Warwick town council

**APPLICATION FORM**

**COMMUNITY FUNDING**

* Please read Guidelines Parts 1 & 2 before completing the form.
* Closing date for applications: 10 days prior to Committee Meeting.
* Applications must be countersigned by the supporting Town Councillor
* Warwick Town Council encourages applicants to have other partners, groups or charities supporting financially to the cost of the project.
* Grants under £3,000 will go forward for approval by the committee.
* Grants more than £3,000 will be taken to the committee for recommendation and then to the following Full Town Council meeting for final decision.

**To be eligible to apply for a grant you must be able to answer YES to all of the questions below**

Yes Your group has got a bank account as we can only pay grant monies into an applicant’s bank account

Yes Your group is non-profit making, i.e a registered charity, a voluntary or community group, or a club or society

Yes Your project will benefit people in Warwick (CV34)

Yes Your project requires a one-off payment (we cannot provide ongoing funding)

Yes Your project has not already started or been completed

N/A Your application includes at least 3 comparison quotes to demonstrate best value for money (where applicable)

**Section 6 of this application, Town Councillor Declarations, must be completed before submitting your application to the office.**

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| **Section 1: Contact Details** |
| Name of group/organisation applying | Hill Close Gardens Trust |
| Contact details of person completing the application form This person is responsible for:* providing information if requested
* receiving the grant money if awarded
* signing the grant agreement
* providing evaluation/feedback and ensuring a representative is available to present at our Annual Town Meeting, should the application be approved
 | Name: Caroline Noel |
| Email addressCaroline@hcgt.org.uk |
| Telephone number. 07813 765864 |
| Postal addressBread and Meat CloseWarwickCV34 6HF |

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| **Section 2: Group/Organisation Details** |
| Briefly explain what your group/organisation does (e.g. – youth club, charity) & your aims and objectives | Hill Close Gardens aims to preserve and maintain this valuable Warwick asset for the benefit of the town, the local and wider communities. These benefits can be broken down into: historical, educational, environmental, mental health and well-being and horticultural. Hill Close Gardens is part of the Warwick Town Trail and attracts people throughout the year. As a tourist destination Hill Close is always a popular choice with visitors as part.The Gardens are a registered charity and charitable company. The gardens were rescued from redevelopment by a local resident association in 1994. Grade II listing for the summer houses and subsequently the whole site was also granted. The gardens were fully restored in 2005 and are a vital community hub that provides tranquil, green spaces in the heart of Warwick. We offer workshops and training to local residents and the wider community. We work with local primary schools and early years groups to offer a comprehensive programme of activities for children from 3 to 11; We work with local mental health charities to offer bespoke sessions to individuals who are facing difficulties along with organisations that support them. Our 80+ volunteers of every age, background and ability support us in every area of the gardens from gardening to admin; from DIY to helping at events to fundraising.  |
| Please provide the charity & VAT number for your group, if applicable | Charity number: 1085278VAT number 855 2887 82 |
| How many people are currently involved in your group /organisation? |

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| Members / service users |
| Women (18+) =  | Men (18+) =  |
| Girls (0-17) = Boys (0-17) = We currently are unable to provide data that breaks down the membership to this level. We are now using software that only recently has helped us to start monitoring and analysing this data Over time we will have this data more readily available.We currently have over 600 members. Regular local hirers of our meeting room number about 100. Out of the 5000 plus non-member visitors, many are from CV34. |
| Staffing  |
| Paid staff = 5 | Volunteers = 80+ |
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| **Section 3: Project Information**  |
| Project Title / Event  | **Composting for the Future** |
| Tell us about your project* This should describe what you want to do with the money
* Planned timescales and start date of project
* Who the project will benefit and what age groups?
* Location – where will your project be based?
 | This funding will enable us to buy additional resources for training volunteers (Compost Champions) who can then deliver workshops in the gardens and out in the local community.Our project starts in late November/early December. Clearing the space, building the concrete bases and constructing the composting area, installing composting points around the gardens etc (we have funding for this already). We anticipate that all work will be compled in late Spring 2024This project is focussed on three things – 1. to transform the way the gardens manage their waste and its disposal (we will be able to use the majority of the compost in the gardens rather than it go offsite). 2. to educate and inform people in changing the way that they recycle and reuse green waste and 3. To train a team of Recycling Champions (up to 14 volunteers) to deliver training and support in our gardens and communityThe project will impact across the age ranges from early years (2-5), primary (5-11) up to older adults in our local community. We already have strong links, and work closely with local Childrens Centres and primary schools so getting our young people on board is also a major goal for us.Our project hub is Hill Close Gardens but training and community events will take place around the CV34 neighbourhood with partners eg schools, community centres |
| How do you know there is a need for the work covered by your grant application?* Describe the evidence you have got and the source (e.g survey, statistical data etc)
 | Our volunteers live in our community, and we have regular conversations with them about how we can improve the gardens particularly around being more sustainable.We know there is a need for Hill Close (and is in our 5-year strategic plan) to become community champions for the environment and our climate. We must demonstrate, in everything we do, good practice in conserving energy and minimising waste. This project alongside the Rainwater Harvesting project is key to making a significant contribution to our own energy and water use reductions, but also will enable us to educate and train community champions to spread the word and role model good practice.In visitor feedback we often have comments/questions about how we recycle the garden waste and as part of that visitors will often tell us that they would like to know more about how they do that in their own homes. |
| Partnership Working * What other partners are involved in the project and what are their contributions?

