

SAINT IVES TOWN COUNCIL



APPLICATION FOR FINANCIAL ASSISTANCE COMMUNITY GRANTS OVER £1000

Please answer all questions which are relevant to your organisation – failure to do so may result in a delay in the determination of your application

PROJECT :

Supporting the community by maintaining and developing the Community Car Scheme and volunteering services in St Ives and surrounding villages, as well as administering and coordinating the annual Christmas Day lunch.

AMOUNT REQUESTED: [REDACTED] for the period 1st April 2024 – 31st March 2025

Contact Details

Q1

Name of organisation making application: Huntingdonshire Volunteer Centre

Name of contact for this application: Miss Kirsty Fletcher

(title, first name and surname)

Position held in organisation: St Ives Area Manager

Contact Address: St Ives Volunteer Office, Town Hall, Market Hill, St Ives. PE27 5AL

Telephone: 01480 301462 / 07990
477552

Email: stives@huntsvc.org.uk

About your organisation

Q2

What type of organisation are you? (tick (✓) relevant category)

Registered Charity:	<input checked="" type="checkbox"/>	Charity Registration Number: [REDACTED]
Voluntary Organisation:	<input checked="" type="checkbox"/>	
Company Limited by Guarantee:	<input checked="" type="checkbox"/>	Company Number: [REDACTED]
Other – Please specify:		

Q3 Briefly describe your organisation.

Describe your organisation, including how many members/users you have, whether there is a subscription fee and the usual activities/services you provide.

If you are a new organisation, describe the services/activities you plan to provide.

Huntingdonshire Volunteer Centre runs four Community Car Schemes and supports volunteering across Huntingdonshire from our offices in Huntingdon, St Neots, Ramsey and St Ives.

In the St Ives office, we have over 500 clients registered to use our Car Scheme Service (104 new clients have registered with us in the last 12 months alone) and they do not pay a subscription fee. We have 34 active volunteer drivers and 5 admin volunteers helping in the office.

In the last 12 months 247 clients living in the PE27 postcode used our Community Car Scheme.

The below table shows the statistics of those car scheme journeys for residents of St Ives only and for the number of journeys to St Ives from other areas

	Miles Driven FROM St Ives	Miles Driven TO St Ives	Total Number of Passengers	Total Number of Journeys
Apr-22	1034	325	89	171
May-22	1866	411	128	243
Jun-22	1767	350	129	241
Jul-22	1964	337	123	244
Aug-22	2487	370	149	257
Sep-22	2444	557	172	306
Oct-22	2171	499	129	250
Nov-22	2186	487	155	301
Dec-22	1000	425	117	236
Jan-23	1690	412	152	257
Feb-23	1771	506	173	308
Mar-23	1823	524	205	355
TOTAL:	22,203	5,203	1,721	3,169

In this period our drivers travelled a total of 27,406 miles helping a total of 1,721 passengers making 3,169 journeys.

Our central location in the Town Hall enables volunteers to easily drop into the office and offer their time and also for clients to come in to register for the Community Car Scheme or make a booking for a volunteer driver.

The demand for the Car Scheme has increased since COVID restrictions were lifted, drivers and clients are happy to be able to move freely again which is reflected in the increase in number of volunteer drivers, clients and miles travelled.

Changes to bus timetables have reduced the public transport options for many people in St Ives and the surrounding villages which we believe has led to an increase in demand for our services.

We actively engage with our communities by promoting and encouraging the involvement of volunteers in a variety of initiatives including our community car schemes.

In St Ives we aim to make a difference to the community by raising awareness and encouraging people to volunteer and support vulnerable people with care, compassion and responsibility through our services. Volunteers receive guidance and support at no cost. Our monthly newsletter advertises local volunteer vacancies and promotes free events to support local people and therefore improving their wellbeing and mental health.

Q4 If you are a branch of a larger organisation, please state which one:

We are part of Huntingdonshire Volunteer Centre who have offices in Huntingdon, Ramsey, St Neots and St Ives plus a Community Charity Shop in Huntingdon

Q5 Does your organisation have any of the follow? Please state which one and provide a copy with your application

Constitution		Memorandum of Association	✓
Terms of Reference		Governing Document	

Q6 What is your primary source of funding?

St Ives Town Council
Cambridge & Peterborough Combined Authority funding for miles covered
Booking Fee to Car Scheme members
Huntingdon Together Charity Shop

Details of the project or activity you are planning

Q7 Describe the projects/activity you plan to use this grant for

i) Try to be specific about what you will do and how you will do it.

