

Finance & General Purposes Committee – 13th September 2021

GRANT APPLICATIONS FOR CONSIDERATION

1. **Report - Grant Budget Update and Grant Applications from Local Community Groups**

Included in main agenda document circulated for the Committee meeting.

2. **Application Forms:**

The Committee is requested to consider the following Grant Applications received:

Applicant	Grant Request
Sevenoaks Literary Festival 2021	£1,500
Citizens Advice in North & West Kent	£500
Hi Kent	£1,000
Sevenoaks Counselling	£1,500
Baby Umbrella	£1,200
PS Breastfeeding CIC	£450
South East Open Studios	£2,360
Stag Community Arts Centre	£5,000
Total grant funding requested	£13,510

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RECEIVED
04 JUL 2021

BY: P.



Sevenoaks TOWN Council

APPLICATION FOR GRANT AID

NB – Grant recipients will be asked to provide a stand and or presentation at the Annual Town Meeting [15th March 2021] to demonstrate to the general public how the grant funds have been spent and the benefits accrued.

*A copy of the guidance notes for completing this form is attached. You are advised to read this when completing the form. Please use **BLOCK CAPITAL LETTERS***

PART 1 – YOUR ORGANISATION

NAME OF ORGANISATION Sevenoaks Literary Festival

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NAME OF CONTACT Roger Lee

--

ADDRESS OF CONTACT

--

--

POSTCODE

--

TELEPHONE NO:

EVENING

EMAIL ADDRESS

DAYTIME

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

Sevenoaks Literary Festival is now in its 20th year of continuous existence. Each year it brings the brightest and best of literary talent to live events in Sevenoaks. It also organises an annual free literary event for junior school students. This is subsidised by the Town Council but is paid for largely from Festival funds

PLEASE GIVE NUMBERS IN YOUR ORGANISATION WHO ARE

A) PAID 0	
B) VOLUNTEERS 11	
C) SIZE OF Sevenoaks Town Council MEMBERSHIP/BENEFICIARIES ca 1000	

HOW MANY MEMBERS/BENEFICIARIES LIVE WITHIN SEVENOAKS TOWN
[See Guidance Notes]

about 80%

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR
£1500.00

PLEASE DESCRIBE YOUR PROJECT

Re-establishing the Sevenoaks Literary Festival in 2021 in a physical as well as a virtual format. The sum requested is intended to ameliorate possible substantial losses (see below) if the plans for this year's Festival are disrupted or cannot go ahead.

PLEASE EXPLAIN FOR WHAT AND WHEN YOU WILL BE USING THE GRANT

Having had to resort to a purely virtual Festival in 2020 in order to sustain the Festival even during lockdown, we are planning to run a hybrid Festival this year (2021) with 7 out of 9 events being physical in format. Although highly successful in 2020, the (virtual) Festival lost a substantial sum of money as it had to rely on voluntary contributions. The continuing uncertainties this year (2021) mean that the Festival may be faced with even more substantial losses if physical events have to be converted to virtual or if audiences are reluctant to convene for physical events. However, unlike last year, we have had to commit

to physical locations so that cancellation of physical events may lead to substantial additional compensatory claims.

PART 3 – GEOGRAPHICAL AREA RELATING TO FUNDS REQUESTED

DOES YOUR PROJECT COVER A GEOGRAPHICAL AREA BEYOND THE PARISH OF SEVENOAKS TOWN COUNCIL? See map attached at the back of this form **Yes**

IF YES, HAVE YOU ALSO CONTACTED THE RESPECTIVE PARISH COUNCILS OUTSIDE THE SEVENOAKS TOWN WARDS FOR GRANT FUNDING? **No**

PLEASE PROVIDE DETAILS OF WHICH OTHER PARISH COUNCILS YOU
HAVE CONTACTED AND SUMS REQUESTED & AWARDED:

--

PART 4 – TO BE COMPLETED BY ALL APPLICANTS

HAS YOUR ORGANISATION APPLIED ELSEWHERE FOR A GRANT FOR THIS PROJECT

NO

IF YES, PLEASE GIVE DETAILS

YOU ARE INVITED TO GIVE ANY ADDITIONAL INFORMATION WHICH MIGHT ASSIST THE COUNCIL IN CONSIDERING THE APPLICATION

Whilst the Festival's Balances are reasonably healthy, the at-risk costs each year are very high. These include speaker fees and expenses (ca £2000) and venue hire (ca £2500). Fixed costs include insurance (ca £450); web-site management, hosting and protection (ca £1500); plus about £500 of sundry expenses each year. Last year the Festival lost £2974 (which amounts to 33% of the current balance) as a result of being unable to generate income from physical events. This year the Festival's commitment to seven physical events puts at risk substantially more money. Even assuming that the physical events can go ahead, the size of paying audience – and hence the income therefrom - remains extremely uncertain. This means that the resources needed to mount the Festival with financial confidence each year are under considerable threat.

PLEASE STATE BALANCES IN HAND AT END OF LAST FINANCIAL YEAR **£9082**

HOW MANY MONTHS OPERATING COSTS DOES THIS REPRESENT? **The current Balance could support only 2 – 3 more years of the Festival and less than that if substantial losses are incurred this year.**

HOW MUCH HAS THE GROUP RAISED THROUGH ITS OWN EFFORTS EG. FUNDRAISING DURING THE LAST YEAR?

PLEASE GIVE DETAILS OF ANY PREVIOUS GRANT AWARDS MADE BY SEVENOAKS TOWN COUNCIL INCLUDING THE YEARS IN WHICH THE GRANTS WERE MADE, THE AMOUNT AND WHETHER THEY WERE FOR CAPITAL OR REVENUE EXPENDITURE

Annual Town Council grants of ca £350.00 over several years as a subsidy in support of the annual Schools event (see above)

**PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED
WITH THIS APPLICATION
CHECKLIST**

- All relevant parts of the form completed
- Form signed
- Audited accounts for the last two years
- Annual Report if available (or Project or Business Plan for a new organisation)


DO YOU HAVE A WRITTEN CONSTITUTION? NO

THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY

Copies of this completed form and any supporting papers will appear on a Council Agenda and will be discussed by Council in the presence of press and public.

I DECLARE THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE ABOVE INFORMATION IS CORRECT. I AGREE THAT IF A GRANT IS AWARDED*, I WILL SUBMIT A BRIEF REPORT CONFIRMING HOW THE MONEY HAS BEEN SPENT AND EXPLAINING WHAT DIFFERENCE THE GRANT MADE. PHOTOS WILL BE SENT IF POSSIBLE.

I UNDERSTAND THAT I CONFORM TO THE GUIDELINES SET OUT IN THE GUIDANCE NOTES **AND HAVE READ AND SUBMITTED MY APPLICATION IN ACCORDANCE WITH PART 2 OF THE GUIDANCE NOTES.**

SIGNATURE  DATE 03 08 21

NAME AND POSITION IN ORGANISATION:
ROGER LEE photographer and publicity officer

IN CAPITALS PLEASE

*** IN THE EVENT OF A SUCCESSFUL GRANT AID APPLICATION, TO WHOM SHOULD A CHEQUE BE MADE PAYABLE AND ADDRESS TO SENT TO?**

Sally Knox
Treasurer Sevenoaks Literary Festival
Old Walls
Woodland Rise
Seal
Sevenoaks TN15 0JB

All Application Forms must be signed, so copies that are filled in on computer should still be printed off and returned by post. Please return this form to Alison Futtit, Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG by the:

- **2nd Friday in August** [14th August 2020] for the September Finance and General Purposes Grant Committee
- **2ND Friday in January** [8th January 2021] for the March Finance and General Purposes Grant Committee

NB Late applications will be reviewed at the following Grants meeting!

Application Forms are also available by email from:

council@sevenoakstown.gov.uk

Updated 13.12.19

Sevenoaks TOWN council



APPLICATION FOR GRANT AID

NB – Grant recipients will be asked to provide a stand and or presentation at the Annual Town Meeting [**Monday 14th March 2022 at 7pm**] to demonstrate to the general public how the grant funds have been spent and the benefits accrued.

*A copy of the guidance notes for completing this form is attached. You are advised to read this when completing the form. Please use **BLOCK CAPITAL LETTERS***

PART I – YOUR ORGANISATION

NAME OF ORGANISATION

Citizens Advice in North and West Kent (including Citizens Advice Sevenoaks & Swanley)

NAME OF CONTACT

ANGELA NEWEY

ADDRESS OF CONTACT

[REDACTED]

[REDACTED]

POSTCODE

[REDACTED]

TELEPHONE NO: DAYTIME

[REDACTED]

EVENING

[REDACTED]

EMAIL ADDRESS

[REDACTED]

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

CITIZENS ADVICE IN NORTH & WEST KENT(CANWK) AIMS TO PROVIDE THE ADVICE PEOPLE NEED FOR THE PROBLEMS THEY FACE. CANWK WAS FORMED FOLLOWING THE MERGER OF FIVE LOCAL CITIZENS ADVICE (SEVENOAKS, SWANLEY, TONBRIDGE & MALLING, DARTFORD AND GRAVESHAM) AND TOGETHER WE HAVE CONSOLIDATED AND STRENGTHENED OUR GOVERNANCE AND MANAGEMENT WHILST FURTHER DEVELOPING OUR LOCAL COMMUNITY ADVICE CENTRES.

FROM OUR CENTRE IN SEVENOAKS TOWN WE PROVIDE FREE, INDEPENDENT, CONFIDENTIAL AND IMPARTIAL ADVICE TO PEOPLE IN THE SEVENOAKS AREA ON ISSUES INCLUDING DEBT AND FINANCIAL DIFFICULTIES, EMPLOYMENT, BENEFITS AND HOUSING. MANY OF OUR CLIENTS ARE THE MOST VULNERABLE IN OUR COMMUNITY SUCH AS THE ELDERLY AND THOSE WITH DISABILITIES. OUR ADVICE IS AVAILABLE FOR EVERYONE AND IS DELIVERED PRIMARILY BY OUR HIGHLY TRAINED LOCAL VOLUNTEERS. IN ADDITION TO OUR GENERAL ADVICE SERVICES, WE ALSO WORK PROACTIVELY TO HELP VULNERABLE PEOPLE DEVELOP THE SKILLS AND KNOWLEDGE TO AVOID PROBLEMS.

