



**OFFICER REPORT TO LOCAL COMMITTEE  
(GUILDFORD)**

**COUNTY COUNCIL FUND FOR SMALL DISADVANTAGED  
AREAS**

**22 SEPTEMBER 2010**

**KEY ISSUE**

To decide which applications for funding to submit to the countywide panel.

**SUMMARY**

The County Council recently announced a fund for small disadvantaged areas and officers have promoted the Fund to a variety of groups & organisations. The submitted applications have been assessed and given an initial score. The report contains details of the applications and invites a decision on which to submit for consideration by the countywide panel.

**OFFICER RECOMMENDATIONS**

**The Local Committee is asked to agree** which application(s) to submit for consideration by the countywide panel, which will meet in early December.

**1 INTRODUCTION AND BACKGROUND**

- 1.1 At the meeting of the County Council on 23 March 2010 the Leader announced that £200,000 would be made available in 2010/11, from the policy initiatives budget, to help disadvantaged areas in Surrey.
- 1.2 The purpose of the fund is to develop initiatives which reduce inequalities and empower small to medium-sized communities in Surrey which experience relative disadvantage to work with the County Council and other relevant partners to develop local solutions to the problems facing them. The Leader believes that it is important that the Council tries to help some of the more

disadvantaged areas to help themselves to develop economically, socially and in a way that is sustainable.

1.3 The specific criteria for this Fund are that applications should demonstrate:

**General**

- New ways of listening to residents and involving them in developing services, which meet the needs of their neighbourhood.
- Working with residents, statutory partners and the voluntary/faith sector to embed increased confidence and cohesion in communities, which make a difference & can lead to sustained improvements in quality of life, opportunities and achievement.
- Genuine partnership working which pursues a shared vision (ideally through the relevant Local Strategic Partnership), operates with a “Total Place” methodology in terms of sharing resources and involves services adjusting their delivery to reflect local conditions.

**Specific**

- Well-evidenced relevant data of need, e.g. Index of Multiple Deprivation, data included in the Joint Strategic Needs Assessment, data from services (e.g. NEET levels) and intelligence provided via the Community Safety Partnership.
- Measurable targets along with realistic milestones
- If funding an existing project, it should not be seen as a means of back-filling for funding withdrawn by another organisation.
- What additional resources are available from partners (which might include the Local Committee itself) to complement any County Council resources granted and/or what leverage is likely to be achieved.
- Sustainability beyond the initial period of funding

1.4 Local Committees have a central role in supporting and recommending projects, particularly where the Committee itself can also demonstrate some of the following:

- Making progress in taking forward the principles of Localism and “Total Place”.
- Developing a clear understanding of the profile of disadvantage in their district/borough.
- Evidencing multi-agency activity that responds to needs and opportunities in the most disadvantaged neighbourhoods in the borough.
- Address improvements in education, skills, digital inclusion, tackling anti-social behaviour/vandalism and other social matters of concern
- Have a continuing record of investment in projects or have an emerging focus or priority which could strengthen these neighbourhoods and increase the range of opportunities available to their residents.
- Have the potential to deliver sustained capacity-building in that community.

1.5 It is suggested by officers that the Local Committee has over many years, evidenced its understanding of localism, tackling relative disadvantage

particularly via its reports on Self Reliance and proactively targeted its use of Members Allocations.

- 1.6 Additionally the Surrey Strategic Partnership has designated Westborough as one of the 4 most disadvantaged areas in the county and it is known that Stoke ward is the 5<sup>th</sup> most disadvantaged area in Surrey. Following this lead, the Guildford Local Strategic Partnership has developed a Westborough Strategy in consultation with residents, local groups and agencies. Many of the criteria for the Small Disadvantaged Fund are in accord with the aspirations and plans of the Westborough Strategy. Any funding that might be gained is highly likely to contribute directly to delivering the Westborough Strategy.

## **2 DISCUSSION/ANALYSIS**

- 2.1 By the closing date for applications the Area Director had received 4 bids, which are now to be considered by the Local Committee. Initially applications were scored against a series of criteria based on those implicit in the application form and associated guidance.
- 2.2 There were 13 assessment criteria used and with a total possible score of 26 the bids were initially scored as follows:
- Guildford Community Learning Partnership (19 points)
  - Guildford CAB (15 points)
  - Oakleaf Enterprise (21 points)
  - Voluntary Action South West Surrey (21 points)

The applications are made available at **Annexes 1 to 4** respectively.

## **3. OPTIONS**

- 3.1 The Local Committee is invited to consider the short-listed applications and decide which it would wish to recommend to the countywide panel as its submission(s). The Committee is reminded that there is no limit to the value or number of the applications it may submit.

## **4. CONSULTATIONS**

- 4.1 Evidence of the involvement of stakeholders and of the approach to engaging the wider community is contained within the applications annexed to the report.

## **5 FINANCIAL AND VALUE FOR MONEY IMPLICATIONS**

- 5.1 Applicants were invited to provide detailed financial information in their applications.

## **6 EQUALITIES AND DIVERSITY IMPLICATIONS**

- 6.1 A recognition of the diversity of Surrey and a wish to promote inclusion and equality of opportunity are central to the purpose of the fund. All of the applications reflect in some respect the objective of reducing exclusion and addressing the needs of those Surrey residents who are less advantaged.

**7 CRIME AND DISORDER IMPLICATIONS**

- 7.1 All of the submitted applications contain preventative approaches, which are designed to develop personal resilience and, as a consequence, make a contribution towards strengthening communities.

**8 CONCLUSION AND RECOMMENDATIONS**

- 8.1 The Local Committee has an opportunity to support applications which would bring significant funding into the borough to enable some much-needed projects to be taken forward.


**9 WHAT HAPPENS NEXT**

- 9.1 The Local Partnerships Team will ensure that the applications identified by the Committee for consideration by the countywide panel are submitted and that all applicants are notified as appropriate of the decision.

**LEAD OFFICER:** Dave Johnson (Area Director)  
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**E-MAIL:** [dave.johnson@surreycc.gov.uk](mailto:dave.johnson@surreycc.gov.uk)

**CONTACT OFFICER:** Chris Williams (Local Committee and Partnership Officer)  
**TELEPHONE NUMBER:** 01483 517336  
**E-MAIL:** christopher.williams@surreycc.gov.uk

**BACKGROUND PAPERS:**  
None

<p><b>SMALL DISADVANTAGED AREAS FUND</b></p> <p><b>Application Fund</b></p>		 <p><b>SURREY</b> COUNTY COUNCIL</p>
<p><b>Closing date for this fund:</b> 1 December 2010</p>		
<b>Contact details</b>		<b>Help Notes</b>
<p>Q1 <b>Name of Local Committee:</b> Guildford</p>		<p>The name of the Local Committee submitting the bid</p>
<p>Q2 <b>Name of recipient organisation:</b> Guildford Community Learning Partnership (as lead organisation)</p>		<p>This is the name of the organisation which will carry out the activities funded or hold the funds on behalf of a partnership</p>
<p>Q3 <b>Contact person:</b> Sian Sangarde-Brown <b>Title:</b> Mrs <b>First Name:</b> Sian <b>Surname:</b> Sangarde-Brown <b>Position held in the organisation:</b> Community Learning Advisor <b>Contact address:</b> 75 Epsom Road, Guildford <b>Post code:</b> GU1 3PA <b>Telephone:</b> 07748 804078 <b>Fax:</b> <b>E-mail:</b> sian.b@ntlworld.com</p>		<p>This is the person we will contact if we need information about this application</p>
<b>What are you seeking funding for ?</b>		
<p><b>Q4 Describe the area where the funding applied for would be spent.</b> The focus of this project would be Westborough ward and particular output areas of Stoke ward in Guildford Borough.</p>		<p>Give details of the neighbourhood or locality which is being targeted by this proposal</p>

**Q5 Provide evidence of the local needs which the funding would address**

Westborough was identified by the Surrey Strategic Partnership in April 2010 as one of four priority places, because of the high level of need in the area. Westborough has a high proportion of adults with no or low qualifications. Over 29% of adults in the ward as a whole are estimated to have no qualifications. In February 2010, 3.7% of working age adults in Westborough were claiming jobseekers allowance, compared to the Guildford Borough rate of 2.2%.

Connexions also recognizes Westborough as a NEET hotspot. 70% of the NEET cohort in Surrey are: having a Learning Difficulty or Disability; being pregnant or being a teenage parent; being homeless or having housing issues' being a young offender or working with the Youth Justice Service. The other 30% tend to have had irregular or no school attendance. Many of these young people have not moved on or out of the area by the age of 19, and are still Westborough based. (*SCC NEET Strategy*)

Stoke ward also records high levels of need in two particular super output areas, with regard to education, employment and income needs.



