUK.
- The Treasurer will maintain up to date financial records for SDRP and make them available to any member of the steering group on request.
- The steering group should agree a budget and keep it under review at each meeting via a standing Agenda item. The Treasurer will report all income received and payments made, along with a reconciliation to the groups bank account on a monthly basis.
- The Treasurer will be the main authorised signatory on the bank account. There will be 2 additional signatories from the core group who can operate the account if the Treasurer is unavailable. **(pending actual account information)**

- Financial Management Procedures to be reviewed periodically, and adapted as necessary to reflect the various stages and requirements of the project. New procedures to be drawn up by the treasurer, and agreed by the core group.

### 5.2 Expenditure

- The project budget may be subdivided into activity areas each of which will be allocated to a member of the steering group to manage (budget manager).
- Expenditure must only be incurred if it falls within the budget.
- Expenditure from each budget must be authorised by the designated budget manager.
- The Treasurer will action all payments from the bank account on receipt of a written request from a budget manager e.g. an email.
- All purchases must be supported by an invoice or receipt.
- Expenditure incurred by a budget manager from their personal funds will only be reimbursed on production of an invoice or receipt.


### 6. Dissolution

- The Group may be wound up at any time if agreed by two-thirds of those members present and voting at any steering group meeting or AGM. In the event of winding up, any assets remaining after all debts have been paid shall be given to another Community Sponsorship Group with similar aims via the group's lead sponsor CitizensUK.

This constitution was agreed at the steering group meeting of South Downs Refugee Project on 24th May 2021.

Name: Tom Bailey

Position in the group: Chair

Signature: 

Name: Allison Mohammed

Position in the group: Secretary

Signature:  

Name: Jenny Weinstein

Position in the group: Vice chair

Signature: 

Name: Annette Brown

Position in the group: Treasurer

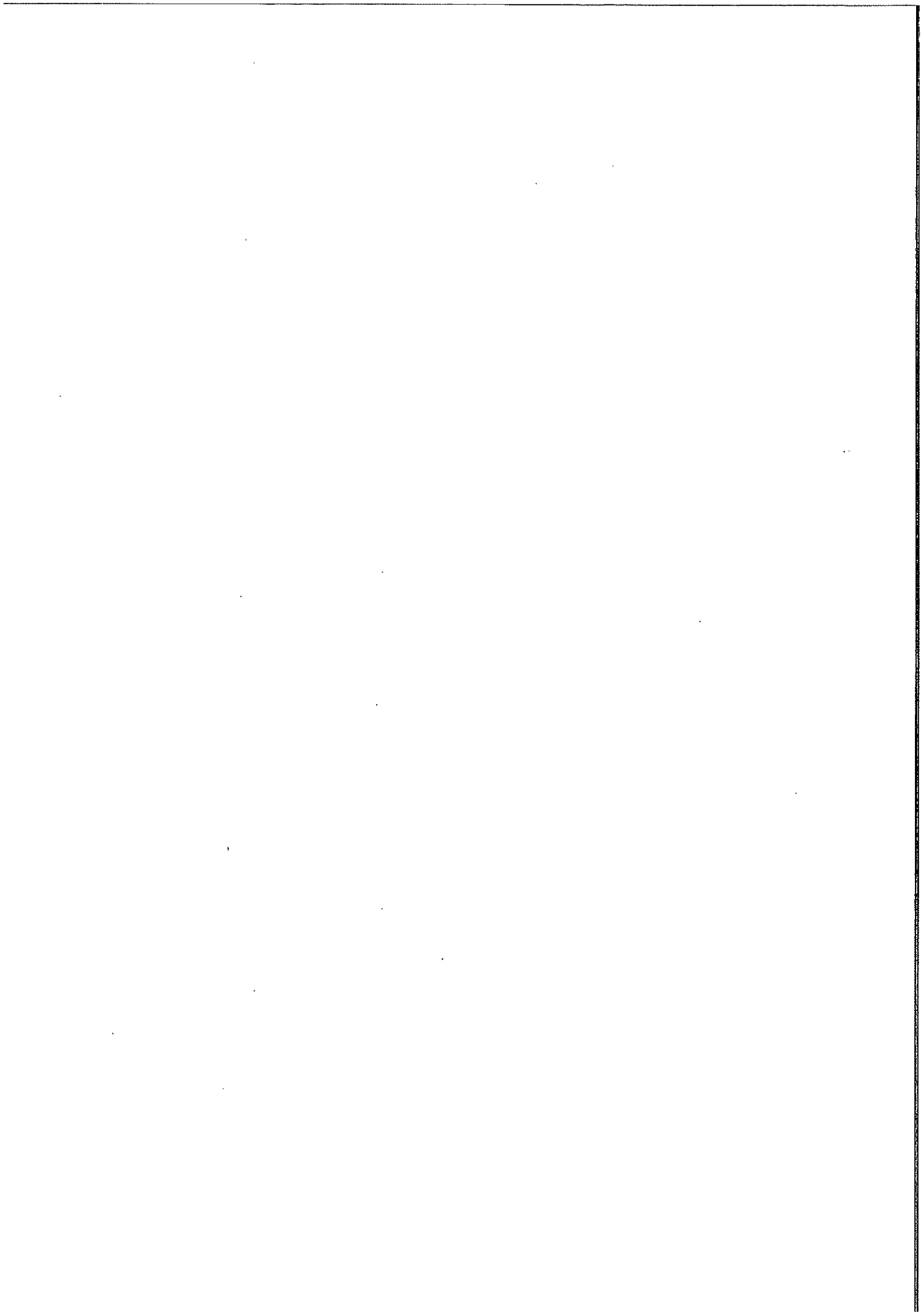
Signature: 