PLEASE GIVE NUMBERS IN YOUR ORGANISATION WHO ARE

A) PAID	3 PART-TIME IN SEVENOAKS
B) VOLUNTEERS	22 IN SEVENOAKS
C) SIZE OF Sevenoaks Town Council MEMBERSHIP/BENEFICIARIES	21 CANWK VOLUNTEERS AND STAFF LIVE IN SEVENOAKS TOWN

HOW MANY MEMBERS/BENEFICIARIES LIVE WITHIN SEVENOAKS TOWN
[See Guidance Notes]

338 CLIENTS HELPED IN 2020/21 WERE SEVENOAKS TOWN RESIDENTS

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£ 500.00
500.00

PLEASE DESCRIBE YOUR PROJECT

WE ARE SEEKING FUNDING TO TRAIN AND SUPPORT A TEAM OF 3 VOLUNTEER FORM FILLING ADVISERS, TO BE BASED IN OUR SEVENOAKS TOWN ADVICE CENTRE. THEY WILL SUPPORT VULNERABLE CLIENTS TO COMPLETE OFFICIAL FORMS, WHETHER ONLINE OR PAPER, TO ENSURE THAT THE FORMS ARE COMPLETED CORRECTLY AND PRESENTS THE CLIENT'S SITUATION ACCURATELY. THE CLIENTS NEEDING THIS SUPPORT ARE GENERALLY OUR MOST VULNERABLE, INCLUDING THOSE WHO ARE ELDERLY AND THOSE WITH DISABILITIES OR LONG TERM HEALTH ISSUES. THE TYPES OF FORMS CLIENTS COME TO US FOR SUPPORT WITH RANGE FROM APPLICATIONS FOR BLUE BADGE SCHEME THROUGH TO DISABILITY BENEFITS FORMS.

PLEASE EXPLAIN FOR WHAT AND WHEN YOU WILL BE USING THE GRANT

A GRANT WILL SUPPORT THE TRAINING OF THE NEW VOLUNTEERS IN OUR SEVENOAKS TOWN ADVICE CENTRE. FUNDS REQUESTED WILL PAY ADDITIONAL COSTS OF THE SUPERVISER AND BENEFITS SPECIALIST WHO WILL TRAIN THE FORM-FILLERS TO A HIGH STANDARD. WITH THIS FUNDING, THE TRAINING CAN BE DELIVERED WITHOUT REMOVING STAFF FROM EXISTING ADVICE DUTIES, THEREBY AVOIDING ADDITIONAL STRAIN ON THE ADVICE SERVICE AVAILABLE IN SEVENOAKS TOWN. THE GRANT WILL COVER COSTS OF 20 HOURS TRAINING AND WILL BE COMPLETED WITHIN 1 MONTH, AFTER WHICH THE VOLUNTEERS WILL BEGIN SUPPORTING CLIENTS. 20 HOURS X £20/HOUR SPECIALIST ADVISER TIME (INCLUDING ONCOSTS) = £500.

PART 3 – GEOGRAPHICAL AREA RELATING TO FUNDS REQUESTED

DOES YOUR PROJECT COVER A GEOGRAPHICAL AREA BEYOND THE PARISH OF SEVENOAKS TOWN COUNCIL? See map attached at the back of this form Yes / No

IF YES, HAVE YOU ALSO CONTACTED THE RESPECTIVE PARISH COUNCILS OUTSIDE THE SEVENOAKS TOWN WARDS FOR GRANT FUNDING? Yes / No

PLEASE PROVIDE DETAILS OF WHICH OTHER PARISH COUNCILS YOU HAVE CONTACTED AND SUMS REQUESTED & AWARDED:

WE HAVE WRITTEN TO ALL PARISH COUNCILS WITHIN SEVENOAKS DISTRICT IN JULY 2021 TO UPDATE THEM ON OUR ACTIVITIES AND TO SEEK FUNDING. TO DATE WE HAVE RECEIVED DONATIONS FROM KNOCKHOLT (£100), DUNTON GREEN (£50) AND FARNINGHAM (£100), BUT WE ALSO HOPE TO RECEIVE FURTHER DONATIONS FROM OTHER PARISHES IN DUE COURSE.

PART 4 – TO BE COMPLETED BY ALL APPLICANTS

HAS YOUR ORGANISATION APPLIED ELSEWHERE FOR A GRANT FOR THIS PROJECT

YES/NO
NO

IF YES, PLEASE GIVE DETAILS

YOU ARE INVITED TO GIVE ANY ADDITIONAL INFORMATION WHICH MIGHT ASSIST THE COUNCIL IN CONSIDERING THE APPLICATION

THE NEED FOR THIS PROJECT: WE ARE CURRENTLY RECEIVING 3-4 REQUESTS PER WEEK FOR HELP WITH FORM FILLING FROM SEVENOAKS TOWN RESIDENTS AND WE DO NOT HAVE ENOUGH VOLUNTEERS TO MEET DEMAND. DEMAND IS HIGHER THAN EVER BECAUSE:
o MANY VULNERABLE PEOPLE PUT OFF COMPLETING OFFICIAL FORMS DURING LOCKDOWN. GRACE PERIODS ARE NOW ENDING AND DEADLINES ARE COMING.
o SEVENOAKS DISTRICT COUNCIL TEAMS PREVIOUSLY PROVIDED THIS SUPPORT BUT WITH THEIR RESOURCES STRETCHED, THEY NOW REFER CLIENTS TO US.
o MORE OFFICIAL FORMS ARE NOW ONLINE ONLY - PARTICULARLY CHALLENGING FOR THOSE WHO ARE NOT DIGITALLY CONFIDENT.
o COMPLETING BENEFITS APPLICATION FORMS CORRECTLY AND ACCURATELY IS ESSENTIAL FOR VULNERABLE PEOPLE TO ACCESS THE FINANCIAL SUPPORT TO WHICH THEY ARE ENTITLED.

PLEASE STATE BALANCES IN HAND AT END OF LAST FINANCIAL YEAR

£507,976

HOW MANY MONTHS OPERATING COSTS DOES THIS REPRESENT?

5 MONTHS

HOW MUCH HAS THE GROUP RAISED THROUGH ITS OWN EFFORTS EG. FUNDRAISING DURING THE LAST YEAR?

£599,304 FOR ACTIVITIES ACROSS NWKENT

PLEASE GIVE DETAILS OF ANY PREVIOUS GRANT AWARDS MADE BY SEVENOAKS TOWN COUNCIL INCLUDING THE YEARS IN WHICH THE GRANTS WERE MADE, THE AMOUNT AND WHETHER THEY WERE FOR CAPITAL OR REVENUE EXPENDITURE.

WE ARE EXTREMELY GRATEFUL FOR THE SUPPORT PREVIOUSLY RECEIVED. WE HAVE BENEFITED FOR MANY YEARS FROM THE IN-KIND SUPPORT OF SEVENOAKS TOWN COUNCIL THROUGH THE FREE HIRE OF THE COUNCIL CHAMBER FOR OUR VOLUNTEER TEAM MEETINGS. FURTHERMORE, WE HAVE RECEIVED THE FOLLOWING GRANTS: 2020 = £611 REVENUE FOR IT SUPPORT FOR REMOTE WORKING, 2019 = £500 CAPITAL & REVENUE FOR SCAMS AWARENESS, 2018 = £650 CAPITAL AND REVENUE FOR OFFICE EQUIPMENT AND INFORMATION SHARING EVENTS, 2017 = £556.20 CAPITAL FOR ESSENTIAL OFFICE EQUIPMENT, 2016 = £750 CAPITAL FOR ESSENTIAL OFFICE EQUIPMENT, 2014 = £1628 CAPITAL FOR OFFICE REFURBISHMENT, 2012 = £1569 CAPITAL TO SET UP A GATEWAY SERVICE, 2011 = £2000 REVENUE FOR TRAINING VOLUNTEERS, 2007 = £1320 REVENUE EXPENDITURE FOR TRAINING VOLUNTEERS, 2006 = £2000 CAPITAL AND REVENUE FOR FINANCIAL LITERACY, 2005 = £1040 CAPITAL FOR DEVELOPMENT OF TRAINING ROOM.

PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH THIS APPLICATION CHECKLIST

All relevant parts of the form completed	YES
Form signed	YES
Audited accounts for the last two years	YES
Annual Report if available (or Project or Business Plan for a new organisation)	N/A

DO YOU HAVE A WRITTEN CONSTITUTION? (THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY)	YES/NO YES
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Copies of this completed form and any supporting papers will appear on a Council Agenda and will be discussed by Council in the presence of press and public.

I DECLARE THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE ABOVE INFORMATION IS CORRECT. I AGREE THAT IF A GRANT IS AWARDED*, I WILL SUBMIT A BRIEF REPORT CONFIRMING HOW THE MONEY HAS BEEN SPENT AND EXPLAINING WHAT DIFFERENCE THE GRANT MADE. PHOTOS WILL BE SENT IF POSSIBLE.

I UNDERSTAND THAT I CONFORM TO THE GUIDELINES SET OUT IN THE GUIDANCE NOTES **AND HAVE READ AND SUBMITTED MY APPLICATION IN ACCORDANCE WITH PART 2 OF THE GUIDANCE NOTES.**

SIGNATURE ANGELA NEWEY

DATE 5/8/21

NAME AND POSITION IN ORGANISATION: CHIEF EXECUTIVE
IN CAPITALS PLEASE

*** IN THE EVENT OF A SUCCESSFUL GRANT AID APPLICATION, TO WHOM SHOULD A CHEQUE BE MADE PAYABLE AND ADDRESS TO SENT TO?**

CITIZENS ADVICE IN NORTH AND WEST KENT. ADDRESS AS ABOVE.