**GUILDFORD 007D STOKE**

*Area: From Riverside off Stoughton Road, across Woking Road to the canal, and upto and including Slyfields Industrial Estate.*

Stoke 007D ranks 13<sup>th</sup> for Education in the 20 lowest wards in Surrey.



**GUILDFORD 007C STOKE**

*Area: Along Stoughton Road from Larch Avenue, Woking Road and the Bellfields Estate upto the railway line. Includes the Jarvis Centre and the North Guildford Bellfields Children Centre.*

Stoke 007C features in the 20 lowest wards in Surrey for:

- *Income (17<sup>th</sup>)*
- *Child Poverty (12<sup>th</sup>)*
- *Income Deprivation affecting Old People (7<sup>th</sup>)*

**Q6 Describe the project or activities you are seeking funding for.**

The project will train people to use information technology; improving their skills, confidence and employability.

The funding will enable us to build on the success of a four-month pilot project called "Westborough TransformIT", which was supported by the Guildford Local Strategic Partnership and funded by the Surrey Improvement Partnership. The pilot project had a champion with a bank of laptops who was able to provide immediate training to individuals and groups. The champion worked with some existing community groups, whilst other groups grew out of bringing people together with a common interest in using IT and the internet. Occasionally, we worked with individuals in their own home in the first instance. In total, we provided training to over 60 people, many of whom do not normally engage with formal learning. The pilot proved that this approach worked by providing opportunity in a way that has previously not been tried. It sets the foundations for further work and gives us confidence about its success.

This funding would enable us to firmly establish and expand the project, by:

- Continuing to work with individuals and groups in Westborough ward.
- Establishing IT drop-in facilities at the Park Barn Day Centre in Westborough.
- Establishing a computer recycling project with a group of people with learning difficulties and disabilities.
- Expanding the area we work in to provide support to individuals and groups in Stoke ward.
- Identifying opportunities to utilize the training that people receive to establish social enterprises.

The project will target people who have no or few qualifications, are out of work or work less than 16 hours a week, including young people NEET 16-19, adults with learning difficulties and those with mental health issues.

The funding will pay for a champion(s) who will engage with people and deliver the training. They will also recruit volunteer IT mentors. The Surrey Lifelong Learning Partnership (SLLP) Community Learning Advisor will support the champion and work strategically with partners to strengthen the initiative. The SLLP will loan laptops for the duration of the project for use with the champion and we will continue to try to facilitate further equipment to be available with drop-in facilities for residents.

The vision is groups of people that support and help one another to achieve the next step, however little or large that step may be; the vehicle is the confidence that comes from being successful at something, particularly if it improves the life of another, and the realisation that taking control of one's own improvement is life changing. Many people do not recognize how good they can feel about themselves until they take part, and the TransformIT offer made it very easy for many people who would never have normally engaged in learning to do just that. The project's aim is the engendering of self-help that would ultimately provide opportunities for volunteering and work.

The project aims to work alongside people who have plans for their community, as well as trying to facilitate new ideas that will help people progress. The project will act as a catalyst and the creation of social enterprise opportunities is core to the project.

**Q7 What outcomes and outputs will you be aiming to achieve and how do they help SCC achieve its strategic priorities? Please also say what SCC services are involved and the named contact(s).**

Outputs:

- 300+ people gain or improve their IT skills
- 25+ new community facilitators/volunteers
- 3+ new drop-in IT facilities
- Help for 5+ community groups to further extend their reach and provide services to residents, through help with funding bids.

Outcomes:

- Improved IT knowledge and skills, resulting in improved employability.
- Increased confidence of individuals, and ultimately, a more confident community.
- A greater culture of engagement and learning in the two most deprived wards in Guildford borough.
- Improved access to information about public services and local decision-making, as well as commercial opportunities and employment.
- Increased volunteering and employment would reduce reliance on government resources.

Surrey County Council contacts:

- West Guildford Confederation - Caroline Cave
- The Spinney Children's Centre - Anne Woodward
- ACL - Paul Hoffman, Sharon Salmon
- North Guildford Children's Centre – Sarah Black
- Employability

**Q8 How would you involve residents in the project?**

The project seeks to build on the work of the WestboroughIT project and so it already has a relationship with local voluntary, residents and faith groups. The project would invite residents to participate anywhere and everywhere; the pub, shop, betting office. A lot of introductions were made on the street, and participants introduced a friend. The vital thing is that people, having up-skilled wish to do more; for some this is just being part of a group for the time being.

It is anticipated that once the local broadband facilities have been provided more local groups and individual residents will ask for IT training, knowing that it can be provided on their doorstep. It is also anticipated that individual residents will use the drop-in facilities.

It is hoped that one the legacies of this project will be more community facilitators that have taken ownership of what they are involved in; their recognition that what they have achieved is valuable and worth maintaining is key.

**Q9 The fund is available for one year only; how will any project initiated during this period be sustained in the longer term?**

Once IT has been learnt, that skill cannot be taken away and this legacy will grow stronger over time – families and individuals will be more capable of accessing information, which will improve opportunity, choice and children's attainment in school should improve. One of the problems, particularly in Westborough is that many people have not participated. We will be trying to work with residents; many of them, the least able to cope with daily life, and build their confidence to



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take small steps. This project aims to build a confident community that encourages many to take responsibility for themselves, and for new volunteers to become interested in helping run and support services that help people locally.

One possibility under consideration is to link the groups that have already received IT training under the University of the Third Age. This would give the groups added incentives and opportunities for more learning and attract other residents not yet involved to join the groups.

Some groups will have been strengthened by the project and others will be new, but all will be taken forward by their 'steering groups' and transfer to others for support will be arranged.

Any facility that is created within the lifetime of the project will only go ahead if sustainability beyond the life of the project is not an issue, including the drop-in facilities with broadband access, the laptop loan and developing social enterprises.

The SLLP Community Learning Advisor is still working with the groups from the Pilot and this would continue after the project was finished, although it is planned that bids will be written to continue the Champion's work. She is a member of the Guildford LSP Healthy Living group and of the Stoke and Westborough Action Group.

**Q10 How will you measure your success in carrying out the activities and achieving the outcomes you have set out above?**

We will monitor our progress continually against targets and record these against an action plan. We will add new initiatives to the plan the project evolves. We will prepare a monthly update for partners to see - a reporting mechanism such as this, acts as a driver and those involved strive to meet the expectations of the participants and the community. We issued a newsletter during the pilot that captured this information and attracted new partners involvement.

Updates will also be posted in the Residents' Newsletter that is distributed to residents.

Reports will be made at LSP Healthy Guildford meetings that feeds directly to the Guildford LSP.

The Community Learning Advisor and the TransformIT Champion will be responsible for evaluation of the project.

**Q11 Please set out the project timescale and key project milestones**  
**(All actions can change subject to need of residents)**

<b>Objectives</b>	<b>Activities</b>	<b>When they will take place?</b>	<b>Planned Outcomes</b>
Create IT drop-in facilities at Park Barn Day Centre	Broadband links established at the Park Barn Centre and purchase three laptops for each location	By January 2011	
Meet with all partners and create network	Map what each partner can bring to the table in terms of learners, courses, venues, support	By February 2011	15 partners actively engaged in the project
Recruit volunteer IT mentors (or other specialisms)	Hold events with volunteer bureaux in both targeted areas	By April 2011	
Run courses and drop-ins at community venues	Create prospectus of courses that <u>the community wants</u> , some informal, some leading to accredited qualifications	January - March 2011	30 learners
		April - June 2011	60 learners
		July - September 2011	90 learners
		October – December 2011	120 learners
Create blueprint for a Social Enterprise	Seek advice, work with partners, create business plan, cash flow forecast, P & L and action plan	By April 2011	
Set up or constitute new community groups	Identify existing 'critical masses' and propose progression and seek funding	By June 2011	5 groups
Regular visits to both areas by careers advisors or employment services	Next Step, Connexions, Employability, CAB	By June 2011	Coordinate bi-monthly visits and enthuse people to attend
Work with partners on new volunteering or employment opportunities	Events at Community centres with Next Step, Connexions, volunteer bureaux etc	By July 2011	2 events
Run Community Days	All locations running events on same day – day centres, community centres, children's centres etc <a href="http://www.surreycc.gov.uk/guildford">www.surreycc.gov.uk/guildford</a>	May 2011	Capture contact details for 300 families/individuals
		October 2011	
Get NEET into employment or volunteering	Brokering between NEET and partners	By December 2011	10 NEET