  | Telent is a local business that has supported us with installing faster broadband and will also be funding a shredder as part of this project.We also have strong partnerships with two local schools and children’s centres who will be key partners in creating the education programmes and delivering them at the gardens and in schools and early years settings.We are using local businesses as community volunteers, to help us in clearing ground and preparing for the concrete bases and associated ground works to be completed.We are working with Garden Organic to deliver the training to our volunteers and head gardener in 2024A small local builder has won the contract to complete the groundworks and bases so keeping the work local and supporting a micro business.We have a large membership at Hill Close Gardens who are passionate and dedicated in their support of the work that we do. Some of the funding for this project has come from their donations. |
| Equality of access * How will you ensure that your project is open to all or, if you are focusing on a specific group or community that the target audience will have access to the project?
 | We make sure that physical access is as easy as possible around the gardens for staff, volunteers and visitors. The entrances, pathways etc are wide and level in most of the garden plots (we have several volunteers with access needs). We have a disabled toilet at ground level. Most of the 16 plots are accessible but there are some inclines towards the top end so access can be limited.Many of our volunteers act as visitor buddies where specific help/support is needed |
| What economic or community-based need does your grant aim to fulfil?  | Our gardens provide several opportunities for local residents to (re)connect with nature and spend time outdoors. We know through anecdotal feedback from visitors and volunteers how much of a difference our gardens make to people’s health and well-being.Measuring changes in mental health and well-being is hard to assess and most of our feedback is received through conversations on a one-to-one or small group basis. For example, our garden volunteers all have breaks in the day when they come together in the garden shed to make a drink and catch up with the head gardener and other volunteers. |
| What age group(s) will benefit from the project? | Tick/indicate all that apply: All ages apply here

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|  0-8x |  9-14x |  15-24x |  25-35x |
|  36-50x |  51-65x |  66+x |  |

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| How will it be monitored for success? | All visitors and volunteers are asked for their feedback through visitor forms and happy sheets after events and training.We have very recently introduced the idea of having small focus groups of volunteers and have drafted the feedback metrics around: general health, achievement, activity, respect, responsibility, feeling included and feeling safe. This is only at very early stages, and we hope to trial this more fully over the coming months.Once the ground/building works are completed in Spring 2024 we have planned a programme of training for the volunteers and will be offering community courses from Summer 2024.These activities will be evaluated through course feedback forms and small focus group sessions run with our volunteers. |

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| **Section 4: Financial Details**  |
| How much money are you requesting from Warwick Town Council? | Total amount applied for £2988.70 |
| Please provide a simple itemised breakdown of how this money will be spent. |

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| **ITEM** | **COST** |
| **Additional equipment needed as per attached costs** | **841.40** |
| **Garden Organic Trainer x 1 session x 14 volunteers** | **525.00** |
| **One community course for 15 including venue, refreshments, promotion, and co-ordination plus % premises costs** | **1480.00** |
| **Contingency @ 5%** | **142.30** |
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| **TOTAL:** | **2988.70** |

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| Is this the total cost of the project? | No |
| If no, please give details of funds raised or applied for from other partners, agencies, groups etc: | Other funds applied for/secured (including amount):Membership donation = £5000 (secured)Telent £3228 for shredder (to be confirmed) |
| What is the total cost of the project / event?  | Total cost £11,216.70 |

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| **Section 5: Declarations** |
| Signature of main contact person | Trustee, Hill Close Gardens |
| Date form completed  | 23 Oct. 23  |

**The supporting Town Council must also complete section 6 to indicate their support and submitted at the same time as this completed application.**

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| **Section 6: Town Councillor Declarations**  |
| Name of Councillor supporting the project  | Councillor Daniel Browne  |
| Have you been or will be actively involved in this project? | No |
| Does the application improve services for under 18’s or the elderly?  | Yes |
| Does the application include public involvement and offer equal opportunities?  | Yes |
| Does the application cover a deprived area in Warwick? | Yes |
| Has the group previously applied for funding from Warwick Town Council? If yes, please give details of their previous applications (dates, amount requested, projects/ events) | On 29/03/2019, Hill Close Gardens was grateful to receive a grant of £5,000 from the Town Council as their contribution to the ‘Transforming the Visitor Experience’ project, completed in 2022. |
| Why do you feel Warwick Town Council should support this application? | Hill Close Gardens has been a significant attraction of social historical value to both visitors to Warwick and our local community for more than 20 years and has previously enjoyed the support of local councillors at both town and district level. More recently Hill Close Gardens' strategy for increasing engagement with our local community to provide activities, education, and opportunities that support recycling and mental health & wellbeing is deserving of support. |

I support this grant application and will attend the upcoming Committee Meeting to represent this application and answer any questions that may arise

**Daniel Browne  24/10/2023**

**Name of Councillor Signature Date**

Completed forms and any supplementary sheets should be sent to:

Warwick Town Council, The Court House, Jury Street, Warwick, CV34 4EW.

Electronic copies can be sent to: jaynetopham@warwicktowncouncil.org.uk