All Application Forms must be signed (electronic signature acceptable).

Please return this form to Alison Futtit, Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG by the:

- **2nd Friday in August** [13th August 2021] for the September Finance and General Purposes Grant Committee
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If you have any queries, please contact Alison Futtit on 01732 459953.

Sevenoaks TOWN Council



APPLICATION FOR GRANT AID

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PART I – YOUR ORGANISATION

NAME OF ORGANISATION

Hi Kent

NAME OF CONTACT

Liz Clayton

ADDRESS OF CONTACT

[REDACTED]

[REDACTED]

[REDACTED]

POSTCODE

[REDACTED]

TELEPHONE NO: DAYTIME

[REDACTED]

EVENING

EMAIL ADDRESS

[REDACTED]

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

As the local registered charity for the 350,000 deaf and hard of hearing people living in Kent, we provide assistive equipment including special phones, conversation aids, TV listeners, alarm clocks and doorbell entry systems to help deaf people in their daily lives, often free of charge. One in five people are now deaf or hard of hearing and with the population aging and hearing loss occurring most often among older people, the number of people coming to us for help increases every week. We also run free support clinic for hearing aid users throughout Kent, where our trained volunteers clean, re-tube and fit new batteries in the aids free of charge. We also run Tinnitus Support Groups, Lipreading Classes, Social Groups and Counselling sessions.

Updated 13.12.19

PLEASE GIVE NUMBERS IN YOUR ORGANISATION WHO ARE	A) PAID	6 full time 10 part time
	B) VOLUNTEERS	120
	C) SIZE OF Sevenoaks Town Council MEMBERSHIP/BENEFICIARIES	40 Members 7 Trustees 10 Friends

HOW MANY MEMBERS/BENEFICIARIES LIVE WITHIN SEVENOAKS TOWN
[See *Guidance Notes*]

In past years 35-40 clients visited the Hollybush Clinic each fortnight. The Clinic has recently fully re-opened following the Covid pandemic. The Clinic is currently running monthly for one and a half hours but when client numbers return to their previous level, fortnightly Clinics will resume. We are expecting this to be within the next few months. All the Volunteers who run these Clinics live in Sevenoaks.

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR £
1,000

PLEASE DESCRIBE YOUR PROJECT

Hi Kent needs to run our free support clinic for hearing aid users at Hollybush Day Centre in Sevenoaks for another year. For the many people who are too frail or unwell to attend their local clinic we offer a free home visit for them to receive the same aftercare for their hearing aids.

PLEASE EXPLAIN FOR WHAT AND WHEN YOU WILL BE USING THE GRANT

With your continued support we will use the grant to run free hearing aid users support Clinics in Sevenoaks for another year.

During the Covid pandemic, people who are deaf have suffered more than most as their isolation and disadvantage have increased. As Hollybush Court was not available to us for much of this time, from day one of the first lockdown we continued to provide the same services as usual by post, personal contact and delivery wherever possible, to ensure that nobody has been left without the help they need.

A full Risk Assessment on the premises at Hollybush Court was carried out before our clinic services resumed following the Covid pandemic. We run our Clinic in the usual room but our Volunteers are currently collecting hearing aids at the door and asking people to sit outside and wait (undercover seating) except those who live there who now wait in the reception area.

We have all the usual PPE (visors/masks/gloves/aprons/) plus thorough cleaning before, during and after and will continue to use them, to keep our clients and volunteers safe.

We will keep these measures in place for as long as we feel it necessary and makes us all feel safer.

Each clinic session is open for 1.5 hours but our long-standing volunteers are happy to extend this time if needed to ensure that each client receives the time and attention they deserve. The Grant has benefitted those people living in Sevenoaks who are living with a hearing loss and require expert help to look after their NHS hearing aids in order that they work effectively for them. Hearing Aids that are regularly maintained and work well give the wearer more confidence in their ability to cope better with everyday life and enjoy social situations in the knowledge that their aids help them pick up the sounds/pitches that they have lost.

Having such a local service means that clients do not have to travel to a central Audiology clinic, which often incurs travel and parking expenses and sometimes waiting time. Our services are offered free of charge and no appointment is needed. Our trained volunteers can clean, re-tube the aids and fit new batteries as well as offering advice on other Hi Kent Services. Our volunteers often have a hearing loss themselves so understand the challenges that have to be faced when this vital sense is lost or partially lost.

PART 3 – GEOGRAPHICAL AREA RELATING TO FUNDS REQUESTED

DOES YOUR PROJECT COVER A GEOGRAPHICAL AREA BEYOND THE PARISH OF SEVENOAKS TOWN COUNCIL? See map attached at the back of this form No

IF YES, HAVE YOU ALSO CONTACTED THE RESPECTIVE PARISH COUNCILS OUTSIDE

THE SEVENOAKS TOWN WARDS FOR GRANT FUNDING?

Yes / No

PLEASE PROVIDE DETAILS OF WHICH OTHER PARISH COUNCILS YOU HAVE CONTACTED AND SUMS REQUESTED & AWARDED:

PART 4 – TO BE COMPLETED BY ALL APPLICANTS

HAS YOUR ORGANISATION APPLIED ELSEWHERE FOR A GRANT FOR THIS PROJECT

NO

IF YES, PLEASE GIVE DETAILS

YOU ARE INVITED TO GIVE ANY ADDITIONAL INFORMATION WHICH MIGHT ASSIST THE COUNCIL IN CONSIDERING THE APPLICATION

PLEASE STATE BALANCES IN HAND AT END OF LAST FINANCIAL YEAR

£240,333

HOW MANY MONTHS OPERATING COSTS DOES THIS REPRESENT?

12

HOW MUCH HAS THE GROUP RAISED
THROUGH ITS OWN EFFORTS
EG. FUNDRAISING DURING THE LAST YEAR?

£5,000

PLEASE GIVE DETAILS OF ANY PREVIOUS GRANT AWARDS MADE BY SEVENOAKS TOWN COUNCIL INCLUDING THE YEARS IN WHICH THE GRANTS WERE MADE, THE AMOUNT AND WHETHER THEY WERE FOR CAPITAL OR REVENUE EXPENDITURE.

2016 £1,000
2017 £500
2018 -
2019 £1,000

**PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED
WITH THIS APPLICATION
CHECKLIST**

- All relevant parts of the form completed
- Form signed
- Audited accounts for the last two years
- Annual Report if available (or Project or Business Plan for a new organisation)

DO YOU HAVE A WRITTEN CONSTITUTION? YES

THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY

Copies of this completed form and any supporting papers will appear on a Council Agenda and will be discussed by Council in the presence of press and public.

I DECLARE THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE ABOVE INFORMATION IS CORRECT. I AGREE THAT IF A GRANT IS AWARDED*, I WILL SUBMIT A BRIEF REPORT CONFIRMING HOW THE MONEY HAS BEEN SPENT AND EXPLAINING WHAT DIFFERENCE THE GRANT MADE. PHOTOS WILL BE SENT IF POSSIBLE.

I UNDERSTAND THAT I CONFORM TO THE GUIDELINES SET OUT IN THE GUIDANCE NOTES **AND HAVE READ AND SUBMITTED MY APPLICATION IN ACCORDANCE WITH PART 2 OF THE GUIDANCE NOTES.**

SIGNATURE

DATE 2 August 2021

NAME AND POSITION IN ORGANISATION: **IN**

CAPITALS PLEASE HEAD OF
FUNDRAISING

*** IN THE EVENT OF A SUCCESSFUL GRANT AID APPLICATION, TO WHOM SHOULD A CHEQUE BE MADE PAYABLE AND ADDRESS TO SENT TO?**

Hi Kent

All Application Forms must be signed, so copies that are filled in on computer should still be printed off and returned by post. Please return this form to Alison Futtit, Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG by the:

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NB Late applications will be reviewed at the following Grants meeting!

Application Forms are also available by email from: council@sevenoakstown.gov.uk

If you have any queries, please contact Aliosn Futtit on 01732 459953.

THIS DOCUMENT IS AVAILABLE IN LARGE PRINT IF REQUIRED.

Received 11.08.21
Ailsa Hester

Sevenoaks TOWN COUNCIL



APPLICATION FOR GRANT AID

NB – Grant recipients will be asked to provide a stand and or presentation at the Annual Town Meeting [**Monday 14th March 2022 at 7pm**] to demonstrate to the general public how the grant funds have been spent and the benefits accrued.

A copy of the guidance notes for completing this form is attached. You are advised to read this when completing the form. Please use **BLOCK CAPITAL LETTERS**

PART I – YOUR ORGANISATION

NAME OF ORGANISATION
Sevenoaks Counselling

NAME OF CONTACT
Stephen Day

ADDRESS OF CONTACT
[Redacted]
[Redacted]
[Redacted]

POSTCODE [Redacted]

TELEPHONE NO: DAYTIME [Redacted]
EVENING [Redacted]
EMAIL ADDRESS [Redacted]

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

Sevenoaks Counselling provides confidential counselling and family therapy by fully qualified and experienced therapists to individuals, couples and family groups including children and teenagers. Clients come with a wide variety of problems, ranging from marital issues, separation and divorce, to general relationship issues, depression, anxiety, childhood trauma, bereavement, other mental health issues and employment related matters. Counselling is offered to all on an equal opportunities basis irrespective of religious beliefs (or none). Clients pay what they can afford to contribute; however, no one is turned away because they are unable to pay the recommended contribution. We also offer professional supervision to counsellors and other therapists, placements for trainee counsellors and individual consultation sessions for parents struggling in some way.