To contribute towards staffing costs so the member of staff can:

- Manage and co-ordinate the car scheme, process the necessary applications and document checks and offer valuable volunteering support
- Meet and adhere to the Charity Commission Regulations and Data Protection
- Maintain and co-ordinate training for volunteers and staff (ie. First aid, safeguarding)
- Maintain HVC policies and procedures
- Co-ordinate and manage the annual Christmas Day lunch
- Build relationships with local community groups, such as The Norris Museum, St Ives Cares, St Ives Dementia Community Group, One Leisure Active Lifestyles and St Ives Daycare Centre
- Signpost our existing clients to additional services for any additional support needs ie. Care Network, Age UK.
- Support and identify volunteer requirements and opportunities by continuing our interaction with local organisations
- Working with Jane Jenner to help support the St Ives Cares Project
- Attend local events to promote our services

ii) Please state how you have identified this need and how the project will benefit the people of St Ives, together with the estimated time span. If you are seeking continuation funding for this project, please provide evidence for this continued need.

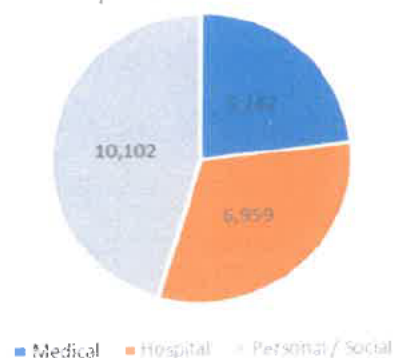
HVC are keen to continue supporting local community projects by assisting with the recruitment of volunteers all of which will greatly benefit the people of St Ives by means of support, building resilience and confidence to those who are elderly and/ or lonely or isolated.

The demand for our Community Car Scheme is increasing. Many of our clients are physically frail, using walking aids or wheelchairs and need assistance into and out of cars and many are suffering from varying degrees of dementia. The door to door service the Car Scheme provides helps to reduce the anxiety some of our clients feel when faced with daunting places like Addenbrookes, Hinchingsbrooke and other large hospitals.

Many of our new clients are referred to us via the Social Prescribers at local GP practices. These people would not be able to get to their appointments due to mobility issues, lack of access to or availability of public transport, no close family members available to drive them or because they cannot afford to use a taxi service.

The pie chart below indicates the number of miles travelled to medical appointments (ie doctors and opticians), hospitals (Addenbrookes, Papworth, Hinchingsbrooke, Stamford & Ely) and personal / social appointments (ie hairdressers, shopping, exercise classes etc)

'Total Miles Travelled for Period
Apr 2022 - Mar 2023'



iii) How many people from St Ives do you expect to benefit directly from your project or activity?

In excess of 2,000 people living in St Ives will benefit directly from our project in 2024/2025. There are still many more people within St Ives who would benefit from using our services.

Volunteer demand is particularly high at Christmas, as is client interest in our Christmas Day lunch. Preparations and planning for the Christmas Day lunch begin in October. Pre Covid, the lunches have taken place at The Free Church in St Ives, however during Covid we delivered Christmas dinners to peoples homes. This year we are hopeful we will be able to hold our traditional sit down dinner again for 80 people along with the help of 30+ volunteers.

Q8 What criteria will be used to measure the success of the project and how many people from St Ives do you expect to benefit from it?

Maintain the Community Car Scheme in St Ives - we will monitor journeys, mileage and the number of people using this service in St Ives and the surrounding villages and gather data quarterly.

Recruit volunteer drivers - we will continue to promote and recruit additional volunteer drivers. For example; 5 additional drivers undertaking an estimated 2 journeys per month with one passenger per journey (5 volunteers drivers x 24 journeys a year) would enable an extra 120 people to benefit from our services.

Social Media - record and monitor the number of people who are following our social media pages on Facebook & Twitter. Keep a record of local volunteering opportunities within St Ives and surrounding villages.

Offer support to local organisations - Promoting volunteer opportunities in St Ives via our monthly Newsletter, social media and website

30 Volunteers- for the Christmas Day Lunch and 80 people in attendance

We expect that in excess of 2,000 people will benefit from the local delivery of our services in St Ives.

Health & Safety

Q9 What, if any, special safety issues are related to your project/activity?
Please provide the following information:

i) What kind of insurance does your organisation have?