**Q12 Who are your key partners and how are you developing a shared approach to the area?**

Partners include,

- Surrey Lifelong Learning Partnership
- Local Residents Groups and local Residents
- SCC ACL Widening Participation
- Guildford Borough Council inc. Housing, Business Systems, and the
- Community Safety Wardens, and
- The Park Barn Centre
- Surrey Police Neighbourhood Teams
- Guildford Action (inc. Women on Wednesday group)
- St Francis Church
- St Clare's Church
- The Spinney and North Guildford Children's Centre
- Barn Youth Project
- Voluntary Action South West Surrey ( inc. Forget-me-nots group)
- Kings College
- West Guildford Schools Confederation
- Tesco
- Home Access (BECTA)
- Connexions
- EmployAbility
- Action for Carers

The project will further unite the above partners and encourage others to meet the needs of local people and the local community. As mentioned above, increased use of IT benefits all agencies and individuals. By working closely together, and providing an extended platform for agencies to engage with residents, the project will contribute to all the key targets of the Westborough Strategy which are:

- Improving skills and employment opportunities
- Improving the health of residents and reducing inequalities
- Supporting children, young people and their families
- Increasing community pride, confidence and cohesion

**Q13 Provide details of reports received by the Local Committee which have contributed to an understanding of disadvantage in your borough/district as a whole and in this area in particular.**

The Local Committee (Guildford) has received regular reports, most recently at its meetings on 10 December 2008 (Item 7) and 9 December 2009 (Item 8). The Committee has supported partnership work in Stoke, Westborough and Ash. The minutes of the December 2009 meeting show that the Committee agreed to 'continue to use the resources at its disposal to promote the development of stronger, more self-reliant communities in Guildford.' In addition, they noted that the work in deprived areas is undertaken to empower individuals and communities to develop local solutions to the problems that face them, and address a number of key issues for public services.

**Q14 What has the Local Committee done in the past to support multi-agency activity to respond to the needs of disadvantaged communities?**

The Committee has regularly endorsed its commitment to the three existing priority areas and reinforced this by many grants from its revenue and capital budgets to support local projects; it has also supported the priority given to strengthening these communities in borough-wide strategic plans and ensured that relevant links are made by County Council services.

***Financial Questions***

**Q15 How much are you applying for?**

6 laptop computers	£1,800
2x new BT phone lines connected at the Park Barn Centre	£212
2x Line and broadband rental for one year.	£1,357
Venue hire & events.....	£1,000
Champion @ £25 per hour for 15 hours x 65 weeks	<u>£24,375</u>
Total	£28,744

**Q16 How will this funding help the project or initiative? What are the implications of not receiving the funding you have requested from SCC? What are the implications of receiving part of the funding you have requested from SCC? (Please keep answer brief)**

The funding will allow an intensive amount of support for the community to develop its skills, confidence and provide opportunities to better support for self, family and neighbours.

Without the funding work will continue in an ad hoc fashion, giving less chance of success and increased susceptibility to short-termism.

With part-funding we would cut back on the hours available to the champion.

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**Q17 What resources are available from other partners in the project and how far are these dependent on SCC funding?**

This project would act as a catalyst for other agencies; many of whom have already or plan to target resource at Westborough. Guildford Borough Council would play a major role and Surrey County Council in line with the SSP DMG group are already committed to Westborough as a priority place.

**Q18 Has the area received financial support from any part of SCC (including Local Committee allocations and funding from the former self-reliance budget) in the last 2 years? If yes, please give brief details.**


<b>Name of Funding</b>	<b>Name of Manager</b>	<b>Amount</b>	<b>When</b>
Surrey Improvement Partnership	Hilary Lombard	9200	April-June 2010

**Completing this form does not guarantee success when applying for funding  
All successful projects will be required to complete an evaluation form outlining the outcomes of the project**

**I confirm that to the best of my knowledge the information contained within this Application Form and the enclosed supporting documentation is accurate.**

<p><b>Print Name:</b> Sian Sangarde-Brown</p>	<p><b>Organisations and Status:</b> SLLP Community Learning Advisor for 'Guildford Community Learning Partnership'</p> <p>SLLP is a not for profit organisation and is working towards Charity status.</p>
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<p><b>Signature:</b> Sian Sangarde-Brown</p>	<p><b>Date:</b> 3.9.2010</p>
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<p><b>SMALL DISADVANTAGED AREAS FUND</b></p> <p><b>Application Fund</b></p>		 <p><b>SURREY</b> COUNTY COUNCIL</p>
<p><b>Closing date for this fund: 1 September 2010</b></p>		
<b>Contact details</b>		<b>Help Notes</b>
<p>Q1 <b>Name of Local Committee: Guildford</b></p>	<p>The name of the Local Committee submitting the bid</p>	
<p>Q2 <b>Name of recipient organisation: Guildford Citizens Advice Bureau</b></p>	<p>This is the name of the organisation which will carry out the activities funded or hold the funds on behalf of a partnership</p>	
<p>Q3 <b>Contact person:</b> <b>Title:</b> Ms <b>First Name:</b> Alison <b>Surname:</b> Cox <b>Position held in the organisation:</b> Bureau Manager <b>Contact address:</b> 15-21 Haydon Place, Guildford, Surrey</p> <p><b>Post code:</b> GU1 4LL <b>Telephone:</b> 01483 230843 <b>Fax:</b> 01483 450185 <b>E-mail:</b> Alison.cox@guildfordcab.org.uk</p>	<p>This is the person we will contact if we need information about this application</p>	
<b>What are you seeking funding for ?</b>		
<p>Q4 <b>Describe the area where the funding applied for would be spent</b></p> <p><b>Westborough and Stoke wards in Guildford Borough and part of Worplesdon</b></p>	<p>Give details of the neighbourhood or locality which is being targeted by this proposal</p>	

<p><b>Q5 Provide evidence of the local needs which the funding would address</b></p> <p><b>The Surrey Strategic Partnership has identified Westborough in Guildford as one of four high need areas of the county based on national, regional and locally validated data sources, such as the Joint Strategic Needs Assessment (JSNA) and the “Heatmaps” developed by Surrey County Council and is treated as a priority place for coordinated work.</b></p> <p><b>In addition the indices of deprivation show that both Westborough and Stoke wards have:</b></p> <ul style="list-style-type: none"> <li>• <b>Amongst the highest % of working age adults with no/low qualifications</b></li> <li>• <b>Shorter life expectancy</b></li> <li>• <b>Amongst the most deprived areas for children in Surrey and in the lowest national quartile</b></li> <li>• <b>Amongst the highest national quartile for residents in receipt of means tested benefits and within the most income deprived areas of Surrey</b></li> </ul> <p><b>Parts of Worplesdon score highly in two deprivation matters Ash and Ash Wharf/Tongham separately served under separate funding by Ash CAB</b></p> <p><b>Local consultation in August 2010 with children’s centres and E. Guildford Schools Confederation indicated their user surveys had demonstrated the need for information and advice services onsite</b></p>	<p>Provide data, e.g. Index of Multiple Deprivation, Joint Strategic Needs Assessment, and details of any local consultation which support your application for this area.</p>
<p><b>Q6 Describe the project or activities you are seeking funding for</b></p> <p><b>Free, confidential independent and impartial Citizens Advice service, locally delivered at children’s and other centres in Guildford Borough’s pockets of the highest deprivation in Westborough, Stoke and Worplesdon wards. This would be a part-time, three day per week, paid post.</b></p> <p><b>The aim of the service is to be holistic – both in filling a gap in the services available to children’s centre users and in the advice and advocacy to be provided by the specialist CAB debt and benefit caseworker, with additional access to the full CAB service for housing, employment, family and legal problems.</b></p> <p><b>Three interviews would be scheduled at each session on a</b></p>	<p>Briefly describe the proposed actions and the activities that will be undertaken; explain how the project would offer something new to the area</p>

<p>weekly basis both in Westborough and Stoke. Casework to resolve the users' problems would on average take equal time. The third day per week would accommodate sessions/interviews at community centres in these wards, at Worplesdon or offer home/out-of-hours visits as required.</p> <p>The service aims to be preventative, providing the advice and advocacy people need to resolve their problems and empowering them to take more control of their problems.</p> <p>The Legal Services Commission has recently published research on advice on prevention of homelessness and estimates the cost to other public services which are mitigated by each £1 of advice funding as housing £2.34, debt £2.98, benefits £8.80 and employment £7.13.</p> <p>As part of our social policy we aim to improve practices and policies that affect people's lives.</p> <p>Currently no advice and advocacy on social welfare law is available within the project areas. Whilst public transport is available into Guildford, this is an additional cost to residents with low incomes and high level benefit dependency. The town centre CAB is working to capacity with 18% more users each year since the recession started; thus we are proposing, with adequate funding, to initiate this new outreach service.</p> <p>Every survey of local residents requests local services.</p>	
<p><b>Q7 What outcomes and outputs will you be aiming to achieve and how do they help SCC achieve its strategic priorities ?</b> <i>Please also say what SCC services are involved and the named contact(s).</i></p> <p><b>Key Performance Indicator outputs for CAB service</b></p> <ul style="list-style-type: none"> <li>• 30% of users gain financial income</li> <li>• Several times our running costs delivered into local community eg for every one pound of grant funding from GBC we generate £10 of otherwise unclaimed income and benefits for our clients – in 2009/10 a total of £2.265million</li> <li>• 90% or users satisfied with the service</li> <li>• 75% of users with personal outcomes from service</li> </ul> <p><b><u>Personal Outcomes</u></b></p> <p><b>Residents have the necessary information to anticipate and</b></p>	<p>An outcome is the direct difference your project will make. The outcomes and quantifiable outputs you specify will form part of our funding agreement with you and progress against these must be detailed in the report which you will be required to submit at the end of the funding period.</p>