PLEASE GIVE NUMBERS IN YOUR ORGANISATION WHO ARE	A) PAID	14
	B) VOLUNTEERS	17
	C) SIZE OF Sevenoaks Town Council MEMBERSHIP/BENEFICIARIES	61

HOW MANY MEMBERS/BENEFICIARIES LIVE WITHIN SEVENOAKS TOWN
[See Guidance Notes]

61

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£1,500

PLEASE DESCRIBE YOUR PROJECT

Sevenoaks Counselling has continued to provide a valuable resource to the local community over the past year and has provided a continuous service throughout the pandemic. Prospective clients can refer themselves; additionally, we receive a number of referrals from local GP surgeries and other agencies such as the Citizens' Advice Bureau. The number of part-time counsellors is currently 14 and these include a Child and Family Psychotherapist, working with family groups. (We also have student counsellors attached to the service for training.) This means that we can help a good range of clients, including family groups, children and teenagers. There is increasing demand for counselling from young people and couples, with the extra pressures arising from the Covid-19 pandemic adding to the difficulties families are experiencing. Over the past few years an increasing number of clients have been unable to pay the full economic cost of their counselling and recently many of our clients have found the pandemic financially very difficult; the average contribution has recently fallen which appears to reflect this.

PLEASE EXPLAIN FOR WHAT AND WHEN YOU WILL BE USING THE GRANT

The grant will be used to supplement our Bursary Fund which assists clients who cannot afford the recommended contribution. We cherish the principle that clients are only asked to pay what they can afford. For a number of our clients who have very low incomes their contribution is under £10 and many other clients pay significantly less than the recommended contribution. No one is turned away through lack of funds. When all costs of running the service were averaged over the total number of sessions last year, it emerged that it cost an average of almost £40 to run each session. The shortfall from average client contribution to actual costs was around £16 per session. Due to increased costs we have recently raised the recommended contribution from clients from £45 to £50; it is not expected, however, that the majority of our clients will be able to increase the amount they contribute. We rely on grants from Sevenoaks Town Council and Sevenoaks District Council, together with donations from local churches and individuals, to make up the considerable shortfall between the actual cost of the counselling and what clients can afford. For example, a grant of £1,500 would cover the shortfall for 60 counselling sessions for Sevenoaks residents who can only afford £15 per session or around 50 sessions for residents who can only afford £10 per session.

PART 3 – GEOGRAPHICAL AREA RELATING TO FUNDS REQUESTED

DOES YOUR PROJECT COVER A GEOGRAPHICAL AREA BEYOND THE PARISH OF SEVENOAKS TOWN COUNCIL? See map attached at the back of this form Yes

IF YES, HAVE YOU ALSO CONTACTED THE RESPECTIVE PARISH COUNCILS OUTSIDE THE SEVENOAKS TOWN WARDS FOR GRANT FUNDING? No

PLEASE PROVIDE DETAILS OF WHICH OTHER PARISH COUNCILS YOU HAVE CONTACTED AND SUMS REQUESTED & AWARDED:

We have made an application to Sevenoaks District Council which covers all other Parish Councils in the district.

PART 4 – TO BE COMPLETED BY ALL APPLICANTS

HAS YOUR ORGANISATION APPLIED ELSEWHERE FOR A GRANT FOR THIS PROJECT

YES

IF YES, PLEASE GIVE DETAILS

Sevenoaks District Council

YOU ARE INVITED TO GIVE ANY ADDITIONAL INFORMATION WHICH MIGHT ASSIST THE COUNCIL IN CONSIDERING THE APPLICATION

Sevenoaks Counselling continues to be held in high esteem in the community and by health-care professionals. Our counsellors/therapists are individual members of the British Association for Counselling and Psychotherapy (BACP) or equivalent professional body; they adhere to the codes of ethics and practice laid down by the respective professional body.

At the onset of the Covid-19 Pandemic, within a week, we moved our service both for clients and those coming for professional supervision to a totally remote service providing sessions by telephone or online. Our counsellors and Family Therapist undertook substantial additional training to meet professional standards for remote therapy, the cost of which was paid for by the Service. In due course, as the situation changed, we were able to reintroduce face-to-face sessions and currently offer a hybrid service of both remote and/or face-to-face sessions.

From Feb 2020 to Jan 2021, despite the pandemic disruptions, we were able to hold 98% of the total number of sessions we held in the previous year, thus maintaining a continuous professional service for the residents of Sevenoaks throughout the pandemic.

It is worth noting that working remotely we have been able to reach those who previously had barriers to attending counselling, such as people with mobility issues and young parents with no childcare provision. We have also been able to continue supporting local young people as they moved away to university, allowing them to continue with their counselling while studying away from home.

Looking ahead to 21/22, we plan to continue providing a hybrid service, offering both face-to-face and phone/online counselling.

PLEASE STATE BALANCES IN HAND AT END OF LAST FINANCIAL YEAR

£58,748

HOW MANY MONTHS OPERATING COSTS DOES THIS REPRESENT?

Approx. 8 months

HOW MUCH HAS THE GROUP RAISED THROUGH ITS OWN EFFORTS EG. FUNDRAISING DURING THE LAST YEAR?

Approx £30,000

PLEASE GIVE DETAILS OF ANY PREVIOUS GRANT AWARDS MADE BY SEVENOAKS TOWN COUNCIL INCLUDING THE YEARS IN WHICH THE GRANTS WERE MADE, THE AMOUNT AND WHETHER THEY WERE FOR CAPITAL OR REVENUE EXPENDITURE.

To increase the size of our bursary fund to subsidise the cost of counselling for those who cannot afford the recommended amount.		
2008	£1,000)
2009	£1,200)
2010	£1,600)
2011	£1,800)
2012	£1,800)
2013	£1,900)
2014	£1,900)
2015	£2,000)
2016	£2,000)
2017	£1,200)
2018	£1,500)
2019	£1,500)
2020	£1,500)

PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH THIS APPLICATION

CHECKLIST

- All relevant parts of the form completed
- Form signed
- Audited accounts for the last two years
- Annual Report if available (or Project or Business Plan for a new organisation)

DO YOU HAVE A WRITTEN CONSTITUTION?
THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY

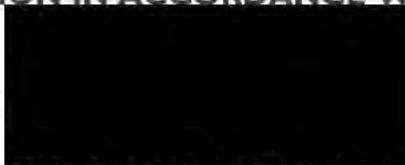
YES/NO

Copies of this completed form and any supporting papers will appear on a Council Agenda and will be discussed by Council in the presence of press and public.

I DECLARE THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE ABOVE INFORMATION IS CORRECT. I AGREE THAT IF A GRANT IS AWARDED*, I WILL SUBMIT A BRIEF REPORT CONFIRMING HOW THE MONEY HAS BEEN SPENT AND EXPLAINING WHAT DIFFERENCE THE GRANT MADE. PHOTOS WILL BE SENT IF POSSIBLE.

I UNDERSTAND THAT I CONFORM TO THE GUIDELINES SET OUT IN THE GUIDANCE NOTES **AND HAVE READ AND SUBMITTED MY APPLICATION IN ACCORDANCE WITH PART 2 OF THE GUIDANCE NOTES.**

SIGNATURE



DATE 11/08/21

NAME AND POSITION IN ORGANISATION: **STEPHEN DAY, TRUSTEE IN CAPITALS PLEASE**

*** IN THE EVENT OF A SUCCESSFUL GRANT AID APPLICATION, TO WHOM SHOULD A CHEQUE BE MADE PAYABLE AND ADDRESS TO SENT TO?**

Sevenoaks Christian Counselling Service (please note full name on cheque)

Please send to:

Sue Surgenor, (Head of Counselling),

Sevenoaks Counselling, The Bridge, Littlecourt Road, Sevenoaks, TN13 2JG

All Application Forms must be signed, so copies that are filled in on computer should still be printed off and returned by post. Please return this form to Alison Futtit, Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG by the:

- **2nd Friday in August** [13th August 2021] for the September Finance and General Purposes Grant Committee
- **2ND Friday in January** [14th January 2022] for the February Finance and General Purposes Grant Committee

NB Late applications will be reviewed at the following Grants meeting!

Application Forms are also available by email from: council@sevenoakstown.gov.uk

If you have any queries, please contact Alison Futtit on 01732 459953.

THIS DOCUMENT IS AVAILABLE IN LARGE PRINT IF REQUIRED.

RECEIVED
13 AUG 2021

BY:



Sevenoaks TOWN COUNCIL

APPLICATION FOR GRANT AID

NB – Grant recipients will be asked to provide a stand and or presentation at the Annual Town Meeting [15th March 2021] to demonstrate to the general public how the grant funds have been spent and the benefits accrued.

A copy of the guidance notes for completing this form is attached. You are advised to read this when completing the form. Please use **BLOCK CAPITAL LETTERS**

PART I – YOUR ORGANISATION

NAME OF ORGANISATION

BABY UMBRELLA

NAME OF CONTACT

ALISON DAY

ADDRESS OF CONTACT

[REDACTED]

POSTCODE TN13 2NW

TELEPHONE NO: DAYTIME

[REDACTED]

EVENING

[REDACTED]

EMAIL ADDRESS

[REDACTED]

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

WE ARE A NEW CHARITY IN WEST KENT FORMED DURING THE PANDEMIC TO BRING TOGETHER THE EXISTING INFANT FEEDING DROP-INS IN SEVENOAKS, TONBRIDGE AND TUNBRIDGE WELLS. WE RAISE FUNDS TO MAINTAIN THIS SUPPORT SERVICE AND FORM PARTNERSHIPS TO JOIN UP SERVICES ACROSS INFANT FEEDING, SLEEP, SOCIAL SUPPORT AND PERINATAL PHYSICAL AND MENTAL WELLBEING. WE ARE COMPASSIONATE, EVIDENCE-BASED, INCLUSIVE AND WE EMPOWER FAMILIES. WE CURRENTLY RUN A WEEKLY SOCIAL GROUP IN OTFORD THAT OFFERS SPECIALIST INFANT FEEDING SUPPORT AS WELL AS A SAFE PLACE FOR NEW FAMILIES TO SHARE EXPERIENCES, GAIN FROM THE HELP OF OUR VOLUNTEER BREASTFEEDING PEER SUPPORTERS AND BUILD NEW FRIENDSHIPS THAT HELP REDUCE ISOLATION AND LONELINESS WHICH HAS BECOME EVEN MORE PREVALENT DURING THE PANDEMIC.