[REDACTED]

ii) Do the leaders have the relevant qualifications and/or experience?

Yes, as well as 'in house' support and training

iii) What policies does your organisation have in place (i.e. Health and Safety, Child Protection/Safeguarding, Working with vulnerable adults, Equal Opportunities etc.)? *You may be required to submit copies of your policies*

I can confirm we have all of the above policies in place

Funding of your project

Q10

Previous Applications

If you have applied for and received funding from St Ives Town Council in the past please provide details of the amount, the year and briefly what the funding was used for.

Year	Project Description	Amount given (£)
2023-2024	<ul style="list-style-type: none"> • Maintain & monitor the St Ives Community Car Scheme • Facilitate and co-operatively administer the annual St Ives Christmas Day Lunch • Support and monitor the number of volunteers accessing services • Support and monitor the number of voluntary organisations accessing support • Continue to work co-operatively with other HVC Volunteer Offices and the wider Volunteer Centre network • To report on service delivery for the Annual Trustee Report & at regular intervals to the Town Council • To assist with the delivery of events • To facilitate the exchange of information and networking • To work co-operatively with local organisations to promote volunteering • Hold regular committee meetings including an Annual General Meeting • Comply with all financial and accounting requirements of Charity & Company Law and publish accounts • Maintain Insurance cover • Maintain policies & procedures 	
2019-2023	Maintaining the services provided by St Ives Volunteer office in administering the local Community Car Scheme, offering volunteer support for local initiatives i.e. the St Ives Christmas Day Lunch.	
2017-2018	Maintaining the services provided by St Ives Volunteer office in administering the local Community Car Scheme, offering volunteer support for local initiatives i.e. the St Ives Christmas Day Lunch.	

Q11

Project Funding

Please provide details of the amount of funding you need for your project and give us a breakdown of what the money is for (please enclose any relevant estimates or details).

Tell us the amount of grant requested **£16,500** and provide a detailed breakdown as to how you have reached this figure

Project Expenditure

Please list all items of expenditure for your project

Amount of Project

- Rental of existing office within the Town Hall
- Total staff costs to manage the St Ives Office (St Ives Office Manager plus HVC Regional Managers Support)
- Office running costs (ie. phone, IT, stationary, insurance etc)

Total

Project Income

Please list how the project shall be funded

- CPCA Car Scheme payments of 15 p per mile
- Car Scheme booking fee of £2 per passenger
- Share of profit from Huntingdon Together Charity Shop

Total

What is the difference?

This should be the same as the amount of Grant you are applying for

Q12

Covering a Shortfall

If the Town Council makes an offer less than the amount requested, how will that impact on the Project and how will you cover the shortfall?

Without the support of the Town Council, the funding we raise by other means will be insufficient to maintain a staff member to manage and effectively co-ordinate the Community Car Scheme, volunteering support and Christmas Day Lunch.

The office is currently open Monday to Thursday 12.30 – 3pm for receiving Community Car Scheme booking requests (10 staff hours a week) plus 10 hours a week to co-ordinate those requests and to cover other essential duties by the staff member to ensure the office runs effectively.

Inadequate funding would result in a reduction in staff time and therefore a consequent reduction in the number of journeys we would be able to fulfil. The number of people we would be helping would also sadly decrease.

The impact on those people who are isolated or unable to use public transport and depend upon the Community Car Scheme to make essential journeys would be significant. This would also have a huge impact on our existing volunteers - many of whom do this as they themselves are lonely and they do it as a way of helping them get out of the house and interacting with people. The satisfaction of helping their community helps them also. Car Scheme users have told us that it is only because of the car scheme that they can remain independent and stay in their own home for longer. In fact, for many users, the car scheme volunteer is the only person they have met face to face and spoken to for many days and without their weekly shopping trip, exercise class or essential medical appointment they would have no contact

with another living person. We are told on a daily basis we are a 'lifeline' for many people, and how they 'would struggle without us.'

Isolation impacts upon the health and wellbeing of individuals and can exacerbate mental health issues. For both clients and volunteers the social interaction creates new relationships and helps to relieve loneliness.

If we had a reduction in the number of miles travelled, then this would impact the amount of money we receive from CPCA and the booking fee - reducing our income significantly.

In order to maintain the current level of service we would have to draw upon our financial reserves which could not be continued for long without jeopardising the long term viability of the charity.

Q13 Sustainability

What plans do you have in place to ensure that your organisation becomes more sustainable and less reliant on grant funding, particularly from the Town Council?