APP5 (9089)

APPENDIX 5  
(26 of 39)**South Downs Refugee Project**

Financial Report for the Committee meeting 21 July 2021

|            |   | £               | £                      |
|------------|---|-----------------|------------------------|
|            | <b>Income</b>   |                 |                        |
|            | <b>Donations</b>                                      |                 |                        |
| 18/07/2021 | Just giving (including gift aid)                      | 1,698.75        |                        |
| 09/07/2021 | Donate  | 25.00           |                        |
| 23/07/2021 | Other   | 1,000.00        |                        |
|            |   |                 | <u>2,723.75</u>        |
|            | <b>Fundraising</b>                                    |                 |                        |
| 18/07/2021 | Raise the roof (ticket sales)                         | 1,200.00        |                        |
| 17/06/2021 | Golf day  | 300.00          |                        |
| 18/07/2021 | 2 hills & 3 mills sponsored walk (including gift aid) | 3,240.06        |                        |
|            |   |                 | <u>4,740.06</u>        |
|            | <b>Total income</b>                                   |                 | <u><u>7,463.81</u></u> |
|            | <b>Expenditure</b>                                    |                 |                        |
| 18/07/2021 | Just giving fees (estimate)                           | 94.00           |                        |
|            | Citizen UK  | 1,500.00        |                        |
| 30/06/2021 | 1 Flyers  | 40.49           |                        |
| 02/07/2021 | 2 Banners   | 60.00           |                        |
| 07/07/2021 | 3 Card for certificates                               | 9.20            |                        |
| 17/07/2021 | 4 Sum up card reader                                  | 34.80           |                        |
| 14/07/2021 | 5 Stickers  | 32.32           |                        |
|            | <b>Total expenditure</b>                              |                 | <u>1,770.81</u>        |
|            | <b>Net income</b>                                     |                 | <u><u>5,693.00</u></u> |
|            | <b>Bank</b>   |                 |                        |
|            | <b>Total in bank balance</b>                          |                 | 3,185.14               |
|            | <b>Income not in bank account</b>                     |                 |                        |
|            | Raise the roof ticket sales                           | 1,200.00        |                        |
|            | Just giving   | 2,807.86        | 4,007.86               |
|            | <b>Expenditure due</b>                                |                 | -1,500.00              |
|            |   | <u>4,007.86</u> | <u><u>5,693.00</u></u> |





APPENDAS  
(27 of 39)

Mr. I. Cumberworth, Parish Clerk  
Hassocks Parish Council  
The Parish Office  
Adastra Park  
Keymer Road  
Hassocks  
BN6 8QH

July 2021

Dear Mr Cumberworth,

The past year has been a turbulent one for us all and in particular vulnerable older people, many of whom have found themselves dealing with extreme loneliness and isolation during the Covid-19 pandemic. At Age UK West Sussex, Brighton & Hove we have been working hard to ensure support is always there for those that need it.

Due to the pandemic, we had to temporarily shut down some of the services we usually offer, such as our clubs, cafes and other face to face services, whilst quickly adapting to enable us to help those who were struggling and needed us even more at such a critical time. We continued to offer information and advice over the and we began offering support and befriending over the phone to those facing isolation and loneliness, doorstep deliveries of essentials such as groceries, medication and meals, and practical help to the most vulnerable, such as those returning home from hospital or living with dementia.