PLEASE GIVE NUMBERS IN YOUR ORGANISATION WHO ARE

A) PAID	8
B) VOLUNTEERS	35
C) SIZE OF Sevenoaks Town Council MEMBERSHIP/BENEFICIARIES	46

HOW MANY MEMBERS/BENEFICIARIES LIVE WITHIN SEVENOAKS TOWN
[See Guidance Notes]

46 SINCE STARTING SERVICES IN APRIL

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£1200

PLEASE DESCRIBE YOUR PROJECT

WE OFFER SPECIALIST BREASTFEEDING SUPPORT FROM BREASTFEEDING COUNSELLORS AND LACTATION CONSULTANTS EVERY WEEK AT OTFORD VILLAGE MEMORIAL HALL. FAMILIES ALSO HAVE ACCESS TO TRAINED VOLUNTEER BREASTFEEDING PEER SUPPORTERS AND CAN NOW ATTEND FOR SOCIAL SUPPORT TO MEET OTHER PARENTS, SHARE EXPERIENCES AND BUILD SOCIAL NETWORKS IN THEIR LOCAL COMMUNITY. THIS HAS BEEN A VITAL SERVICE DURING THE PANDEMIC FOR FAMILIES WHO HAVE REPORTED FEELING EXTREMELY ISOLATED AND HAVE MISSED THE OPPORTUNITY FOR PEER TO PEER (MUM TO MUM) SUPPORT SO NEEDED WHEN BECOMING A PARENT FOR THE VERY FIRST TIME. OUR GOAL IS TO PROVIDE REGULAR, WEEKLY SUPPORT NEEDED TO ENABLE FAMILIES TO REACH THEIR FEEDING GOALS AND BUILD THEIR CONFIDENCE AND SKILLS AS PARENTS THROUGH SOCIAL SUPPORT, PEER SUPPORT AND OTHER SERVICES SUCH AS KENT SLING LIBRARY. WE WANT THIS SERVICE TO BE ACCESSIBLE TO ALL AND ENCOURAGE FAMILIES TO KEEP COMING FOR AS LONG AS THEY NEED.

PLEASE EXPLAIN FOR WHAT AND WHEN YOU WILL BE USING THE GRANT

THE GRANT WILL BE USED TO CONTINUE THE SERVICES THAT WE PROVIDE IN SEVENOAKS AT OTFORD VILLAGE MEMORIAL HALL. IT WILL PAY FOR 12 WEEKS OF THE RENT AND FEES FOR THE BREASTFEEDING COUNSELLOR DURING THAT TIME. THIS FUNDING TOGETHER WITH FUNDS RAISED THROUGH DONATIONS AND A GRANT RECEIVED FROM SEVENOAKS DISTRICT COUNCIL, WILL FUND THIS PROJECT THROUGH THE NEXT 6 MONTHS.

PART 3 – GEOGRAPHICAL AREA RELATING TO FUNDS REQUESTED

DOES YOUR PROJECT COVER A GEOGRAPHICAL AREA BEYOND THE PARISH OF SEVENOAKS TOWN COUNCIL? See map attached at the back of this form Yes / No

IF YES, HAVE YOU ALSO CONTACTED THE RESPECTIVE PARISH COUNCILS OUTSIDE THE SEVENOAKS TOWN WARDS FOR GRANT FUNDING? Yes / No

PLEASE PROVIDE DETAILS OF WHICH OTHER PARISH COUNCILS YOU HAVE CONTACTED AND SUMS REQUESTED & AWARDED:

WE HAVE RECEIVED FUNDING FROM SEVENOAKS DISTRICT COUNCIL (£4307).

PART 4 – TO BE COMPLETED BY ALL APPLICANTS

HAS YOUR ORGANISATION APPLIED ELSEWHERE FOR A GRANT FOR THIS PROJECT

YES NO

IF YES, PLEASE GIVE DETAILS

WE HAVE RECEIVED FUNDS FROM SEVENOAKS DISTRICT COUNCIL (£4307). THIS FUNDING, IN ADDITION TO DONATIONS WE HAVE RAISED SINCE APRIL, TOGETHER WITH THE REQUESTED £1200 FROM SEVENOAKS TOWN COUNCIL WILL FUND THE NEXT 6 MONTHS OF THIS SERVICE IN SEVENOAKS. SINCE THE SERVICE STARTED UNDER BABY UMBRELLA IN APRIL, 50% OF THOSE ATTENDING HAVE BEEN RESIDENTS WITHIN THE SEVENOAKS TOWN COUNCIL BOUNDARY.

YOU ARE INVITED TO GIVE ANY ADDITIONAL INFORMATION WHICH MIGHT ASSIST THE COUNCIL IN CONSIDERING THE APPLICATION

PLEASE STATE BALANCES IN HAND AT END OF LAST FINANCIAL YEAR

£21,058 CURRENT BANK BALANCE

HOW MANY MONTHS OPERATING COSTS DOES THIS REPRESENT?

4.6

HOW MUCH HAS THE GROUP RAISED THROUGH ITS OWN EFFORTS EG. FUNDRAISING DURING THE LAST YEAR?

£32,085

PLEASE GIVE DETAILS OF ANY PREVIOUS GRANT AWARDS MADE BY SEVENOAKS TOWN COUNCIL INCLUDING THE YEARS IN WHICH THE GRANTS WERE MADE, THE AMOUNT AND WHETHER THEY WERE FOR CAPITAL OR REVENUE EXPENDITURE.

NONE.

PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH THIS APPLICATION CHECKLIST

- All relevant parts of the form completed
- Form signed
- Audited accounts for the last two years *Charity started August 2020.*
- Annual Report if available (or Project or Business Plan for a new organisation)

DO YOU HAVE A WRITTEN CONSTITUTION? **YES/NO**
THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY

Copies of this completed form and any supporting papers will appear on a Council Agenda and will be discussed by Council in the presence of press and public.

I DECLARE THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE ABOVE INFORMATION IS CORRECT. I AGREE THAT IF A GRANT IS AWARDED*, I WILL SUBMIT A BRIEF REPORT CONFIRMING HOW THE MONEY HAS BEEN SPENT AND EXPLAINING WHAT DIFFERENCE THE GRANT MADE. PHOTOS WILL BE SENT IF POSSIBLE.

I UNDERSTAND THAT I CONFORM TO THE GUIDELINES SET OUT IN THE GUIDANCE NOTES **AND HAVE READ AND SUBMITTED MY APPLICATION IN ACCORDANCE WITH PART 2 OF THE GUIDANCE NOTES.**

SIGNATURE



DATE 29/07/2021

NAME AND POSITION IN ORGANISATION: ALISON DAY,
IN CAPITALS PLEASE TRUSTEE

*** IN THE EVENT OF A SUCCESSFUL GRANT AID APPLICATION, TO WHOM SHOULD A CHEQUE BE MADE PAYABLE AND ADDRESS TO SENT TO?**

Baby Umbrella
Alison Day 3 The Middlings, Sevenoaks TN13 2NW

All Application Forms must be signed, so copies that are filled in on computer should still be printed off and returned by post. Please return this form to Alison Futtit, Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG by the:

- **2nd Friday in August** [14th August 2020] for the September Finance and General Purposes Grant Committee
- **2ND Friday in January** [8th January 2021] for the March Finance and General Purposes Grant Committee

NB Late applications will be reviewed at the following Grants meeting!

Application Forms are also available by email from: council@sevenoakstown.gov.uk

Revenue and Expenditure

Baby Umbrella

Account	Sep 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Feb 2021	Mar 2021	Apr 2021	May 2021	Jun 2021	Total YTD
Revenue											
Donations by individuals	2.01	67.47	607.67	700.86	522.88	1,235.90	892.41	787.00	1,375.95	1,079.62	7,271.77
Matched funding							250.00				250.00
Gift aid recovery					201.25		37.25		77.50		316.00
Grants	0.00	0.00	495.00	500.00	0.00	1,541.00	2,616.82	14,303.00	500.00	3,000.00	22,855.82
Fundraising sales	0.00	49.50	219.50	0.00	0.00	0.00	0.00	150.00	157.50	815.00	1,391.50
Total Revenue	2.01	116.97	1,322.17	1,200.86	724.13	2,776.90	3,696.48	15,240.00	2,110.95	4,894.62	32,085.09
Cost of Sales											
Direct Wages - Practitioners						75.00	820.00	1,315.00	2,370.00	2,550.00	7,130.00
Cost of Goods Sold						75.00	820.00	1,315.00	2,400.00	30.00	30.00
Total Cost of Sales						75.00	820.00	1,315.00	2,400.00	2,580.00	7,160.00
Gross Surplus/ Deficit	2.01	116.97	1,322.17	1,200.86	724.13	2,701.90	2,876.48	13,925.00	(289.05)	2,314.62	24,925.09
Administrative Costs											
Bank Fees	0.00	0.89	8.66	11.81	1.45	1.93	3.72	9.35	12.61	43.51	93.93
IT Software and Consumables						12.00	22.35	46.87	35.08	84.98	201.28
Printing & Stationery								174.55	91.75		266.30
Depreciation			0.00	2.67	2.66	2.67	2.67	2.66	2.67	2.67	18.67
Direct wages - Admin						72.00	168.00	120.00	232.50	240.00	832.50
Rent									170.00	283.57	453.57
Insurance			0.00	0.00	0.00	23.51	23.51	23.51	23.51	23.51	117.55
Staff Training							50.00				50.00
Peer Support Training							445.00				445.00
Direct wages - Volunteer admin							30.00	30.00	78.75	45.00	153.75
Direct wages - Fundraising							60.00	60.00	120.00	240.00	420.00
Total Administrative Costs	0.00	0.89	8.66	14.48	4.11	112.11	715.25	466.94	766.87	963.24	3,052.55
Operating Surplus/ Deficit	2.01	116.08	1,313.51	1,186.38	720.02	2,589.79	2,161.23	13,458.06	(1,065.92)	1,351.38	21,872.54

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BY:.....