<p>avoid problems before they arise. Residents are enabled to take more control and responsibility for improving their quality of life.</p> <p>Residents will be assisted to :</p> <ul style="list-style-type: none"> <li>• Resolve employment and other problems</li> <li>• Will have increased incomes</li> <li>• Be better equipped to manage their own debts which will lead to reduced stress and improve the quality of life</li> </ul>	
<p><b>Q8 How would you involve residents in the project ?</b></p> <p><b>Offer residents opportunities for direct involvement by listening to their priorities both for developing the service and assisting them to influence statutory and local bodies to improve policies and practices via:</b></p> <ul style="list-style-type: none"> <li>• Regular meetings, newsletters and comments cards</li> <li>• Utilizing existing structures such as <ul style="list-style-type: none"> <li>- Meetings of children’s centre users</li> <li>- Community safety wardens public meetings</li> <li>- Church and other centre meetings</li> </ul> </li> </ul> <p><b>Plus emails and new user groups/customer links being developed on the CAB website which is currently being updated and made more user-friendly.</b></p>	<p>Describe how you would establish a relationship with residents and voluntary organisations</p>
<p><b>Q9 The fund is available for one year only; how will any project initiated during this period be sustained in the longer term ?</b></p> <p><b>Guildford CAB would prioritise the recruitment of volunteer advisers to provide the ongoing outreach service from 2012 to areas of deprivation and need identified during the year of this project. Future funding to sustain whatever level of service is shown to be required would be sought by our team from current independent funding streams, the local committee and ward councillors.</b></p>	<p>Explain how you intend to develop local capacity to sustain the project after the funding ends.</p>
<p><b>Q10 How will you measure your success in carrying out the activities and achieving the outcomes you have set out above ?</b></p> <ul style="list-style-type: none"> <li>• Actual awards <ul style="list-style-type: none"> <li>- DWP awards benefit entitlement debts written off by creditors</li> <li>- Bankruptcies and Debt Relief Orders</li> <li>- Employment and other gains</li> </ul> </li> </ul>	<p>We don’t want to create reporting burdens so do keep systems simple, realistic and informative.</p>

<ul style="list-style-type: none"> <li>• <b>Quality of Advice reviews – independent audit by Citizens Advice of CAB management</b></li> <li>• <b>Surveys of users re: personal satisfaction and outcomes</b></li> <li>• <b>Surveys of centre staff re: personal satisfaction and outcomes</b></li> <li>• <b>Comment cards in newsletters, CAB website and partner websites</b></li> </ul>	
<p><b>Q11 Please set out the project timescale and key project milestones</b></p> <p><b>Month 1-3</b></p> <ul style="list-style-type: none"> <li>• <b>Staff recruitment, induction and training</b></li> <li>• <b>Meetings with children’s centre, and other community staff</b></li> <li>• <b>Marketing of CAB with initial public meetings in centres outlining services/appointment days etc</b></li> </ul> <p><b>MILESTONE – Service opens</b></p> <p><b>Month 3-6</b></p> <ul style="list-style-type: none"> <li>• <b>Monitor usage</b></li> <li>• <b>Further marketing if needed</b></li> </ul> <p><b>MILESTONE – Take up – 9 appointments weekly</b></p> <p><b>Month 6-9</b></p> <ul style="list-style-type: none"> <li>• <b>Forward project funding bids developed</b></li> </ul> <p><b>MILESTONE - Appointments maintained</b></p> <p><b>Month 9-12</b></p> <ul style="list-style-type: none"> <li>• <b>KPI’s at target</b></li> <li>• <b>Volunteers in place</b></li> </ul> <p><b>MILESTONE – Further funding obtained for anticipated CAB services required</b></p>	<p>We will be requiring a brief quarterly update on progress and these milestones will form the basis of that update</p>

**Q12 Who are your key partners and how are you developing a shared approach to the area ?**

**Shared objectives**

- **That frontline CAB services should be easy to access**
- **Delivered locally**
- **Be preventative and empower people to resolve their problems**
- **Be targeted at those most in need**
- **Contributes to a holistic service available to families of the children's centres**
- **Joint working to facilitate these objectives reflects both Surrey County Council Corporate Strategy and Citizens Advice Corporate Strategy**

**Experience of partnership working with Beacon Palliative Care Centre, Frimley Park and Royal Surrey Cancer Palliative nurses to continue to develop Guildford's Macmillan Cancer project across 3 boroughs**

**Partnership involves provision by children's or community centres of:**

- **Operating essentials**
  - **Accommodation for interviews**
  - **Phone access**
  - **Appointments made**
- **Agreed referral arrangements**
- **Feedback, with CAB users permission, of outcomes to staff**
- **Joint meetings to monitor and develop take up, raise staff awareness of CAB help and service possibilities**
- **All staff encouraged to use Citizens Advice website [www.adviceguide.org.uk](http://www.adviceguide.org.uk) for their own and their users help so that face to face advice is targeted at those most in need**

Please list the partner organisations you are working with and the strategic and local objectives you wish to achieve; explain how partners' contributions will represent an integrated solution to the needs of the area.

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Annex 2**

<p><b>Q13 Provide details of reports received by the Local Committee which have contributed to an understanding of disadvantage in your borough/district as a whole and in this area in particular.</b></p> <p><b>Guildford Borough Sustainable Community Strategy 2009 – 2026</b></p> <p><b>Guildford Borough Council Poverty Strategy</b></p>	<p>Demonstrate that the Committee has developed an understanding of the profile of disadvantage locally and of the opportunities for joint working and leadership.</p>
<p><b>Q14 What has the Local Committee done in the past to support multi-agency activity to respond to the needs of disadvantaged communities?</b></p> <p><b>Not answered</b></p>	<p>Describe any projects supported in high-need areas and initiatives which have increased the influence of their residents on local services and opportunities.</p>
<p><b><i>Financial Questions</i></b></p>	
<p><b>Q15 How much are you applying for ?</b></p> <p>£24,000</p>	<p>This should be the total amount of money you are requesting from this fund.</p>
<p><b>Q16 How will this funding help the project or initiative ? What are the implications of not receiving the funding you have requested from SCC ? What are the implications of receiving part of the funding you have requested from SCC ? (Please keep answer brief)</b></p> <p>The funding is vital if this much-needed project is to proceed. Funding for the central Guildford CAB office is very tight and no money exists for such new outreach projects.</p> <p>We are proposing a part-time post to cover this demand but if total funding is not forthcoming we shall not be able to proceed even with this scale of project.</p>	

**ITEM 18  
Annex 2**

<p><b>Q17 What resources are available from other partners in the project and how far are these dependent on SCC funding ?</b></p> <p><b>No other funding resources are available at this time</b></p>	
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<p><b>Q18 Has the area received financial support from any part of SCC (including Local Committee allocations and funding from the former self-reliance budget) in the last 2 years? If yes, please give brief details.</b></p>				<p>This information helps SCC to continue to monitor its support to Surrey organisations and promote collaboration between departments.</p>
<b>Name of Funding</b>	<b>Name of Manager</b>	<b>Amount</b>	<b>When</b>	
SCC Member allocation	Dave Johnson	£2,000	10/12/08	
SCC Member allocation	Dave Johnson	£1,000	17/03/09	

**Completing this form does not guarantee success when applying for funding  
All successful projects will be required to complete an evaluation form outlining the outcomes of the project**

**I confirm that to the best of my knowledge the information contained within this Application Form and the enclosed supporting documentation is accurate.**