Demand for our support increased dramatically - by over 250% during the first lockdown - with many older people asked to shield and facing what felt like endless isolation from friends and loved ones. This demand continued throughout 2020 and into the lockdown in 2021, with more than 40% of those asking for support being new to the charity.

As we now move into new stages of the pandemic, we are acutely aware of the challenges older people are facing and these are continually evolving as the situation changes. Many are now dealing with the repercussions of a decline in physical and mental wellbeing due to lockdown restrictions and those who have been isolating and shielding, some for more than a year, are extremely anxious about the impact of returning to life outside of their home as restrictions ease.

We want to continue to be there for all vulnerable older people in our local communities who need support during these extraordinary times. As we know, loneliness and isolation is

**Age UK West Sussex,  
Brighton & Hove**  
Suite 2, Anchor Springs  
Littlehampton, BN17 6BP

☎ 01903 731800  
✉ info@ageukwsbh.org.uk  
🌐 www.ageukwsbh.org.uk

📘 @ageukwsbh  
🐦 @ageukwsbh  
📷 @ageukwsbh

a key issue for older people anyway and the pandemic has only served to exacerbate this. With this in mind, we have launched our '**Keep Connected**' initiative to support older people to transition into and cope with the 'new normal' and their own changing circumstances.

Our 'Keep Connected' initiative includes providing Bags of Support, which we launched last October – the bags contain items to help provide comfort and reassurance to older people, such as re-usable face masks, hand sanitiser, information and advice including links to support services, activities to keep them busy, a few little treats to lift their spirits and our very own Connect magazine. Please find our current edition enclosed and you can also read our latest copy at: [www.ageukwsbh.org.uk/about-us/connect-magazine/](http://www.ageukwsbh.org.uk/about-us/connect-magazine/).

The initiative also involves continuing our telephone befriending and support service, which receives no funding currently but provides a vital link to the outside world for those who are housebound or who need support or companionship. Throughout the last year, our staff and volunteers made over 400 befriending and support calls each week – now, as we roll out this service, we are recruiting more volunteers to help deliver this service as demand continues.

**Would Hassocks Parish Council consider making a donation of £200 towards our Keep Connected initiative this year, to enable us to continue providing essential help where it is needed most?**

If you are able to help with funding, you can make a donation directly to us with the reference **Keep Connected** at:

**CAF Bank**

**Account: Age UK West Sussex Brighton & Hove**

**Account Number: 00015311**

**Sort Code: 40 52 40**

If you would like any further information or to donate in a different way, please don't hesitate to contact me by emailing [fundraising@ageukwsbh.org.uk](mailto:fundraising@ageukwsbh.org.uk) or by calling on 01903 792 211. I very much hope you can help us reach older people who still need us at this difficult time.

Yours sincerely



Jo Prodger  
Fundraising Coordinator



## Tackling loneliness and isolation in Mid Sussex - James\*



When James first came to our AUKWSBH centre in Burgess Hill, he had been feeling very isolated. Living alone, with little social contact and no local friends, he was feeling very lonely and visiting the centre quickly became a reason to leave the house.

Pre Covid-19, James would attend our centre in Burgess Hill once or twice a week for lunch. He clearly enjoyed his visits and was extremely chatty and sociable, making friends who he was able to meet with regularly.

Due to the Covid-19 pandemic, our centres had to close and under lockdown restrictions, James became very isolated and lonely again. Our team at AUKWSBH added him to their list of more vulnerable older people and

increased the level of support to ensure he was able to cope throughout the restrictions.

### Support Given

Like many older people during the pandemic, James became very anxious about going out. Walking to the shops sometimes left him in pain, so AUKWSBH organised for essential groceries to be delivered to him at home. His kitchen was limited and with concerns about leaving the house, the team organised for him to regularly receive nutritionally balanced, ready-made frozen meals which he just had to heat up.

To help combat his loneliness, he was referred internally to our AUKWSBH befriending service and began receiving multiple calls a week from staff and volunteers who would have a friendly chat.

We also gave James a Bag of Support, filled with information, a face covering, sanitiser and treats as well as sending him our Connect magazine (which we were producing monthly during the pandemic to provide continued information, activities and support to older people) as well as our activity packs to help alleviate the boredom of being alone at home for an extended period.

Over the festive period, James also received a doorstep visit where we delivered him one of our Christmas treat boxes to enjoy.