Sevenoaks TOWN council

APPLICATION FOR GRANT AID

NB – Grant recipients will be asked to provide a stand and or presentation at the Annual Town Meeting [15th March 2021] to demonstrate to the general public how the grant funds have been spent and the benefits accrued.

A copy of the guidance notes for completing this form is attached. You are advised to read this when completing the form. Please use **BLOCK CAPITAL LETTERS**

PART I – YOUR ORGANISATION

NAME OF ORGANISATION

PSBREASTFEEDING CIC

NAME OF CONTACT

KAREN MCCULLY

ADDRESS OF CONTACT

[REDACTED]

POSTCODE [REDACTED]

TELEPHONE NO: DAYTIME

[REDACTED]

EVENING

[REDACTED]

EMAIL ADDRESS

[REDACTED]

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

OUR ORGANISATION OFFERS A RANGE OF SERVICES ACROSS THE COUNTY OF KENT FOR PREGNANT WOMEN, THEIR FAMILIES AND THOSE WHO HAVE A YOUNG BABY OR CHILD. WE OFFER INFORMATION AND SUPPORT WITH A FOCUS ON THOSE MOST VULNERABLE AND THOSE LIVING IN AREAS OF DEPRIVATION. WE OFFER A NUMBER OF SERVICES THAT ARE ACCESSED BY SEVENOAKS TOWN RESIDENTS - ANTENATAL BREASTFEEDING AND BABYWEARING WORKSHOPS, KENT SLING LIBRARY, KENT CLOTH NAPPY LIBRARY AND BREASTPUMP HIRE. ALL OF THESE SERVICES ARE AVAILABLE TO LOW INCOME FAMILIES AT NO COST. THESE SERVICES BRING FAMILIES TOGETHER TO BUILD FRIENDSHIPS, SOCIAL NETWORKS AND REDUCE ISOLATION AND LONELINESS. WE ALSO OFFER OPPORTUNITIES FOR LOCAL PARENTS TO TRAIN AS PEER SUPPORTERS, BUILDING THEIR CONFIDENCE AND GIVING THEM EXPERIENCE AS VOLUNTEERS WITHIN THEIR COMMUNITIES.

PLEASE GIVE NUMBERS IN YOUR ORGANISATION WHO ARE

A) PAID	3
B) VOLUNTEERS	
C) SIZE OF Sevenoaks Town Council MEMBERSHIP/BENEFICIARIES	63

HOW MANY MEMBERS/BENEFICIARIES LIVE WITHIN SEVENOAKS TOWN
[See Guidance Notes]

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

PLEASE DESCRIBE YOUR PROJECT

WE CONTINUE TO OFFER SERVICES ACROSS SEVENOAKS DISTRICT AND HAVE SEEN INCREASES IN SEVENOAKS TOWN RESIDENTS ACCESSING SERVICES AS FAMILIES START TO FEEL MORE COMFORTABLE LEAVING THEIR HOMES AGAIN ONCE VACCINATED, ALONG WITH A LOCAL INCREASE IN BIRTHS. FAMILIES HAVE BEEN GRATEFUL THAT SERVICES CONTINUED THROUGHOUT THE PANDEMIC AND RETURNED TO FACE TO FACE AS SOON AS POSSIBLE SO THAT THEY COULD RECEIVE THE HELP AND SUPPORT THEY HAVE NEEDED WITH THE HELP OF SEVENOAKS TOWN COUNCIL OFFERING US SPACE ON THE VINE IN THE SUMMER OF 2020. WE HAVE SEEN A PARTICULAR INCREASE IN THE NEED FOR BREASTPUMPS LOCALLY OVER THE LAST 16 MONTHS, AND FAMILIES HAVE REALLY VALUED HAVING ACCESS TO NOT ONLY SLINGS, CARRIERS AND CLOTH NAPPIES, BUT ALSO THE SUPPORT WE PROVIDE ALONGSIDE THESE ITEMS TO HELP THEM USE THEM CORRECTLY AND SAFELY. USING SLINGS AND CARRIERS ENABLED FAMILIES TO LEAVE THEIR HOME FOR EXERCISE DURING THE PANDEMIC AND ACCESS SPACES WHERE BUGGIES CANNOT GO. WE NEED FUNDING TO INCREASE THE CAPACITY OF OUR PUMP LOAN PROGRAMME AND TO HELP US PROMOTE OUR NEW SERVICE LOCATIONS.

PLEASE EXPLAIN FOR WHAT AND WHEN YOU WILL BE USING THE GRANT

WE PLAN TO PURCHASE MORE BREASTMILK COLLECTION KITS WHICH ARE USED WITH THE BREASTPUMPS. THESE KITS ARE A SINGLE USER ITEM WHICH MUST BE REPLACED EACH TIME A PUMP IS LOANED OUT. WE RECEIVED FUNDING DURING LOCKDOWN TO PURCHASE 3 PUMPS AND KITS TO LOAN TO SEVENOAKS TOWN RESIDENTS FOR FREE. WE NOW NEED MORE KITS TO CONTINUE TO OFFER THIS SERVICE TO LOW INCOME FAMILIES. WE PLAN TO USE THE REST OF THE FUNDING TO CREATE NEW PROMOTIONAL MATERIALS (POSTERS AND FLYERS) SO THAT WE CAN SHARE OUR NEW SERVICE VENUES WITH LOCAL PARTNERS AND FAMILIES.

PART 3 – GEOGRAPHICAL AREA RELATING TO FUNDS REQUESTED

DOES YOUR PROJECT COVER A GEOGRAPHICAL AREA BEYOND THE PARISH OF SEVENOAKS TOWN COUNCIL? See map attached at the back of this form Yes No

IF YES, HAVE YOU ALSO CONTACTED THE RESPECTIVE PARISH COUNCILS OUTSIDE THE SEVENOAKS TOWN WARDS FOR GRANT FUNDING? Yes No

PLEASE PROVIDE DETAILS OF WHICH OTHER PARISH COUNCILS YOU HAVE CONTACTED AND SUMS REQUESTED & AWARDED:

IN THE LAST YEAR WE HAVE BEEN IN CONTACT WITH ASH CUM RIDLEY PARISH COUNCIL WHO HAVE OFFERED US FREE SPACE TO RUN MONTHLY SERVICES IN NEW ASH GREEN.

PART 4 – TO BE COMPLETED BY ALL APPLICANTS

HAS YOUR ORGANISATION APPLIED ELSEWHERE FOR A GRANT FOR THIS PROJECT

YES/NO

IF YES, PLEASE GIVE DETAILS

YOU ARE INVITED TO GIVE ANY ADDITIONAL INFORMATION WHICH MIGHT ASSIST THE COUNCIL IN CONSIDERING THE APPLICATION

FAMILIES ACCESSING SERVICES DURING THE PANDEMIC HAVE REPORTED FEELING VERY ISOLATED AND LONELY AS NEW PARENTS, AND THAT ACCESSING OUR SERVICES HAS GIVEN THEM MORE CONFIDENCE, SKILLS AND ENABLED THEM TO BUILD FRIENDSHIPS AND SOCIAL NETWORKS WITHIN THEIR COMMUNITIES.

PLEASE STATE BALANCES IN HAND AT END OF LAST FINANCIAL YEAR

-£11,688

HOW MANY MONTHS OPERATING COSTS DOES THIS REPRESENT?

0

HOW MUCH HAS THE GROUP RAISED THROUGH ITS OWN EFFORTS EG. FUNDRAISING DURING THE LAST YEAR?

£23,236

PLEASE GIVE DETAILS OF ANY PREVIOUS GRANT AWARDS MADE BY SEVENOAKS TOWN COUNCIL INCLUDING THE YEARS IN WHICH THE GRANTS WERE MADE, THE AMOUNT AND WHETHER THEY WERE FOR CAPITAL OR REVENUE EXPENDITURE.

2019-2020 - £1401 FOR SETTING UP A NEW SOCIAL GROUP IN SEVENOAKS TOWN.
2020-2021 - £1000 FOR VOLUNTEER TRAINING.

£23,236 HAS BEEN THE AMOUNT OF GRANT FUNDING WE HAVE SUCCESSFULLY RECEIVED IN 2020-2021 TO CONTINUE TO RUN OUR SERVICES IN WEST KENT.

PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH THIS APPLICATION CHECKLIST

- All relevant parts of the form completed
- Form signed
- Audited accounts for the last two years
- Annual Report if available (or Project or Business Plan for a new organisation)

DO YOU HAVE A WRITTEN CONSTITUTION? **YES/NO**
THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY

Copies of this completed form and any supporting papers will appear on a Council Agenda and will be discussed by Council in the presence of press and public.

I DECLARE THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE ABOVE INFORMATION IS CORRECT. I AGREE THAT IF A GRANT IS AWARDED*, I WILL SUBMIT A BRIEF REPORT CONFIRMING HOW THE MONEY HAS BEEN SPENT AND EXPLAINING WHAT DIFFERENCE THE GRANT MADE. PHOTOS WILL BE SENT IF POSSIBLE.

I UNDERSTAND THAT I CONFORM TO THE GUIDELINES SET OUT IN THE GUIDANCE NOTES AND HAVE READ AND SUBMITTED MY APPLICATION IN ACCORDANCE WITH PART 2 OF THE GUIDANCE NOTES.