<p><b>Print Name:</b> ALISON COX</p>	<p><b>Organisations and Status:</b> Bureau Manager Guildford CAB</p>
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<p><b>Signature:</b> Alison Cox</p>	<p><b>Date:</b> 3 September 2010</p>
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<p><b>SMALL DISADVANTAGED AREAS FUND</b></p> <p><b>Application Fund</b></p>		 <p><b>SURREY</b> COUNTY COUNCIL</p>
<p><b>Closing date for this fund:</b> 1 December 2010</p>		
<b>Contact details</b>	<b>Help Notes</b>	
<p>Q1 <b>Name of Local Committee:</b> Guildford</p>	<p>The name of the Local Committee submitting the bid</p>	
<p>Q2 <b>Name of recipient organisation:</b> Oakleaf Enterprise</p>	<p>This is the name of the organisation which will carry out the activities funded or hold the funds on behalf of a partnership</p>	
<p>Q3 <b>Contact person:</b> Jane Ahmed <b>Title:</b> Mrs <b>First Name:</b> Jane <b>Surname:</b> Ahmed <b>Position held in the organisation:</b> Fundraising Volunteer <b>Contact address:</b> 101 Walnut Tree Close, Guildford <b>Post code:</b> GU7 3EJ <b>Telephone:</b> 01483 303649 <b>Fax:</b> 01483 537069 <b>E-mail:</b> janeahmed@oakleaf-enterprise.org</p>	<p>This is the person we will contact if we need information about this application</p>	
<b>What are you seeking funding for ?</b>		
<p>Q4 <b>Describe the area where the funding applied for would be spent</b> The funding will support the development of a Guildford based social enterprise. It is a gardening service for Guildford and Waverley residents, run by people with a mental health illness who live within Guildford, Waverley, Woking and Surrey Heath. Approximately 10% of this population are currently residing in the areas of greatest deprivation (as outlined in your guidance notes) and approximately 40-50% in social and supported housing throughout South West Surrey.</p>	<p>Give details of the neighbourhood or locality which is being targeted by this proposal</p>	

<p><b>Q5 Provide evidence of the local needs which the funding would address</b></p> <p>Mental health illness stands at 1 in 4 of the UK population. While the majority of people with mental health needs want to work, only 24% form part of the labour market. The Social Exclusion Unit reports that those with mental health problems have the lowest employment rate for any of the main groups of disabled people and that low self esteem, stigma and lack of confidence are the main barriers to re-employment. Indeed, out of Guildford, Woking and Waverley’s adult population of 164,258 the number of people suffering mixed depression and anxiety is estimated to be 29,207.</p> <p>The Joint Strategic Needs Assessment <i>The Burden of Ill Health Report</i> states that while there is a higher score of well-being overall for Surrey than for England, some areas of the county are estimated to have a mental health need greater than the English average.</p> <p>All four boroughs covered by our project have a high prevalence of depression, as well as other serious mental health problems. These include:</p> <ul style="list-style-type: none"> <li>• Waverley, which has both the highest occurrence of severe mental illness (schizophrenia, bipolar disorder and other psychoses) and the highest prevalence of depression of any Borough in Surrey.</li> <li>• Woking, which has the highest mortality rate for suicide (according to Clinical and Health Outcomes Knowledge Base 2008);</li> <li>• The latest ward statistics show Westborough in Guildford Borough also having a high mortality rate through suicide.</li> </ul>	<p>Provide data, e.g. Index of Multiple Deprivation, Joint Strategic Needs Assessment, and details of any local consultation which support your application for this area.</p>
<p><b>Q6 Describe the project or activities you are seeking funding for</b></p> <p>Oakleaf is a Surrey based mental health charity enabling local residents to return to work following a mental illness. Oakleaf’s gardening service is an emerging social enterprise providing local residents in the Guildford area with “a garden design and maintenance service with mental health in mind”. At present we provide vocational training in horticulture for an average of 24 service users each week. The majority will attain a variety of recognised qualifications through our new supported access to training scheme in partnership with Merrist Wood College.</p> <p>We are seeking funding for professional horticulture equipment for our gardening service in order for our service users (clients) to gain horticultural skills and qualifications to return to employment.</p>	<p>Briefly describe the proposed actions and the activities that will be undertaken; explain how the project would offer something new to the area</p>

<p>Our existing equipment is old, worn out and inefficient. The dilapidated state of tools can be demoralizing for our clients, who are already struggling with low self-esteem due to their disability. An example is our hedge trimmers, which can take 15 minutes to start and are prone to overheating: once this happens it can require a further hour to cool down enough to restart. This obvious inefficiency generates great frustration amongst our service users who because of low self esteem tend to blame themselves for the resulting difficulties (such as unhappy customers), seeing the problem as a reflection of their skill or ability.</p> <p>We are keen to replace the gardening equipment in order to provide a better training experience for our service users; we also wish to improve the quality of service provided to Guildford area customers of our garden service –</p> <ul style="list-style-type: none"> <li>• to increase customer satisfaction,</li> <li>• generate greater customer loyalty</li> <li>• more referrals of new clients and customers</li> <li>• develop the service as a successful social enterprise.</li> </ul> <p>Proposed actions:</p> <ul style="list-style-type: none"> <li>• With support from staff, clients will research and buy the equipment.</li> <li>• Clients will be regularly trained/retrained in how to use the new items safely and how to maintain the equipment to maximize its life.</li> <li>• The equipment will be used each working day as clients visit working sites across the county as part of their training.</li> <li>• As their skills and confidence increase, clients will become increasingly independent, moving gradually from the vocational training environment into employment.</li> </ul>	
<p><b>Q7 What outcomes and outputs will you be aiming to achieve and how do they help SCC achieve its strategic priorities?</b> <i>Please also say what SCC services are involved and the named contact(s).</i></p> <p>Total Place: There is no overlap of services as Oakleaf Enterprise offers a unique service to South West Surrey residents who are experiencing mental ill health.</p> <p>Outputs:</p> <ul style="list-style-type: none"> <li>• 24 people at any one time during funding period with mental health difficulties to receive horticulture training on efficient equipment that meets modern health and safety standards.</li> <li>• 24 people at any one time during funding period researching, buying and using professional horticultural</li> </ul>	<p>An outcome is the direct difference your project will make. The outcomes and quantifiable outputs you specify will form part of our funding agreement with you and progress against these must be detailed in the report which you will be required to submit at the end of the funding period.</p>



<p>equipment.</p> <ul style="list-style-type: none"> <li>• A more efficient and sustainable social enterprise to provide a gardening service to residents of Guildford.</li> </ul> <p>Outcomes:</p> <ul style="list-style-type: none"> <li>• Improved mental health and a greater sense of competency of Oakleaf clients because the new tools will allow them to achieve better results in less time; they will be proud to be working with the latest equipment on job sites, helping increase their self-esteem.</li> <li>• Greater coordination with the NVQ course and the horticulture diploma from Merrist Wood College, because the Oakleaf clients will be trained on the same equipment that they will use to deliver the gardening service.</li> <li>• Improved efficiency, because the new horticulture equipment will not break down so often, which means that we will not have to hire temporary equipment. This will save at least £500 in the first year.</li> <li>• Improved customer satisfaction and retention of the residents paying for the gardening service, as well as an increase in revenue from an expanded customer base.</li> <li>• Improved sustainability of the social enterprise, because by lowering operational costs and increasing the number of people using the service this will increase the viability of the horticulture project over the long term as a social enterprise and lessen the fundraising required in the future.</li> </ul>	
<p><b>Q8 How would you involve residents in the project ?</b></p> <p>Our gardening service is already established in the Guildford area, we hope improving our service will increase the number of residents using it.</p> <p>Oakleaf's clients are also residents from Guildford, Waverley, Woking and Surrey Heath. They benefit from their training and their involvement in the social enterprise. They will be involved in researching and purchasing the equipment, with assistance from horticulture staff.</p> <p>Our on-going close relationships with voluntary organisations including social care and health practitioners (see Question 12) will be continued. We are currently developing our partnership with Merrist Wood College who are involved in the training of our clients. They are also providing space to store some of the equipment we are purchasing and space for us to grow saleable stock and an opportunity to store green waste.</p>	<p>Describe how you would establish a relationship with residents and voluntary organisations</p>
<p><b>Q9 The fund is available for one year only; how will any project initiated during this period be sustained in the longer</b></p>	<p>Explain how you intend to develop local capacity to</p>