### Outcomes

James is so appreciative of the help and support he's received from AUKWSBH, both at the centre and at home. He loved the meals and is so grateful for the phone calls, doorstep visits and magazines that he received throughout the pandemic, which helped to keep him feeling connected and reduce his feelings of loneliness, as well as enabling him to retain his independence during a really difficult time. We will continue to support him in the ways that work for him, as circumstances change and his needs evolve.

\*We have anonymised this case study





Victim Support  
 Unit 11 Riverside Business Centre  
 Brighton Road  
 Shoreham By Sea  
 West Sussex  
 BN43 6RE

Mr Ian Cumberworth  
 Parish Clerk, Hassocks Parish Council  
 Parish Centre  
 Adastra Park  
 HASSOCKS  
 BN6 8QH

23 August 2021

Dear Mr Cumberworth

### Supporting people in Sussex affected by crime

I am once again writing to ask, if Hassocks Parish Council would consider making a contribution towards our essential work in supporting people in Sussex who have been affected by crime. Previous donations have gone towards training new volunteers, some of whom will be allocated to work in your Parish. In the last 12 months we have supported over 40,000 victims, 20,000 of those being domestic violence. Hate crime and dating crime have more than doubled. IN YOUR POSTCODE AREA THERE WERE 83 REPORTED CRIMES WITH 45 OF THOSE DOMESTIC VIOLENCE RELATED

### The impact of crime

The impact of crime can be far reaching, not only to the victim but also their family, friends and the wider community. For example a Hate Crime can divide a local community and increase the fear of crime, making people feel unsafe where they live. The impact on a victim and their family can be huge affecting them financially, emotionally, physically and psychologically. Fraud crime by phone, email and dating sites is rising and causing vulnerable people to lose large sums of money and we are frequently supporting them.

### Victim Support - What we do

- We offer a free and confidential service to victims of crime, their family, friends and anyone else affected.
- We support people from all communities, whatever crime they have suffered, whenever it happened, even when they have felt unable to report it to the police.
- We give information, emotional support and practical help for as long as it takes for the victim(s) to find the strength to move on with their lives.
- We operate the Young Witness Service in Sussex. Without this service many offenders would not be brought to justice because the young witnesses would not feel able to give evidence without our support.
- We have a team specialising in Fraud, as this is an increasing crime

### The Benefits for Local Communities

- Our diverse volunteer workforce, live and work locally.
- The high quality of our volunteers' training and the skills with which we equip them develops your communities and has a positive local impact beyond the criminal justice system.

- With their help victims of crime in Sussex are better able to recover and move on with their lives.
- Young witnesses can be more confident about giving evidence, helping to create a more effective justice system and a safer community and sense of well-being.
- We can help reduce the harm that crime does to people in Sussex.

#### What victims say about us

Here is just a small selection of the feedback we receive:

- "Victim Support genuinely care about you - this makes a huge difference because you feel your issues are important and will be dealt with."
- "Victim Support helped me from the moment I reported the crime to the police until I said I didn't need them anymore. They were there for me emotionally, answering all my questions, explaining every step of the way to me."
- "This is the biggest fight I've had to face, but we will get through it. I didn't have support like this when it happened to me when I was younger - I had no one to believe me. But Victim Support sticks by you - I thank them from the bottom of my heart."
- "Thank you to your Young Witness Service team for looking after me, without which a very stressful time would have been unbearable."
- "I had not received information before going to court and went in 'blind'. On the day, the Young Witness Service did an excellent job of making me feel prepared and more at ease about giving evidence. Thank you."

#### How your donation could be spent

Every contribution to the work that we do can make a big difference. For example:

- £50 could pay for us to give 5 burglary victims information about securing their home in the future.
- £250 could help us to support 10 young victims of bullying and harassment.
- £500 could help meet the cost of 10 volunteer's expenses while they support a victim of domestic violence.
- £200 could assist us in giving support to a young witness before, during and after the trial.
- £500 could help us give ongoing support to a family recently bereaved due to a violent crime.
- £250 could pay for 15 volunteers to receive one day training on serious crime.

No matter how big or small your donation, it will make a real difference to us in our work with victims and young witnesses. Payments can be made by BACS to Lloyds Bank 30-00-02: Account No. 4115819 Quoting ref of your Parish Council (which will allocate the payment to Sussex) or by cheque to Victim Support.