SIGNATURE



DATE 12/8/21

NAME AND POSITION IN ORGANISATION: **KAREN MCCULLY**
IN CAPITALS PLEASE LACTATION CONSULTANT

*** IN THE EVENT OF A SUCCESSFUL GRANT AID APPLICATION, TO WHOM SHOULD A CHEQUE BE MADE PAYABLE AND ADDRESS TO SENT TO?**

PSBREASTFEEDING CIC
KAREN MCCULLY 37 THE MIDLINGS, SEVENOAKS TN13 2NW

All Application Forms must be signed, so copies that are filled in on computer should still be printed off and returned by post. Please return this form to Alison Futtit, Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG by the:

- **2nd Friday in August** [14th August 2020] for the September Finance and General Purposes Grant Committee
- **2ND Friday in January** [8th January 2021] for the March Finance and General Purposes Grant Committee

NB Late applications will be reviewed at the following Grants meeting!

Application Forms are also available by email from: council@sevenoakstown.gov.uk

Sevenoaks TOWN council



APPLICATION FOR GRANT AID

NB – Grant recipients will be asked to provide a stand and or presentation at the Annual Town Meeting [**Monday 14th March 2022 at 7pm**] to demonstrate to the general public how the grant funds have been spent and the benefits accrued.

*A copy of the guidance notes for completing this form is attached. You are advised to read this when completing the form. Please use **BLOCK CAPITAL LETTERS***

PART I – YOUR ORGANISATION

NAME OF ORGANISATION

SOUTH EAST OPEN STUDIOS (SEOS)

NAME OF CONTACT

[REDACTED]

ADDRESS OF CONTACT

[REDACTED]

POSTCODE

[REDACTED]

TELEPHONE NO: DAYTIME

[REDACTED]

EMAIL ADDRESS

[REDACTED]

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

SEOS is a not for profit organisation that exists to encourage public interest in the visual arts across the whole of the South East. Every year, SEOS organises an annual open studios event, where artists and makers open the doors of their studios to engage with art lovers from local communities and beyond. The aim is to enable the public to engage with creative processes and artists at first hand, take part in demonstrations and better understand art practises. Around 200 serious, committed artists take part, recording thousands of happy visitors.

PLEASE GIVE NUMBERS IN YOUR ORGANISATION WHO ARE

A) PAID	0
B) VOLUNTEERS	8
C) SIZE OF Sevenoaks Town Council MEMBERSHIP/BENEFICIARIES	20 to 50 artists 1000+ art lovers

HOW MANY MEMBERS/BENEFICIARIES LIVE WITHIN SEVENOAKS TOWN
[See Guidance Notes]

10 to 25 artists
500 + art lovers

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£ 2,360

PLEASE DESCRIBE YOUR PROJECT

2022 is our 25th anniversary ... our members have requested that – in time for this celebratory year – we refresh our identity, bringing it up to date and making it more relevant to the artists we represent. In undertaking this project, we will need to replace all our advertising and promotional materials to be used across the whole of the South East, in the lead up to – and during – our event (3-19 June). We are looking to local councils for help with financing production costs for each area.

PLEASE EXPLAIN FOR WHAT AND WHEN YOU WILL BE USING THE GRANT

We would like support from Sevenoaks Town Council to produce new promotional materials that are specific to Sevenoaks and the surrounding area. These materials will directly benefit the 20 to 50 artists I represent as the Area Coordinator, and the art loving public both living in Sevenoaks and passing through. By raising awareness in the lead up to June and throughout the event, we will encourage visitors to go along to our artist's studios and venues, make meaningful connections between artists and art lovers, and enable the purchase of artwork. This is how we plan to use our grant:

£320 – Highway Banner (6400 x 900mm) – Sevenoaks High Street x1
 £270 – Cost of erecting Highways Banner, and taking it down
 £150 – Large Railing Banners (1500 x 600mm) – main access roads x6
 £180 – Hire of railing space across 3 venues for 2 weeks (3 to 19 June)
 £360 – Roadside Advertising (500 x 800mm) – 6 sites managed by TC x18 posters
 £240 – Hire of 6 roadside advertising sites for 4 weeks (17 May to 19 June)
 £180 – Smaller Square Banners (1000 x 1000mm) – key road junctions x6
 £120 – Bollard Covers (390 x 1200mm) – key hubs around arts outlets in town x6
 £150 – Roller banners (800 x 2000mm) – pop-ups in town centre (empty shops) x6
 £215 – A1, A2 & A3 Correx signs – road side general awareness x20 (of each size)
 £175 – A3 & A4 Correx signs – directional to studios (during event only)

We would like to co-brand our core materials with Sevenoaks Town Council. All of these materials will be consciously designed for reuse, considering our environmental impact, and aiming to last another 25 years.

DOES YOUR PROJECT COVER A GEOGRAPHICAL AREA BEYOND THE PARISH OF SEVENOAKS TOWN COUNCIL? See map attached at the back of this form Yes / ~~No~~

IF YES, HAVE YOU ALSO CONTACTED THE RESPECTIVE PARISH COUNCILS OUTSIDE THE SEVENOAKS TOWN WARDS FOR GRANT FUNDING? Yes / ~~No~~

PLEASE PROVIDE DETAILS OF WHICH OTHER PARISH COUNCILS YOU HAVE CONTACTED AND SUMS REQUESTED & AWARDED:

We are approaching Edenbridge and Westerham Town Councils for specific support for printed materials to promote the artists in those areas (£500), and are looking for additional support through the Sevenoaks District Arts Council for local advertising and events to support our recruitment process (£500).

As an organisation, we are also applying for funding from key town councils across the South East. The sums requested are relative to the size of the area, number of artists taking part, and potential footfall of art-loving visitors:
Tonbridge, Tunbridge Wells, Cranbrook, Heathfield, Hastings, Maidstone, Ashford, Tenterden, Rye, Folkestone, Canterbury, Margate, Deal.

PART 4 – TO BE COMPLETED BY ALL APPLICANTS

HAS YOUR ORGANISATION APPLIED ELSEWHERE FOR A GRANT FOR THIS PROJECT

YES/~~NO~~

IF YES, PLEASE GIVE DETAILS

We are applying for Arts Council lottery funding to support the design and implementation of an App, along with rebranding across our online platforms (website and social media) so that we can connect with a broader art-loving community online, whilst also reducing our impact on the environment by producing less printed matter.

YOU ARE INVITED TO GIVE ANY ADDITIONAL INFORMATION WHICH MIGHT ASSIST THE COUNCIL IN CONSIDERING THE APPLICATION

The membership income from our artists finances all the activities supporting our annual open studios event – it pays for the production of a high quality guide, a small amount of press advertising, and the running costs for our website. For extra input, we are very reliant on the goodwill and contribution from our committee, who receive small honorariums for their efforts throughout the year.

Undertaking a rebranding project is something we have been putting off for years, but we find ourselves in a position where if we don't do it, we will lose traction and relevance in this busy marketplace that is the South East of England. We owe it to our artists to give them the best possible chance of positive exposure.

Our committee have the skills and experience to drive a rebranding project without incurring too many external costs, but we desperately need regional support to implement our new identity across a suite of materials, to help drive participants and visitors to our event.

PLEASE STATE BALANCES IN HAND AT
END OF LAST FINANCIAL YEAR

£ 17,337

HOW MANY MONTHS OPERATING COSTS
DOES THIS REPRESENT?

12 months

HOW MUCH HAS THE GROUP RAISED
THROUGH ITS OWN EFFORTS
EG. FUNDRAISING DURING THE LAST YEAR?

£ 29,678 annual income from
membership fees

PLEASE GIVE DETAILS OF ANY PREVIOUS GRANT AWARDS MADE BY
SEVENOAKS TOWN COUNCIL INCLUDING THE YEARS IN WHICH THE GRANTS
WERE MADE, THE AMOUNT AND WHETHER THEY WERE FOR CAPITAL OR
REVENUE EXPENDITURE.

Received from Sevenoaks Town Council:

£250 paid in June 2013

£250 paid in June 2014

£250 paid in May 2015

£200 paid in May 2016

All used for Revenue Expenditure.

**PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED
WITH THIS APPLICATION
CHECKLIST**

All relevant parts of the form completed	yes
Form signed	yes
Audited accounts for the last two years	yes
Annual Report if available (or Project or Business Plan for a new organisation)	yes

DO YOU HAVE A WRITTEN CONSTITUTION?

(THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY)

YES/NO

Copies of this completed form and any supporting papers will appear on a Council
Agenda and will be discussed by Council in the presence of press and public.

I DECLARE THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE ABOVE INFORMATION IS CORRECT. I AGREE THAT IF A GRANT IS AWARDED*, I WILL SUBMIT A BRIEF REPORT CONFIRMING HOW THE MONEY HAS BEEN SPENT AND EXPLAINING WHAT DIFFERENCE THE GRANT MADE. PHOTOS WILL BE SENT IF POSSIBLE.

I UNDERSTAND THAT I CONFORM TO THE GUIDELINES SET OUT IN THE GUIDANCE NOTES **AND HAVE READ AND SUBMITTED MY APPLICATION IN ACCORDANCE WITH PART 2 OF THE GUIDANCE NOTES.**

SIGNATURE



DATE 13 August 2021

NAME AND POSITION IN ORGANISATION: POLLY HOSP,
SEOS AREA CO ORDINATOR FOR EDENBRIDGE, WESTERHAM & SEVENOAKS

*** IN THE EVENT OF A SUCCESSFUL GRANT AID APPLICATION, TO WHOM SHOULD A CHEQUE BE MADE PAYABLE AND ADDRESS TO SENT TO?**

South East Open Studios

All Application Forms must be signed (electronic signature acceptable).

Please return this form to Alison Futtit, Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG by the:

- **2nd Friday in August** [13th August 2021] for the September Finance and General Purposes Grant Committee
- **2ND Friday in January** [14th January 2022] for the February Finance and General Purposes Grant Committee

NB Late applications will be reviewed at the following Grants meeting!

Application Forms are also available by email from: council@sevenoakstown.gov.uk

If you have any queries, please contact Alison Futtit on 01732 459953.