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<p><b>term?</b></p> <p>Major items of horticulture equipment have a life-time cycle of 5-8 years; our quarterly tools training sessions should ensure that clients involved in the project will learn to look after the tools to ensure they have a long life.</p> <p>Thereafter, with our increasing profitability as an emerging social enterprise, we plan to be in a position to replace the equipment in 5 years' time without external support.</p>	<p>sustain the project after the funding ends.</p>
<p><b>Q10 How will you measure your success in carrying out the activities and achieving the outcomes you have set out above?</b></p> <p>Measures of success and achievement of outcomes:</p> <ul style="list-style-type: none"> <li>• An increase in the number of people with a mental health illness referred to our service compared to the previous 12 months.</li> <li>• An increase in the number of Guildford residents using our gardening service compared to the previous 12 months.</li> </ul> <p>An increase in the retention of Guildford residents using our gardening service compared to the previous 12 months.</p>	<p>We don't want to create reporting burdens so do keep systems simple, realistic and informative.</p>
<p><b>Q11 Please set out the project timescale and key project milestones</b></p> <ul style="list-style-type: none"> <li>• Weeks 1 - 8: Clients/staff carry out vender price comparison and re-evaluate which items of equipment to buy (if project is only part funded).</li> <li>• Weeks 8 – 12: Clients/staff order/purchase equipment</li> <li>• Weeks 16: Clients trained in how to use the new equipment</li> <li>• Weeks 16 onwards: Clients to start using equipment – monitoring of client and staff satisfaction increases by survey and interview (before equipment use begins)</li> <li>• Week 16 onwards: monitoring begins of customer retention rates, rates of new referrals and savings that we've made due to the new equipment (i.e. reduced equipment hire)</li> <li>• Week 52: monitoring of client satisfaction in training scheme by survey and interview (post equipment use has commenced)</li> </ul>	<p>We will be requiring a brief quarterly update on progress and these milestones will form the basis of that update</p>

<p><b>Q12 Who are your key partners and how are you developing a shared approach to the area?</b></p> <p>We work closely with</p> <ul style="list-style-type: none"> <li>• Surrey and Border Partnership NHS Foundation Trust's local Community Mental Health Teams: Waverley - Karen Duckenfield, Woking, - Duty Manager. Guildford - Lisa Price, Interim Manager and Farnham Road Hospital Noel Lavin Unit, Abraham Cowley Unit, Chertsey and Surrey County Council Social Care.</li> <li>• By providing vocational daytime training our project fits within the Surrey And Borders Partnership NHS Foundation Trust's Integrated Business Plan ambition of having work and day services for people with mental ill health provided by non-NHS organisations.</li> <li>• We also work with: Surrey Supported Employment (Henry Woodhall, Project Manager), joint working on employment projects in Camberley and Guildford; Disability Initiatives (Lucy Brown, CEO), providing outreach support to their client group; Queen Elizabeth Foundation (Jonathan Powell CEO), exploring a number of joint working initiatives.</li> <li>• We also have working relationships with Guildford Borough Council and Waverley Borough Council HR departments for client placements.</li> </ul>	<p>Please list the partner organisations you are working with and the strategic and local objectives you wish to achieve; explain how partners' contributions will represent an integrated solution to the needs of the area.</p>
<p><b>Q13 Provide details of reports received by the Local Committee which have contributed to an understanding of disadvantage in your borough/district as a whole and in this area in particular.</b></p> <p>In the September 2009 meeting of the Guildford Local Committee, The Guildford Local Strategic Partnership update set up a new Healthy Guildford group in order to meet its objectives.</p> <p>Oakleaf mentioned in the Surrey County Council's Draft Strategy for Working with the voluntary and community Sector at the Guildford Local Committee on 13/12/2007.</p> <p>Mental health, Social Interaction and Physical Wellbeing a section in the Self Reliance in Guildford Borough paper at the Guildford Local Committee meeting on 14.12.06.</p>	<p>Demonstrate that the Committee has developed an understanding of the profile of disadvantage locally and of the opportunities for joint working and leadership.</p>

<p><b>Q14 What has the Local Committee done in the past to support multi-agency activity to respond to the needs of disadvantaged communities?</b></p> <p>The Committee has regularly endorsed its commitment to the three existing priority areas of Stoke, Westborough and Ash, as well as to disadvantaged communities of interest. It has reinforced this by many grants from its revenue and capital budgets to support local projects; it has also supported the priority given to strengthening these communities in borough-wide strategic plans and ensured that relevant links are made by County Council services.</p>	<p>Describe any projects supported in high-need areas and initiatives which have increased the influence of their residents on local services and opportunities.</p>																																																
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<p><b>Q15 How much are you applying for ?</b></p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"><b>Tools</b></th> <th style="text-align: right;"><b>Cost</b></th> </tr> </thead> <tbody> <tr><td>1 x Sthil FS87 Strimmer</td><td style="text-align: right;">£ 435</td></tr> <tr><td>1 x Sthil FS130 Strimmer</td><td style="text-align: right;">£ 660</td></tr> <tr><td>2 x Sthil Double Shoulder Harness @ £50 each</td><td style="text-align: right;">£ 100</td></tr> <tr><td>2 x Sthil Autocut 25-2 Mowing Head @ £30 each</td><td style="text-align: right;">£ 60</td></tr> <tr><td>2 x Sthil HS81R Hedge Cutter @ £550 each</td><td style="text-align: right;">£1,100</td></tr> <tr><td>1 x Sthil HL95 Long Reach Hedge Cutter</td><td style="text-align: right;">£ 690</td></tr> <tr><td>2 x Sthil BG56C-E Blower @ £250 each</td><td style="text-align: right;">£ 500</td></tr> <tr><td>1 x Sthil BR500 Backpack Blower</td><td style="text-align: right;">£ 525</td></tr> <tr><td>1 x Pedestrian Mower</td><td style="text-align: right;">£ 900</td></tr> <tr><td>1 x Chain Saw</td><td style="text-align: right;">£ 700</td></tr> <tr><td>10 Spades @ £20 each</td><td style="text-align: right;">£ 200</td></tr> <tr><td>10 Forks @ £20 each</td><td style="text-align: right;">£ 200</td></tr> <tr><td>3 Large aluminium shovels @ £50 each</td><td style="text-align: right;">£ 150</td></tr> <tr><td>4 Edging sheers @ £25 each</td><td style="text-align: right;">£ 100</td></tr> <tr><td>3 Forestry Hats @ £60 each</td><td style="text-align: right;">£ 180</td></tr> <tr><td>1 Scaffolding Tower</td><td style="text-align: right;">£ 500</td></tr> <tr><td>2 Loppers @ £30 each</td><td style="text-align: right;">£ 60</td></tr> <tr><td>5 x Felco Secateurs @ £25 each</td><td style="text-align: right;">£ 125</td></tr> <tr><td>5 Saws @ £40 each</td><td style="text-align: right;">£ 200</td></tr> <tr><td>Sharpening stone</td><td style="text-align: right;">£ 15</td></tr> <tr><td>3 Dutch Hoes @ £25</td><td style="text-align: right;">£ 75</td></tr> <tr><td>5 hand trowel and fork sets @ £15 each</td><td style="text-align: right;">£ 75</td></tr> <tr><td><b>Total amount requested from this fund</b></td><td style="text-align: right;"><b>£7, 550</b></td></tr> </tbody> </table>	<b>Tools</b>	<b>Cost</b>	1 x Sthil FS87 Strimmer	£ 435	1 x Sthil FS130 Strimmer	£ 660	2 x Sthil Double Shoulder Harness @ £50 each	£ 100	2 x Sthil Autocut 25-2 Mowing Head @ £30 each	£ 60	2 x Sthil HS81R Hedge Cutter @ £550 each	£1,100	1 x Sthil HL95 Long Reach Hedge Cutter	£ 690	2 x Sthil BG56C-E Blower @ £250 each	£ 500	1 x Sthil BR500 Backpack Blower	£ 525	1 x Pedestrian Mower	£ 900	1 x Chain Saw	£ 700	10 Spades @ £20 each	£ 200	10 Forks @ £20 each	£ 200	3 Large aluminium shovels @ £50 each	£ 150	4 Edging sheers @ £25 each	£ 100	3 Forestry Hats @ £60 each	£ 180	1 Scaffolding Tower	£ 500	2 Loppers @ £30 each	£ 60	5 x Felco Secateurs @ £25 each	£ 125	5 Saws @ £40 each	£ 200	Sharpening stone	£ 15	3 Dutch Hoes @ £25	£ 75	5 hand trowel and fork sets @ £15 each	£ 75	<b>Total amount requested from this fund</b>	<b>£7, 550</b>	<p>This should be the total amount of money you are requesting from this fund.</p>
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<p><b>Q16 How will this funding help the project or initiative? What are the implications of not receiving the funding you have requested from SCC ? What are the implications of receiving part of the funding you have requested from SCC? (Please keep answer brief)</b></p> <p>If the project were only part funded, clients together with project staff would evaluate which items would make the biggest difference in achieving the outcomes as outlined in Q7. This would urgently include the trimmers and hedge cutters due to their unreliability, as mentioned in Q6.</p> <p>While we are grateful for any support received, all of the</p>																																																	