If you would like to read more about Victim Support you can find details on our website: [www.victimsupport.org.uk](http://www.victimsupport.org.uk)

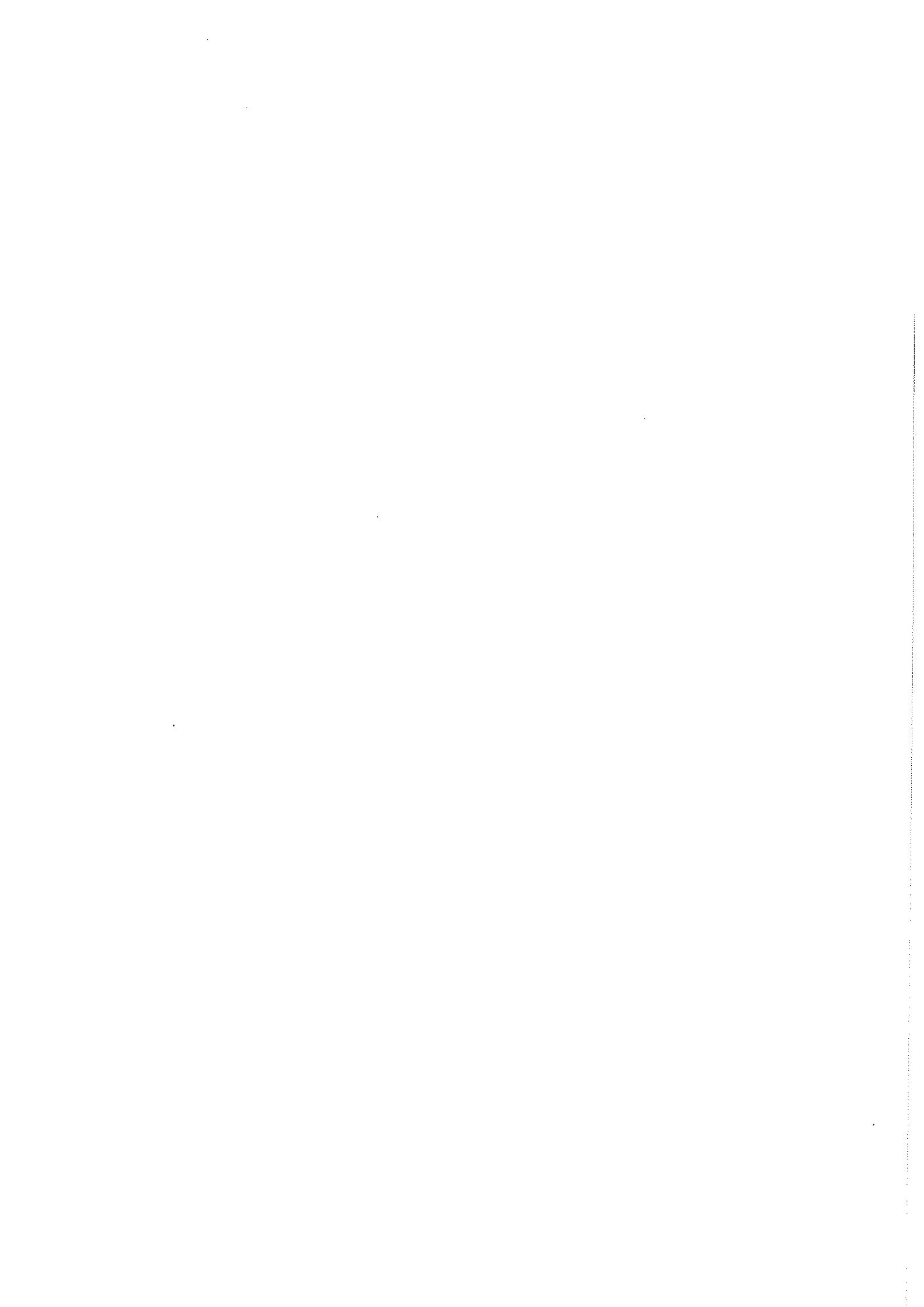
Yours sincerely,

Sue Bartlett  
Volunteer Administrator/Fundraiser - Sussex  
Email: [sue.bartlett@victimsupport.org.uk](mailto:sue.bartlett@victimsupport.org.uk)

IF YOU REQUIRE ANY MORE INFORMATION CAN YOU PLEASE EMAIL ME AS I AM WORKING FROM HOME.