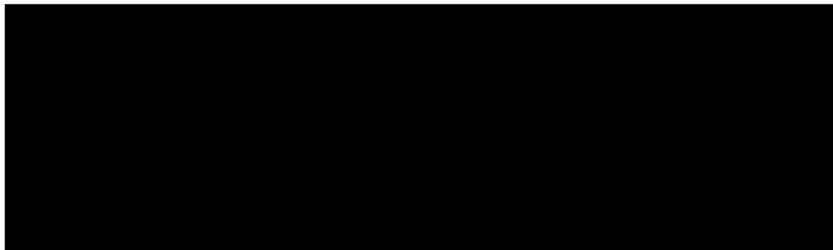
We will continue to depend upon funding from Cambridgeshire & Peterborough Combined Authority who contribute 15p per mile for journeys undertaken and this is paid quarterly in arrears.

We have increased the booking fee charge to £2 for each journey to help cover rising costs. Our Huntingdon Together Charity Shop continues to raise funding for the organisation as a whole, of which St Ives receives a share; however, many costs have increased in relation to the shop, and the significant increase in energy bills has had an impact on the profit so we need to continue to raise additional funds.

We have recently set up a Marketing and Communications Group to help give a greater visibility of HVC. We are actively looking at many ways to gain funding through strategic approaches to local businesses, high worth individuals and Parish Councils.

Your Accounts

Q14 Please provide the following details from your most recent annual accounts



Please provide a copy of your most recent annual accounts or, in the case of newly established organisations, the projected income and expenditure for the next twelve months.

Account Details

Q15 Please give us your bank or building society account details

You can only apply for grant if you have a bank/building society account in the name of your organisation. We will only pay grants into an account which requires at least two people to sign each cheque or withdrawal. These people should not be related.

Account name:

Bank/Building Society name:

Bank/Building Society address:

Who are the signatories and what position do they hold in your organisation?

Name

Position

Robert Young

Treasurer

Anthony Clarke

Vice-Chair

Stephen Burdett

Trustee

Any Other Information

Q16 Any other information which you consider to be relevant to your application.

We are proud to be a part of the St Ives Community and are recognised as an important service provider to many people within St Ives and the surrounding villages. Our clients frequently express their gratitude and heartfelt thanks for the difference our Community Car Scheme makes to the quality of their lives.

We are keen to continue with this work and to build many more relationships with local community groups and organisations which help people in so many other ways, by means of volunteering and promoting of those community groups.

Those who engage with their community through volunteering have better outcomes in terms of health and wellbeing.

The financial support St Ives Town Council are able to offer us will be gratefully received and used extremely effectively, however, any reductions in our funding will mean an inevitable reduction in some elements of our service.

Declarations

Q17 Declaration

Please give details of a senior member of your organisation.
For example, this may be your Chairperson, Treasurer or Secretary. They must read the application and sign below. **(This must not be the main contact name in Q1).**

*I confirm, on behalf of **Huntingdonshire Volunteer Centre** (insert name of organisation):*

That I am authorised to sign this declaration on its behalf, and that, to the best of my knowledge and belief, all replies are true and accurate.

I confirm that I have read the Terms and Conditions set out in the Notes which accompanied this application and further confirm that this application is made on the basis that if successful, the organisation will be bound to use the grant only for the purpose specified in this application, and will have to comply with those Terms and Conditions and any others which the Council might attach to the Grant.

Post held in organisation: **Chairman**

Title: **Mr** First Name: **Mike** Surname: **Baker**

Organisation address:

[Redacted address]

Telephone:

[Redacted telephone number]

Signed:

[Redacted signature]

Date: 28th Sept 2023

Q18 Signature of Person Completing the Application

This must be the signature of the person named in Q1 as the main contact and **not be the same person who has signed in Q17**

I confirm that, to the best of my knowledge and belief, all the information in this application from is true and correct. I understand that you may ask for additional information at any stage of the application process.

Signed:

[Redacted signature]

Date: 28 Sep 2023

Checklist

1. Have you answered every question? ☒
2. Have all signatures been completed? ☒
3. Have you included a copy of your governing document? ☒
4. Have you included copies of your latest meeting and AGM minutes? ☒
5. Have you included a copy of your most recent accounts? ☒
6. Have you included a copy of your most recent bank statement? ☒
7. Please state any supporting documents you are submitting:
*Supporting statement ☒