<p>equipment listed is vital for the development of the gardening service: its success requires good quality inputs in order to achieve our desired outcome of growth of our customer base, and improving quality standards of gardening service, with the ultimate aim of financial self-sustainability.</p> <p>The implications of not receiving the funding are:</p> <ul style="list-style-type: none"> <li>• South West Surrey residents with poor mental health, experience increased frustration and demoralisation as they are hindered in their work by their tools.</li> <li>• Horticulture equipment used by vulnerable adults does not meet current health and safety standards for hand arm vibration and noise at work. (Each piece of equipment has been set maximum time limits by the HSE and our old equipment can't be used for very long. With improvements in technology new equipment is quieter and vibrates less which means it can be used for longer with increases productivity and sustainability).</li> <li>• Increasing amounts of time are lost trying to get equipment to work or cool down rather than carrying out gardening work that can be charged to customers.</li> <li>• Project loses paying customers as private competitors have better equipment to do the same job.</li> </ul>									
<p><b>Q17 What resources are available from other partners in the project and how far are these dependent on SCC funding?</b></p> <p>Due to the recession, our funding is down and we are working extremely hard in order to secure all our core funding requirements. We have not been able to divert time away from this urgent fundraising to seek out alternative monies for this project at the current time. However, we are establishing an increasing number of special events and hope our success in doing this will help to fund purchases of equipment in the future (but not possible during this financial year).</p> <p>We are currently developing our partnership with Merrist Wood College who are providing space to store some of the equipment we are purchasing.</p>									
<p><b>Q18 Has the area received financial support from any part of SCC (including Local Committee allocations and funding from the former self-reliance budget) in the last 2 years? If yes, please give brief details.</b></p>				<p>This information helps SCC to continue to monitor its support to Surrey organisations and promote collaboration between departments.</p>					
<b>Name of Funding</b>	<b>Name of Manager</b>	<b>Amount</b>	<b>When</b>						
SCC Member allocation	Dave Johnson	£4,920	09.12.09						

<b>Completing this form does not guarantee success when applying for funding All successful projects will be required to complete an evaluation form outlining the outcomes of the project</b>	
<b>I confirm that to the best of my knowledge the information contained within this Application Form and the enclosed supporting documentation is accurate.</b>	
<b>Print Name:</b>  Clive Stone	<b>Organisations and Status:</b>  CEO, Oakleaf Enterprises
<b>Signature:</b> (sent via email)	<b>Date:</b> 1 September 2010

<p><b>SMALL DISADVANTAGED AREAS FUND</b></p> <p><b>Application Fund</b></p>		 <p><b>SURREY</b> COUNTY COUNCIL</p>
<p><b>Closing date for this fund:</b> 1 September 2010</p>		
<b>Contact details</b>		<b>Help Notes</b>
<p>Q1 <b>Name of Local Committee:</b> Guildford</p>		<p>The name of the Local Committee submitting the bid</p>
<p>Q2 <b>Name of recipient organisation:</b> Voluntary Action South West Surrey</p>		<p>This is the name of the organisation which will carry out the activities funded or hold the funds on behalf of a partnership</p>
<p>Q3 <b>Contact person:</b> Carol Dunnett <b>Title:</b> <b>First Name:</b> Carol <b>Surname:</b> Dunnett <b>Position held in the organisation:</b> Chief Officer <b>Contact address:</b> 39 Castle Street, Guildford, Surrey <b>Post code:</b> GU1 3UQ <b>Telephone:</b> 01483 504626 <b>Fax:</b> <b>E-mail:</b> c.dunnett@vasws.org.uk</p>		<p>This is the person we will contact if we need information about this application</p>
<b>What are you seeking funding for ?</b>		
<p>Q4 <b>Describe the area where the funding applied for would be spent</b></p> <p>The project will be based in two of the most deprived parts of Guildford Borough: Stoke and Westborough wards. Westborough ward is one of the four designated Priority Places of the Surrey Strategic Partnership. Stoke is recognised as the fifth most disadvantaged ward and is “next in line”.</p>		<p>Give details of the neighbourhood or locality which is being targeted by this proposal</p>

<p><b>Q5 Provide evidence of the local needs which the funding would address</b></p> <p>Parts of Westborough and Stoke are within the most deprived national quartile, with between 31% and 42% of children living in income-deprived households. Compared with the rest of Guildford Borough these communities have lower incomes, a higher percentage of residents with no qualifications and poorer educational achievement. A higher proportion claim job seekers allowance and incapacity benefits. There are significant health inequalities, for example female life expectancy in parts of Westborough is 4.7 years less than in other parts of Guildford.</p> <p>These communities face a range of challenges, however it has less confidence than other areas to speak up for itself. According to the 2008 Place Survey, only 10.4% of respondents from Stoke and Westborough were involved in a decision affecting their local area in the past twelve months. This compares to a borough average of 15.3%.</p> <p>This project will empower these communities to tackle their own problems and to develop capacity as community leaders. It is important that residents can influence decisions affecting their local area. When public bodies develop services in isolation, they are at risk of being less effective and more costly.</p>	<p>Provide data, e.g. Index of Multiple Deprivation, Joint Strategic Needs Assessment, and details of any local consultation, which support your application for this area.</p>
<p><b>Q6 Describe the project or activities you are seeking funding for</b></p> <p>Section 2.6 sets out that there is a clear need to improve the health of people living in Stoke and Westborough. By comparison with the rest of the Borough, people living there are far more likely to be in poor health. The community development worker will initiate and support the establishment of healthy activities in the two wards, working in partnership with local residents, community groups and public agencies. Locating services in the two wards will increase uptake of healthy activities and the worker will target services at people who will benefit most from them. Engaging more people in healthy activities will result in an improvement in their physical health and well-being.</p> <p>Similarly, there is a need for services in Stoke and Westborough to address the isolation of hard to reach groups that local practitioners and community organisations have identified. The worker will help to support the establishment of activities such as adult and community learning courses, including for people whose first language is not English, a group for people with learning disabilities, regular day trips for senior residents and other activities that aim to bring the whole community together. Engaging isolated and hard to reach individuals will result in strengthening community cohesion in the two wards. From this it is intended that community leaders be identified who will be able to galvanise the community into finding solutions for itself.</p>	<p>Briefly describe the proposed actions and the activities that will be undertaken; explain how the project would offer something new to the area</p>



<p>It is evidence by agencies on the ground that the residents of Stoke and Westborough are far less likely to get involved in decisions that affect their local area. The community development worker will work with local councillors and public bodies to raise their profile in the two wards and to promote opportunities for people to get involved in decision-making. For example, the community development worker will encourage councillors and the local MP to hold more surgeries in the area, work with public bodies to hold decision-making meetings in the two wards, like the Surrey County Council Local Committee, and promote public consultations in Stoke and Westborough. The worker will also promote examples of when decisions about the local area have been influenced by local people. The outcome of these activities is that local people will have a better understanding of how they can get involved in decision-making, which ultimately will result in better decisions being made.</p> <p>Finally, there are high levels of adults without any qualifications and the relatively high levels of people claiming Job Seekers Allowance. Volunteering is one means to improving people's skills and employment chances, and we know that volunteering levels are lower in these two wards. The work of this project will need to complement other initiatives aiming to improve the level of skills, digital inclusion and employment options in the area.</p> <p>The community development worker will work with Voluntary Action for South West Surrey to hold volunteer recruitment days in Stoke and Westborough. They will also work with local businesses, community organisations and public bodies to identify volunteering opportunities. They will also communicate to the community examples of how volunteering has improved peoples lives. The worker will also work with schools and youth groups to promote volunteering to young people. Overall, the project will increase the numbers of people who volunteer and report that they have benefited from the experience. At the same time, the community development worker will provide support to voluntary and community groups to increase their effectiveness and sustainability.</p>	
<p><b>Q7 What outcomes and outputs will you be aiming to achieve and how do they help SCC achieve its strategic priorities?</b> <i>Please also say what SCC services are involved and the named contact(s).</i></p> <p>The following outcomes will be achieved through a combination of facilitating new activities and supporting existing groups to increase their effectiveness:</p> <ol style="list-style-type: none"> <li>1. Local people are engaged in healthy activities which will result in an improvement in their physical health and well-being.</li> <li>2. Social activities are provided particularly for vulnerable older people and people with mental health problems, resulting in reduced isolation by the end of the project term.</li> <li>3. Local residents feel they are enabled to become more involved in decision making for their neighbourhood.</li> </ol>	<p>An outcome is the direct difference your project will make. The outcomes and quantifiable outputs you specify will form part of our funding agreement with you and progress against these must be detailed in the report which you will be required to submit at the end of the funding period.</p>