**Parish Council Donations 20-21 (April to March)**

|                                |                 |
|--------------------------------|-----------------|
| Aldwick                        |                 |
| Angmering                      | £250.00         |
| Bersted                        | £100.00         |
| <br>                           |                 |
| Berwick                        |                 |
| Billingshurst                  | £ 75.00         |
| Bosham                         | £250.00         |
| <br>                           |                 |
| Brightling                     | £ 55.00         |
| Cuckfield                      |                 |
| Donnington                     | £ 50.00         |
| East Preston                   | £200.00         |
| <br>                           |                 |
| Fairlight                      | £ 50.00         |
| Felpham                        | £150.00         |
| Forest Row                     | £300.00         |
| Funtington                     | £200.00         |
| Hassocks                       | £250.00         |
| <br>                           |                 |
| Heathfield & Waldron           | £200.00         |
| Herstmonceux                   | £100.00         |
| Hurst Green                    | £100.00         |
| Hurstpierpoint & Sayers Common | £300.00         |
| Lancing                        | £500.00         |
| Lindfield                      | £100.00         |
| <br>                           |                 |
| Maresfield                     | £600.00         |
| North Horsham                  | £500.00         |
| Peasmarsch                     |                 |
| <br>                           |                 |
| Pevensy                        |                 |
| Petworth                       | £200.00         |
| Pulborough                     | £100.00         |
| <br>                           |                 |
| Ringmer                        | £200.00         |
| Rustington                     | £200.00         |
| Shere (Surrey)                 | £100.00         |
| Sompting                       | £250.00         |
| <br>                           |                 |
| Ticehurst                      |                 |
| Upper Beeding                  |                 |
| Willington & Jevington         | £300.00         |
| <br>                           |                 |
| <b>TOTAL</b>                   | <b>£5330.00</b> |





**HASSOCKS PARISH COUNCIL**

**GRANT APPLICATION 2021/22**

**CONTACT DETAILS**

Name of Group/Organisation: Sussex Clubs for Young People

Address: Maybridge Keystone Centre, Raleigh Way, Worthing, West Sussex  
  
Post Code: BN12 6JD  
  
Email: member.services@sussexcyp.org.uk  
  
Tel No: 01273 443563

**Contact Person**

Title: Mr First Name: Chris  
Surname: Cook Position held in Group: CEO  
Email: chris.cook@sussexcyp.org.uk Telephone No:

**ABOUT YOUR ORGANISATION**

What type of organisation are you? Please tick all the boxes that apply:

- Community group/club/society  Company Limited by Guarantee/CIC
- Registered Charity  Other

If other, please describe:

Charity Registration Number

1142272

Purpose of your community group/organisation and how are you financed?

Sussex Clubs for Young People is a leading provider and infrastructure support of vibrant, inclusive and empowering youth clubs and activities across East and West Sussex, Brighton and a membership of over 140 youth clubs and organisations and directly delivering over 25 youth activities a week with our own team of youth workers. We are funded through grant applications, commissioning, contracts with parish councils, the provision of services to our members.

Please enclose a copy of your constitution. If you are not a registered charity you must enclose a copy of your constitution.

If you are a branch of, or related to, a larger organisation, please give details:

We are members of UK Youth and the National Association of Boys and Girls Clubs.

### ABOUT YOUR PROJECT/SERVICE

Project Title.

Hassocks Youth Club

Briefly describe your project to enable the Parish Council to understand how its grant will be used:

We have been delivering for five years now an open access youth club which has been funded over the years with a mix of parish, housing association and other grant funding. During lockdown we maintained a virtual youth club and outdoor activities for a small group of young people. Since the relaxation we have been working in Adastral Park with a skateboard coach and others regularly engaging with over 20 young people per week with 41 in one particular session. We are now returning to use Adastral Hall for the new term.

How many people from the parish of Hassocks will directly benefit from your project?

In the past quarter we have averaged 25 per session. Prior to lockdown we averaged 12 young people per week.

Have you received grant funding from Hassocks Parish Council in the past three years? If so could you please give details of how much funding you have received (broken down annually).

£3000 for 2020-21

Please provide a summary breakdown of what the money will be used for. We need this information to fully assess your application. If you have a project budget or have received estimates/quotations please enclose copies:

| Item/Activity   | Estimated Cost |
|---|----------------|
| Annual staffing cost for YWIC for 5 hours per week and support worker for 3.5 hours per week. | £6500          |
| Hall Hire   | £2000          |
| Session Resources   | £1000          |

Please provide a summary of funding sought from other sources if applicable.



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| Funding source            | Estimated Grant |
|---------------------------|-----------------|
| Clarion Futures           | £2500           |
| Anticipated grant funding | £2500           |

How much of the organisation's own money will be used towards funding this project?  
£ 500

How much funding are you seeking from the Parish Council?  
£ 3000

Does your total project expenditure include or exclude VAT?