THIS DOCUMENT IS AVAILABLE IN LARGE PRINT IF REQUIRED.

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Sevenoaks TOWN council



APPLICATION FOR GRANT AID

NB – Grant recipients will be asked to provide a stand and or presentation at the Annual Town Meeting [**Monday 14th March 2022 at 7pm**] to demonstrate to the general public how the grant funds have been spent and the benefits accrued.

A copy of the guidance notes for completing this form is attached. You are advised to read this when completing the form. Please use **BLOCK CAPITAL LETTERS**

PART I – YOUR ORGANISATION

NAME OF ORGANISATION

THE STAG COMMUNITY ARTS CENTRE

NAME OF CONTACT

MELISSA BARCROFT

ADDRESS OF CONTACT

STAG THEATRE, LONDON ROAD, TN13 1ZZ

POSTCODE TN13 1ZZ

TELEPHONE NO: DAYTIME

01732 466170

EVENING

EMAIL ADDRESS

melissa.barcroft@stagsevenoaks.co.uk

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

THE STAG SEVENOAKS CHARITY INCLUDES A 450 SEAT THEATRE, TWO DIGITAL CINEMA SCREENS, CAFÉ, THEATRE STUDIO AND CONFERENCE SPACE. WE PROVIDE A BUSY AND WELCOMING COMMUNITY ARTS VENUE WITH EXCELLENT FACILITIES FOR LOCAL PEOPLE. AS A NOT-FOR PROFIT ORGANISATION, WE REINVEST ANY SURPLUS REVENUE BACK INTO THE BUSINESS AND THE BUILDING.

PLEASE GIVE NUMBERS IN YOUR ORGANISATION WHO ARE

A) PAID	16
B) VOLUNTEERS	50
C) SIZE OF Sevenoaks Town Council MEMBERSHIP/BENEFICIARIES	20,000

HOW MANY MEMBERS/BENEFICIARIES LIVE WITHIN SEVENOAKS TOWN
[See Guidance Notes]

20,000

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£ 5,000

PLEASE DESCRIBE YOUR PROJECT

2022 STAG SUMMER ARTS FESTIVAL

PLEASE EXPLAIN FOR WHAT AND WHEN YOU WILL BE USING THE GRANT

FOLLOWING THE SUCCESS OF THE POST-PANDEMIC 2021 SUMMER ARTS FESTIVAL BRINGING PEOPLE IN TO THE TOWN CENTRE AND WORKING IN PARTNERSHIP WITH THE INDEPENDENT HOSPITALITY BUSINESSES IN SEVENOAKS, THE STAG WANTS TO REPEAT AND EXTEND THAT SUCCESS INTO 2022. THE COMMERCIAL AIM IS TO REPEAT THE FUNDING OF £5,000 ACHIEVED IN 2021 AND EXTEND THE FESTIVAL PERIOD BRINGING MORE LIFE BACK IN TO SEVENOAKS TOWN.

PART 3 – GEOGRAPHICAL AREA RELATING TO FUNDS REQUESTED

DOES YOUR PROJECT COVER A GEOGRAPHICAL AREA BEYOND THE PARISH OF SEVENOAKS TOWN COUNCIL? See map attached at the back of this form Yes No

IF YES, HAVE YOU ALSO CONTACTED THE RESPECTIVE PARISH COUNCILS OUTSIDE THE SEVENOAKS TOWN WARDS FOR GRANT FUNDING? ~~Yes/No~~ N/A

PLEASE PROVIDE DETAILS OF WHICH OTHER PARISH COUNCILS YOU HAVE CONTACTED AND SUMS REQUESTED & AWARDED:

N/A

PART 4 – TO BE COMPLETED BY ALL APPLICANTS

HAS YOUR ORGANISATION APPLIED ELSEWHERE FOR A GRANT FOR THIS PROJECT

YES/NO

IF YES, PLEASE GIVE DETAILS

THE INTENTION IS TO RAISE COMMERCIAL FUNDING OF £5,000 SO THAT THE 2022 FESTIVAL WILL HAVE DOUBLE THE FUNDING OF THE 2021 SUMMER FESTIVAL.

YOU ARE INVITED TO GIVE ANY ADDITIONAL INFORMATION WHICH MIGHT ASSIST THE COUNCIL IN CONSIDERING THE APPLICATION

THE LAST 15 MONTHS HAVE BEEN VERY STRANGE WITH LARGE SUMS BEING RAISED TO TRY AND ENSURE THE SURVIVAL OF THE STAG THEATRE. EVEN WITH THE SUCCESS OF THAT MISSION, THE ONGOING OPERATION OF THE STAG REQUIRES INCOME, INVESTMENT AND INNOVATION - HENCE OUR AIM TO CONTINUE WORKING WITH THE COMMUNITY AND BUSINESS COMMUNITY IN SEVENOAKS TOWN INTO THE FUTURE WITH THE EXTENSION OF THE STAG ARTS FESTIVAL.

PLEASE STATE BALANCES IN HAND AT END OF LAST FINANCIAL YEAR

March 2021 £242,360

HOW MANY MONTHS OPERATING COSTS DOES THIS REPRESENT?

3-4 months

HOW MUCH HAS THE GROUP RAISED THROUGH ITS OWN EFFORTS EG. FUNDRAISING DURING THE LAST YEAR?

Survival grants of £849,809

PLEASE GIVE DETAILS OF ANY PREVIOUS GRANT AWARDS MADE BY SEVENOAKS TOWN COUNCIL INCLUDING THE YEARS IN WHICH THE GRANTS WERE MADE, THE AMOUNT AND WHETHER THEY WERE FOR CAPITAL OR REVENUE EXPENDITURE.

GENERAL OPERATING GRANTS £27,000 PER YEAR. ONE-OFF SURVIVAL GRANT OF £125,000 IN 2020.

PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH THIS APPLICATION CHECKLIST


All relevant parts of the form completed	✓
Form signed	✓
Audited accounts for the last two years	✓
Annual Report if available (or Project or Business Plan for a new organisation)	✓

DO YOU HAVE A WRITTEN CONSTITUTION? (THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY)	YES NO
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Copies of this completed form and any supporting papers will appear on a Council Agenda and will be discussed by Council in the presence of press and public.

I DECLARE THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE ABOVE INFORMATION IS CORRECT. I AGREE THAT IF A GRANT IS AWARDED*, I WILL SUBMIT A BRIEF REPORT CONFIRMING HOW THE MONEY HAS BEEN SPENT AND EXPLAINING WHAT DIFFERENCE THE GRANT MADE. PHOTOS WILL BE SENT IF POSSIBLE.

I UNDERSTAND THAT I CONFORM TO THE GUIDELINES SET OUT IN THE GUIDANCE NOTES **AND HAVE READ AND SUBMITTED MY APPLICATION IN ACCORDANCE WITH PART 2 OF THE GUIDANCE NOTES.**

SIGNATURE  DATE 10/8/2021

NAME AND POSITION IN ORGANISATION: **MELISSA BARCROFT**
IN CAPITALS PLEASE FUND RAISING MANAGER

*** IN THE EVENT OF A SUCCESSFUL GRANT AID APPLICATION, TO WHOM SHOULD A CHEQUE BE MADE PAYABLE AND ADDRESS TO SENT TO?**

THE STAG COMMUNITY ARTS CENTRE, THE STAG THEATRE, LONDON ROAD, TN13 1ZZ

All Application Forms must be signed (electronic signature acceptable). Please return this form to Alison Futtit, Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG by the:

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Finance & General Purposes Committee – 13th September 2021

Grant Subsidies – Room Hire

Sevenoaks Town Council offers grants subsidies on room hire at its venues to local organisations and for activities benefiting the local community.

The free room hires are considered on an individual basis on request.

The following groups are approved to receive free room hire:

- Sevenoaks Conservation Council (Sevenoaks District Council) – Agreed free of charge as Town Council’s contribution
- Friends of Rheinbach
- Friends of Pontoise
- Neighbourhood Watch Meetings
- Citizens Advice Bureau
- The Sevenoaks Society – Local List Project & meetings with residents associations free of charge
- Sevenoaks Greensands Commons
- Tea Dances at Bat & Ball Centre
- Dorothy Parrott Trust

The annual budget for Grant Subsidies 2021/22 is:

Council Chamber	£1,020
Bat & Ball Centre	£255

The Town Council has received the following request from Sevenoaks Samaritans, which members are asked to consider:

“It would be great if Sevenoaks Samaritans could be considered to receive free room hire at the Finance and General Purposes Committee meeting. Just to give you some background information. Samaritans set up a Sevenoaks team during the Pandemic to help deal with the demand from our callers including our dedicated NHS support lines. We have trained over 100 local volunteers during that time via zoom to become listening and support volunteers to answer calls from people in distress and to create a safe environment for our volunteers to attend duty at 105 St Johns Hill. Whilst the calls are nationwide, our volunteers are very much local, and we hope we are offering a fantastic opportunity to Sevenoaks residents to receive a high level of training whilst supporting a charity very much in demand.

Finance & General Purposes Committee – 13th September 2021

The next level of our training which is what we will need rooms for, and will be more relevant to Sevenoaks residents, is our ESOB training (Emotional Support outside of Branch). This will enable us to offer face to face emotional support to local residents which we aim to start delivering from November onwards. The nature of the training is better delivered in a face to face environment, therefore we will need premises to run a series of training and workshops to enable our volunteers to deliver emotional support in the community.

If you could kindly consider us for complimentary room hire this would help us greatly. We have been unable to do fundraising due to the pandemic so we are very behind schedule with raising funds to support such ventures.”

The Responsible Finance Officer is reviewing costs for the weekly Tea Dance at the Bat & Ball Centre and will report to a future meeting.

Should there be a shortfall in funding allocation, virement can be made from an alternative budget.

RECOMMENDATION: That approval be given to permit Sevenoaks Samaritans use of Sevenoaks Town Council facilities free of charge.