<p>4. Community cohesion is increased by local people becoming involved in volunteering in their local community.</p> <p>5. People are able to develop new skills and experience through volunteering by the end of the project term.</p> <p>These outcomes help SCC achieve its strategic priorities of understanding local need and shaping local delivery, encouraging residents to become involved in taking responsibility for their neighbourhood and addressing disadvantage and improving opportunities in the community.</p>	
<p><b>Q8 How would you involve residents in the project?</b></p> <p>This project will draw upon the well-established theory and practice of community development work and will uphold the values that underpin this approach. It will commit to:</p> <ol style="list-style-type: none"> <li>1) Collective working/community capacity-building - working together towards common goals and forming networks and making connections to help people to collaborate and come together in groups.</li> <li>2) Learning and reflecting - recognising that everyone has skills and knowledge and try to harness this into positive action no matter what their ability. The project will identify the learning needs of individuals who may be able to become community leaders and will support them to develop leadership skills and enable them to become competent advocates or representatives of the people within their community at decision making events.</li> <li>3) Participation- helping individuals to get involved in their community and sharing power with statutory services and authorities to help improve their own lives, the life of their unique communities and the wider community in which they live. It will aim to increase people's influence over decisions that affect their lives and thus improve their leadership skills.</li> <li>4) Political Awareness- raise awareness of community concerns and link these with the bigger picture in the borough of Guildford and in Surrey.</li> <li>5) Sustainability- working with and investing in the capacity of people and groups so that change lasts and people are empowered to support themselves and the groups in which they are involved and to become more self-sufficient. The Project will work with individuals on building their confidence to take up leadership of projects and initiatives and ultimately empower them to develop their projects and become self-sufficient.</li> </ol>	<p>Describe how you would establish a relationship with residents and voluntary organisations</p>
<p><b>Q9 The fund is available for one year only; how will any project initiated during this period be sustained in the longer term?</b></p> <p>Apart from the activities/outcomes described in Q6-8 above, the</p>	<p>Explain how you intend to develop local capacity to sustain the project after the funding ends.</p>

<p>project will position itself as the key provider of such activities on behalf of Guildford LSP. It will then seek to secure longer-term funding (say 3-5 years) from SCC, GBC and trust funds etc.</p>	
<p><b>Q10 How will you measure your success in carrying out the activities and achieving the outcomes you have set out above?</b></p> <p>We will keep a log of all the voluntary and community groups that we provide support to, how often we provide support to them and what type of support was provided, e.g. helped write a constitution, helped recruit volunteers, helped secure funding etc.</p> <p>We will also use the data contained in the annual Surrey Joint Strategic Needs Assessment to monitor the health of residents living in Stoke and Westborough.</p> <p>The baselines for the numbers of people reporting that they feel they can influence decisions and the number of people who regularly volunteer were set using data from the biannual Place Survey. This has now been discontinued, so we will send out our own survey asking the relevant questions to measure performance.</p> <p>The community development worker will keep a log of the people that they signpost to volunteering opportunities. They will monitor these to see how many people take up voluntary work and assess whether those that have found it beneficial.</p> <p>We will keep a log of all the healthy activities that are initiated or supported by the community development worker. This will include what role the worker has played and the number of people attending the activities. At the end of each course we will ask the participants to evaluate the courses and what affect it has had on their health. A sample of the participants will be contacted again six months after the course to assess if the activities have had an ongoing affect on the individuals health.</p>	<p>We don't want to create reporting burdens so do keep systems simple, realistic and informative.</p>

<p><b>Q11 Please set out the project timescale and key project milestones</b></p> <p>Worker recruited and in place February 2011.</p> <p>Healthy activity programme planned by end of April 2011 with at least 2 activities confirmed.</p> <p>Programme of healthy activities (to include walks, trips out for elderly residents, smoking cessation and alcohol awareness activities) to run from May to end of project.</p> <p>Activities to raise the awareness of how local people can influence decision making planned with 2 activities taking place in April 2011 to raise awareness of forthcoming local elections and referendum. Followed by events to enable residents to meet newly elected representatives April 2011 – July 2011</p> <p>In partnership with lifelong community learning partnership establish programme for adult and community learning courses concentrating on delivering them within existing structures. September 2011.</p> <p>Working with Voluntary Action staff to increase volunteering, identifying local opportunities and developing a system to match volunteers with the opportunities: June 2011</p> <p>Three volunteer recruitment events to take place: September 2011, December 2011, February 2012</p> <p>Identify and engage with potential community leaders by July 2011 and on going. Support them to develop into this role – on going.</p> <p>To engage with existing groups and help support them achieve their objectives: throughout project.</p>	<p>We will be requiring a brief quarterly update on progress and these milestones will form the basis of that update</p>
<p><b>Q12 Who are your key partners and how are you developing a shared approach to the area?</b></p> <p>We will work with:</p> <ul style="list-style-type: none"> <li>Local councillors</li> <li>Local residents associations</li> <li>Local faith communities</li> <li>Guildford Community Learning Partnership</li> <li>Guildford Borough Council</li> <li>Surrey County Council</li> <li>NHS Surrey.</li> </ul>	<p>Please list the partner organisations you are working with and the strategic and local objectives you wish to achieve; explain how partners' contributions will represent an integrated solution to the needs of the area.</p>

<p><b>Q13 Provide details of reports received by the Local Committee which have contributed to an understanding of disadvantage in your borough/district as a whole and in this area in particular.</b></p> <p>The Local Committee (Guildford) has received regular reports, most recently at its meetings on 10 December 2008 (Item 7) and 9 December 2009 (Item 8). The Committee has supported partnership work in Stoke, Westborough and Ash. The minutes of the December 2009 meeting show that the Committee agreed to 'continue to use the resources at its disposal to promote the development of stronger, more self-reliant communities in Guildford.' In addition, they noted that the work in deprived areas is undertaken to empower individuals and communities to develop local solutions to the problems that face them, and address a number of key issues for public services.</p>	<p>Demonstrate that the Committee has developed an understanding of the profile of disadvantage locally and of the opportunities for joint working and leadership.</p>
<p><b>Q14 What has the Local Committee done in the past to support multi-agency activity to respond to the needs of disadvantaged communities?</b></p> <p>The Committee has regularly endorsed its commitment to the three existing priority areas and reinforced this by many grants from its revenue and capital budgets to support local projects; it has also supported the priority given to strengthening these communities in borough-wide strategic plans and ensured that relevant links are made by County Council services.</p>	<p>Describe any projects supported in high-need areas and initiatives which have increased the influence of their residents on local services and opportunities.</p>
<p><b>Financial Questions</b></p>	
<p><b>Q15 How much are you applying for?</b></p> <p>£37,000</p>	<p>This should be the total amount of money you are requesting from this fund.</p>
<p><b>Q16 How will this funding help the project or initiative? What are the implications of not receiving the funding you have requested from SCC? What are the implications of receiving part of the funding you have requested from SCC? (Please keep answer brief)</b></p> <p>This level of funding would be a significant contribution to the overall project costs. However, we will seek match funding and other resources from other bodies such as GBC.</p> <p>The implication of not receiving this funding is that previous community development work undertaken in the area will go to waste and initiatives that had been started will not be able to continue. Isolated people especially the elderly and people with mental health problems will not have the opportunities to be supported in taking a fuller role in their communities. The social and health inequalities that exist between this area and the rest of Guildford will not be addressed and the area will find it harder to develop and overcome its current disadvantage.</p>	

**ITEM 18  
Annex 4**

<p>Not receiving all the money that has been requested will limit the amount of work that can be achieved and we would have to look again at the outcomes and would have to concentrate resources on just achieving one or two of them, but as all the outcomes identified are already priorities this would be difficult.</p>				
<p><b>Q17 What resources are available from other partners in the project and how far are these dependent on SCC funding?</b></p> <p>Voluntary Action South West Surrey has a post funded by the lottery until March 2012 who would be able to spend some time on helping with project development. We would also be able to provide back office support and the contacts with the key community groups working in the area.</p> <p>To be confirmed from other partners</p>				
<p><b>Q18 Has the area received financial support from any part of SCC (including Local Committee allocations and funding from the former self-reliance budget) in the last 2 years? If yes, please give brief details.</b></p>				<p>This information helps SCC to continue to monitor its support to Surrey organisations and promote collaboration between departments.</p>
<p><b>Name of Funding</b></p>	<p><b>Name of Manager</b></p>	<p><b>Amount</b></p>	<p><b>When</b></p>	
<p><b>Completing this form does not guarantee success when applying for funding All successful projects will be required to complete an evaluation form outlining the outcomes of the project</b></p>				
<p><b>I confirm that to the best of my knowledge the information contained within this Application Form and the enclosed supporting documentation is accurate.</b></p>				
<p><b>Print Name: Carol Dunnett</b></p>		<p><b>Organisations and Status: Chief Officer, Voluntary Action South West Surrey</b></p>		
<p><b>Signature:</b> via e-mail</p>			<p><b>Date:</b></p>	