Exclude VAT

### FINANCIAL DETAILS

You must include an up to date statement of your group's financial position (a copy of the latest accounts or a treasurer's report). If you are holding substantial reserves which would cover the cost of delivering the project you are seeking grant funding for you must provide an explanation as to why this project cannot be supported from your own funds.

We have attached our audited accounts for 2019-20. We will have our accounts for 2020-21 shortly.  
With a growing staff team we need reserves for two to three months salary currently to allow for redundancy or time to close down projects but we are reviewing our policy to ensure we do not hold too much in reserves.

### DECLARATION

I am/ we are authorised to submit this application on behalf of the Group/organisation and certify that the information enclosed is correct. We understand that there is no appeal procedure should this application be rejected. If Hassocks Parish Council gives a grant, we agree to use it only for the purpose given and according to any conditions specified. We understand that within twelve months after payment of a grant, we are expected to provide Hassocks Parish Council with a report/evidence on the progress of this project and how the money has been spent.

Signature \_\_\_\_\_ Date: 27th August 2021  
(Please: Print name)  
Position held:

If a grant is awarded, please state who the cheque should be made payable to:  
Sussex Clubs for Young People

### CHECKLIST

It is essential that you fill in every question and send the appropriate supporting documentation. Complete the following checklist to show what you have done. If you do not include all the information requested, your application will be incomplete and will take longer to assess or be ineligible. Please do not send any documentation other than that requested.

**TERMLY REPORT**

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|                           |  |
|---------------------------|--|
| <b>Project / Activity</b> | Hassocks Youth Club                                  |
| <b>Location</b>           | Hassocks   |
| <b>Date from / to</b>     | 4 <sup>th</sup> June 2021-30 <sup>th</sup> July 2021 |
| <b>Prepared by</b>        | Naima Ozbek  |

|  |  |
|--|--|
| <p><b>Project Outcomes</b><br/>Refer to these outcomes in your report below. Did we achieve these?</p> | <p>Completing accredited training and development<br/>Engagement with community<br/>Healthy lifestyle and improved well-being<br/>Improving resilience and self esteem<br/>Reducing inactivity in young people</p>   |
| <p><b>Session Highlights / what went well</b><br/>Attach pictures at the end of the report</p>         | <p>This term we have worked with a core group of youngpeople who closely engage with staff as well as engaging youngpeople who ask to use the equipment specifically the football goals. Dodgeball has been very popular with the core group of youngpeople, during a session whilst staff were engaging the regular group a group of boys from the same school asked to join in so staff engaged them and encouraged them to come back next week however staff have not seen them back at the green.</p> <p>On the art table youngpeople have enjoyed drawing flags from the LGBTQ+ community with some members opening up about their own personal experience as being part of the community with one member openly identifying as non-binary. Another member has also opened up about being within the LGBTQ+ community and they have both become good friends through this.</p> <p>During one session young people enjoyed using the circus equipment and commented that they enjoyed it as they were learning something new.</p> <p>Four of the youngpeople from Hassocks came on summercamp and particularly enjoyed lowropes and swimming and having some time away from home.</p> <p>On the last session before breaking up for summer the youngpeople enjoyed taking part in water activities where they had water sprayed at them and played catch with water balloons. During this activity staff incorporated games such as would you rather and never have I ever which included talking topics about each others experiences</p> <p>Completed accredited training and development.<br/>Staff are continuing to promote becoming a youngleader two two members who have joined the group since we began detached sessions. Staff aim encourage them to become youngleaders once we return after summer.</p> <p>Engagement with community.</p> |

