

Mid Sussex Voluntary Action

# Burgess Hill Town Council Cost of Living Grant Application Form

This application form is open to community groups providing services to residents of Burgess Hill and must be read in conjunction with the Conditions of Funding that applies to Minor and Major Funding available on the Town Council website. <https://www.burgesshill.gov.uk/town-community/grants1/>

There is a limited pot of funding and applications will be considered by the Grants Awards Panel - an open Council meeting that members of the public are welcome to attend. You will be advised of the meeting date your application will be considered.

Email \*

Please select if you are applying for a Grant to provide a Warm Hub in Burgess Hill or towards a food project. \*

Please note these are the only two options available.

- Food project for Burgess Hill Residents currently open to the Burgess Hill Pantry or Burgess Hill Community Foodbank
- Warm Hub in Burgess Hill - please note this is for regular warm hubs to be set up and not a one off event. Guidance on warm hubs can be viewed here <https://www.wrccrural.org.uk/wp-content/uploads/2022/10/Warm-Hubs-Organisers-Checklist.pdf>

Name of Organisation \*

Mid Sussex Voluntary Action

Full contact details of name of person completing the application form to include a phone number. \*

Lauren Lloyd

Is your organisation a registered charity, CIO, CIC or constituted community group? \*

- Registered Charity
- CIC
- CIO
- Constituted Community Group

How many residents of Burgess Hill would benefit from this project? \*

200

Describe how the project will provide support to residents of Burgess Hill and when will it begin? \*

Please note Council are hoping the projects are implemented quickly to provide support quickly to residents during the winter months of 2022/2023.

Mid Sussex Voluntary Action would like to apply for funding to enable us to open our Cherry Tree Centre for 4 hours to create a warm, safe space for residents and the local community to use, which we would otherwise be unable to offer.

We will open up our centre from 10 – 2pm every Thursday from 5th January 2023. The Cherry Tree Centre is a warm, inviting, accessible community centre in Burgess Hill that is well known by residents and the local community as a hub for community activity. From experience, we know how many volunteers are required to run a welcoming space like this and are confident that with a part-time member of staff supervising volunteers and ensuring safety of guests, we can make this work as a successful Warm Space for people to access over the winter.

We will offer warm packs (hot water bottle/thermal mugs), board games, books and company in the Warm Space. We will also offer refreshments and paninis so that everyone is able to access warm drinks and food no matter what their financial situation.

We will work with partner organisations to be able to offer energy saving advice to guests coming to the Warm Space, and would work in partnership with BHTC, Clarion, MSDC, The Pantry, Impact Tasty Team, Citizens Advice, WSCC, Burgess Hill Foodbank, and Community Transport Sussex (in order to transport people unable to get to the centre by their own means).

Describe the financials of this project to include \*

1. how much you are applying for?
- 2.the total cost?
3. how much of your own money will fund this?
4. are you seeking funding from other organisations?

1. £5,544.88
2. £10,000
3. £2,310.12
4. £2,145.00 from Clarion Futures.

20 weeks salary for 1 staff for 5 hours (@15/hr) (£75 per session) £750.00 (request to Clarion to fund £750 too)

Room Hire for 20 weeks

Café space (£90 per session) £1800.00

Kitchen (£90 per session) £1800.00

Food hygiene course for volunteers 8 courses (£25 each) £200.00

Rubbish disposal (£10.6 per week) £212.00

Aprons x10 £178.80

Publicity Leaflets £100.00

Management costs (10%) £504.08

Total funding sought from BHTC Cost of Living Grant Programme £5544.88

MSVA to cover cost of utility bills for two rooms of the Cherry Tree Centre £2310.12

A request for funding for £2145 has been submitted to Clarion to help meet total costs of running the Warm Space for 4 hours.

Total cost of project: £10,000

Describe the publicity plan in place to promote this project. \*

Publicity will consist of door-to-door leafleting of the local streets around The Cherry Tree which will be delivered with the help of corporate volunteers. This will be enhanced by a social media strategy to promote the Warm Space to local communities on Burgess Hill social media sites and our own Mid Sussex Voluntary Action channels. We will promote it in the magazine Mid Sussex Matters and will submit a story to the Mid Sussex Times and other local publications. We will work with BHTC and partners to ensure the local community is aware of this facility and other important facilities open in Burgess Hill during winter.

In order for your application to be considered the following documentation must be emailed \*  
to the communityteam@burgesshill.gov.uk.

- A copy of your organisation's Constitution, signed and dated by the Chair.
- A copy of your organisation's audited or independently examined accounts for the previous financial year.
- A copy of your organisation's MOST RECENT bank statement(s) of any current and investment accounts

Thank you for submitting your application. \*

The Community Team will be in contact within two working days to confirm receipt of your application. If you have not had an email please telephone 01444 247726 and ask to speak to the Community Team.

Please read the following statement:

I declare that I have read and accept the Guidance Notes and Conditions of Funding and that I have answered all questions fully and truthfully. I also declare that any grant made will be used solely for the purposes outlined in this application. I understand that Burgess Hill Town Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified.

- I confirm I have read the declaration.

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