## TERMLY REPORT (contd)

|  |   |
|--|---|
|  | <p>Staff spoke to a community PCSO who has offered to attend a session staff plan to invite him to a session once we are back in the hall after summer so he can discuss the roles of PCSO's with the youngpeople.</p> <p>Healthy lifestyle and improved well-being.<br/>Staff promote staying hydrated during activities by setting breaks where we stop and provide the young people with water and some biscuits instead of sweets and chocolate.</p> <p>Improving resilience and self-esteem.<br/>Through youngpeoples lead staff have managed to have discussions with the young people about the LGBTQ+ community and how their own identification within the community affects them. Although they have expressed that comments have been made by peers they have learnt to rise above this and they are happy with who they are and how the identify.</p> <p>Reducing inactivity in young people.<br/>Staff continuously engage youngpeople in sports activities and encourage them to take part this includes taking part in dodgeball as well as games of rounders.</p> |
| <p><b>Feedback from Young People</b><br/>Attach pictures of any evidence such as flipcharts at the end of the report</p> | <p>"I like coming to youth club it's helped me socialize more and make friends who have similar interests, it also gives me something to do on a Wednesday instead of sit in my room."</p> <p>"She loves coming to youth club its given her so much independence and responsibility."<br/>Comment from a parent.</p>  |
| <p><b>Issues or concerns</b><br/>Any challenges?<br/>What is preventing us meeting the outcomes?</p>                     | <p>Some name calling was heard by staff from young people on the ramps who are unknown to staff. Names such as freaks relating to attendees of the group with additional needs, and gay regarding the two youngpeople who identify as being part of the LGBTQ+ communitywhen one comforted another by putting a hand on the others shoulder.</p> <p>Litter is often left by the group of youngpeople who use gthe goals so staff stopped the use of the goals for one week. However during the week without goals the group of youngpeople left rubbish where they had been sitting on the play equipment where a bin is closely situated. So staff said goals will not be lent out until all future rubbish is put in bins.</p> <p>Over summer camp two young people apparently had a falling out however staff only found out the week after where one of the youngpeople turned up and where asked where the other participant was they said that theyd fallen out. So staff will need to try to reengage the youngperson after summer if they don't return.</p>               |
| <p><b>Future plans</b><br/>A bulleted summary of key programme plans.</p>  | <p>After summer we will have the use of the hall again so staff aim to do activities around healthy eating and preparing quick and simple meals.</p> <p>Staff plan to get the PCSO to attend a session to talk about their role within the community.</p> <p>Staff would also like to plan a trip to Thorpe park or chessington for Halloween as many youngpeople have expressed interest in theme parks.</p>   |

## TERMLY REPORT (contd)

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## Review of Attendance

|  |   |   |                 |                 |                  |   |
|--|---|---|-----------------|-----------------|------------------|---|
| Number engaged in SCYP programmes  | Young Leaders   | 0 | UK Youth Awards | Bronze:Silver:0 | Duke of Cornwall | 0 |
| <b>Observations on Attendances</b><br>Analysis on changes, increase or decrease in attendance. Plans to address issues raised by analysis. | Attendance has improved since starting detached sessions with lots of young people specifically using equipment and other young engaging with staff and activities provided. Providing refreshments has allowed us to talk to and engage a lot of young people who use the skate ramps. |   |                 |                 |                  |   |
| <b>Referrals / Support follow up</b><br>Summarise actions to support young people into additional support.                                 |   |   |                 |                 |                  |   |

## Register Counts (not required if UPSHOT used)

| Date (dd/mm) | Staff / Volunteers (Initials) | Male | Female | New Contacts |
|--------------|-------------------------------|------|--------|--------------|
| 05/05        | NO LM                         | 10   | 11     |              |
| 12/05        | NO LM                         | 18   | 9      |              |
| 19/05        | NO LM                         | 21   | 14     |              |
| 26/05        | NO LM                         | 11   | 15     |              |
| 16/06        | NO LM                         | 2    | 15     |              |
| 23/06        | NO LM                         | 17   | 15     |              |
| 30/06        | NO LM                         | 21   | 20     |              |
| 07/07        | NO LM                         | 11   | 16     |              |
| 14/07        | NO LM                         | 9    | 19     |              |
| 21/07        | NO LM                         | 5    | 15     |              |

## Summary of Finances (not required if UPSHOT used)

| Date       | Details of expenditure (if any) | Expenditure £ | Subs Income £ | Tuck Income £ |
|------------|---------------------------------|---------------|---------------|---------------|
| 07/06/2021 | Biscuits carrier bag            | £3.09         |               |               |
| 16/06/2021 | Equipment for water fight       | £9.20         |               |               |
|            |                                 |               |               |               |
|            |                                 |               |               |               |
|            |                                 |               |               |               |

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**TERMLY REPORT (contd)**

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| TOTALS THIS PERIOD  |  | £12-29              |  |
|---|--|---------------------|--|
| <i>If funds are paid into SCYP bank account, please note as expenditure item above and increase Total Funds In Bank. Show Bank spend below.</i> |  | TOTAL CASH BEFORE   |  |
|   |  | TOTAL CASH NOW      |  |
| SPENT FROM BANK   |  | TOTAL FUNDS IN BANK |  |

